



# **Agenda of Regular Meeting**

## **Thursday, August 11, 2022**

### **The Board of Trustees**

### **Richardson ISD**

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A Regular Meeting of the Board of Trustees of Richardson ISD will be held Thursday, August 11, 2022, beginning at 6:00 PM in the Administration Building, 400 S. Greenville Ave, Richardson, TX 75081.

The meeting will be held live and by video conference. A quorum of the Board will be physically present at 400 S. Greenville, Richardson, Texas 75081. Prior to or during consideration of agenda subjects, the board will hear public comments from any member of the public who has complied with District procedures for signing up to speak. The notice for this meeting was posted on August 8, 2022.

Public Comments: Any person who signs up to speak acknowledges and accepts the Board's procedures for public comment that may be viewed at: <https://bit.ly/pcprocedures122021>. Public Comment cards will be accepted until 15 minutes before the scheduled time for the meeting to begin and must be completed in their entirety with accurate and truthful information and must designate the specific item the speaker wishes to address. Speakers are limited to three minutes unless the time has been adjusted to maintain effective meeting management. (If 20 or more persons submit a speaker card, the time will be reduced to 2 minutes; if 30 or more persons submit a speaker card, the time will be reduced to 1 minute.) Failing to yield the podium when a speaker's time has elapsed is considered a disruption.

Disruptions. Disruptive behavior will not be tolerated during a meeting. After providing at least one warning to a disruptive visitor, the presiding officer may request assistance from law enforcement officials to remove from the meeting any person who continues to disrupt the meeting by utterances or actions. A visitor who exhibits disruptive behavior in a subsequent meeting may be issued a trespass warrant. It is a criminal offense for a person, with intent to prevent or disrupt a lawful meeting, to substantially obstruct or interfere with the ordinary conduct of a meeting by physical action or verbal utterance.

The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the same order as shown on this meeting notice. Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

- I. **CALL TO ORDER**
  - A. Pledge of Allegiance / Moment of Silence
  - B. Announcements / Communications

II.	<b>PUBLIC COMMENT SECTION</b> Comments from visitors who complete a card requesting to address Board Members.	<b>8</b>
	A. Agenda Related Topic	
	B. Non-Agenda Related Topic	
III.	<b>SPECIAL ACTION ITEMS</b>	
	A. Consider Board Reorganization	
IV.	<b>CONSENT / CONFIRMATION AGENDA ITEMS</b> Submitted for Action and/or Information	
	A. Minutes of June 6, June 13, June 29, June 30, July 11, July 12, July 13, July 15, July 18 (2), July 26, August 1, and August 9, 2022 Meetings Action Item	11
	B. Recommended Specified Best Value/Low Bids, Contracts and Cumulative Purchases Action/Information Item	31
	<b>Part A: New Bids - For Approval</b> Miscellaneous Consultant Services Engineering Services Office Supplies and Related Items for Child Nutrition Department Grounds and Landscaping - Supplies and Services Departmental Uniforms	
	<b>Part B: Bid Renewals - For Approval</b> Mowing & Irrigation Services Concrete and ADA Ramps/Handrails Library Books and Media General Liability, School Board Legal Liability and Auto Liability	
	<b>Part C: Contract Information (Greater than \$100,000) - For Approval</b> Dallas County Appraisal District - appraising property in the county Netsync Network Solutions - Refresh RISD's on prem virtual desktop system (DIR-TSO-4167) McGraw Hill - Tier 3 reading intervention program for secondary students 4 year term (RISD 20-105) Curriculum Associates - Math resources that support Kinder through 8th grade math with Tier 1 resources (RISD 21-121) Communities in Schools - perform supplemental services including improvement of attendance, academic performance, behavior and mental health needs (RISD 22-184) Capstone - PebbleGo database 5 year agreement (RISD Bid # 21-121) Netsync Network Solutions - Semperies Recovery 5-year agreement (TIPS 200105) QuaverEd - Health/PE online curriculum (Region 10 ET 20201216) Learning Without Tears - IMA Handwriting student consumables (RISD 21-121) Frontline Education - Annual renewal of eStar IEP (RISD 1398) Windstream Holdings - District business phones and long distance service for 22-23 Benchmark - Decodable readers to support K-1 early reading (Bid # 21-121) Avid - 2022-2023 Avid Contract (EPCNT DISD AR-206299) Schoolology - Learning management system year 3	
	<b>Part D: Interlocal Agreements, Memorandums of Understanding, and Other - For Approval</b> <b>Interlocal Agreements:</b> None	

**Memorandums of Understanding:**

Region 10 ESC Student Placement & Servicing - Sierra School at Plano

Texas Woman's University - implement early field experiences including student teaching and/or internships; valid August 1, 2022 - August 1, 2023, may renew for (2) one-year terms

**Other:**

Oncor Electrical Easement for Permanent Electrical Service for LHMS Construction Project

**Part E: Contracts, Contract Modifications & Change Orders: Less than \$100,000 (Information Only)**

JRB Consulting - Assist with update and maintenance of the Instructional Operating Guide (IOG), through June 10, 2023.

**Part F: Cumulative Purchases - Information Only**

**Cumulative Purchases from Qualified Vendors:**

Allied States - Region 19

Buy Board - Texas Association of School Boards

CCGPF - Collin County Governmental Purchasing Forum

CPGPC - Choice Partners

CTPA - Central Texas Purchasing Alliance

DIR - State of Texas Department of Information Resources

EPCNT - Education Purchasing Cooperative of North Texas

ESC - Educational Service Center

NCPA - National Cooperative Purchasing Alliance

SOURCEWELL - Sourcewell (previously NJPA)

OMNIA Partners - TCPN/IPA/US Communities

PACE - Purchasing Association of Cooperative Entities

TCCPP - Tarrant County Cooperative Purchasing Program

TIPS - The Interlocal Purchasing System

TPASS - Texas Procurement and Support Services

Equalis

C.	Schedule of Upcoming Bids	39
	Information Item	
D.	Bond Expenditure Reports (2016 & 2021)	41
	Information Item	
E.	Quarterly Investment Report	45
	Information Item	
F.	Authorize Amendment to TexPool Authorized Representatives	60
	Action Item	
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I.	Acceptance of Certified Appraisal Roll	63
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J.	Consider Exempt Courses for UIL No Pass/No Play	66
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K.	Consider Military Leave Compensation	70
	Action Item	
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	N. Consider Renewal of Staff Development Waiver Action Item	82
	O. Consider Revision to Policy FFG (LOCAL) Action Item	84
	P. Consider Revision to Policy FNCA (LOCAL) Action Item	89
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	A. Consider Gifts Action Item	92
	B. Consider RISD Daycare Construction - Former Newcomer Center Site Action Item	94
	C. Consider RISD Daycare Construction - Canyon Creek Elementary School Site Action Item	103
	D. Consider Revision to Policy FNCE(LOCAL) Action Item	105
	E. <del>Consider Under RFCSP #22-196 – Acquisition of Cell Phone Free School Environment Program</del> Action Item - This item has been pulled from the agenda.	
	F. Consider Student Code of Conduct Action Item	109
	G. Construction / Bond Projects Update Information Item	211
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	J. Discussion of Legislative Issues Information Item	
	K. Discussion of Student / District Activities Information Item	
	L. Discussion of Upcoming Events Information Item	
	M. Discussion of Recently Attended or Upcoming Conferences and Meetings Information Item	
	N. Proposal of Future Agenda Items Information Item	
VI.	<b>ENTER CLOSED MEETING in accordance with the Texas Open Meetings Act, Texas Government Code, including but not limited to Section 551.071 - Consultation with Attorney.</b>	
VII.	<b>RECONVENE OPEN MEETING to vote on matters considered in Closed Meeting, if applicable.</b>	

## VIII. ADJOURNMENT

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 in accordance with the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E or Texas Government Code section 418.183(f). Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting. [See BEC(LEGAL)]

The background of the image is a waving American flag. The stars and stripes are clearly visible, with the blue field of stars on the left and the red and white stripes on the right. The flag appears to be moving, creating a sense of dynamic energy.

**I pledge allegiance  
To the Flag of the  
United States of America,  
and to the Republic  
for which it stands,  
one Nation under God,  
indivisible, with liberty  
and justice for all.**

The background of the image is the Texas state flag, featuring a blue field with a white five-pointed star on the left, and a white and red field on the right. The text is overlaid on the right side of the flag.

**Honor the Texas flag;  
I pledge allegiance  
to thee, Texas,  
one state under God,  
one and indivisible.**



## **BOARD OF TRUSTEES RICHARDSON INDEPENDENT SCHOOL DISTRICT**

### **Procedures for Public Comments During Board Meetings**

The Board of Trustees of the Richardson Independent School District welcomes members of the public to its meetings. The purpose of meetings is to allow trustees to conduct the business of the District. Although Board meetings are held in public, they are not public meetings and the public does not have a right to participate except as provided by the Board. The Board offers a limited open forum at meetings through its Public Comment Sections to provide opportunities for members of the public to convey information to the Board.

The Board adopted the following procedures concerning public comments to facilitate the efficient operation of meetings:

- Public Comment Section.
  - The Board of Trustees will include a Public Comment Section on the posted Agenda for each meeting. The Board holds regular monthly business meetings each month of the year, excluding July. Business meetings typically are scheduled for the first Monday of the month. The Board schedules work sessions to address topics of study or as other needs arise. The Board reserves the third Monday of each month for work sessions, but they also may be scheduled at any other time when a need arises. The Board reserves the right to schedule or reschedule meetings as necessary to meet the operational needs of the District. A written Agenda is posted for each Board meeting at least 72 hours before the meeting is scheduled. If an Emergency Meeting is authorized, an agenda will be posted at least one hour before the meeting is scheduled.

The Public Comment Section for agenda-related topics ordinarily will be placed on the Agenda just prior to the first business item on the Agenda. Where appropriate for efficient meeting management, the section for comments related to non-agenda topics may be placed on the Agenda after other action and information items. A speaker who attempts to address a nonagenda-related topic during any period reserved for agenda-related topics is engaging in disruptive behavior. The speaker must stop his or her comments when directed.

- When necessary for effective meeting management, to accommodate large numbers of individuals wishing to address the Board at a meeting, or when otherwise advisable to accommodate specific circumstances, the Board delegates to the presiding officer the authority to make adjustments to these public comment procedures. Such adjustments may include, without limitation, adjusting when public comment will occur during a meeting, reordering agenda items, deferring public comment on non-agenda items, continuing an agenda item to a later meeting, temporarily revising public comment procedures as necessary if a meeting is conducted via videoconference, providing expanded opportunity for public comment, or establishing an overall time limit for public comments and adjusting the time allotted to each speaker.
- Speaker Topics.
  - Regular Business Meetings. Speakers may comment on specific Agenda items as well as matters not on the posted Agenda during the Public Comment Section at regular business meetings.

- Work Sessions or Other Called Meetings. Speakers may comment only on specific agenda items during the Public Comment Section at work sessions and other called meetings.
- Public Hearings. When RISD gives notice of a public hearing, speakers may complete a separate comment card for the public hearing. Speakers may only comment on the specific topic noticed for the public hearing. All other rules noted herein apply to comments during a public hearing.
- Public Comment Cards.
  - Persons wishing to address the Board must complete a Public Comment card. Public Comment cards are located in the foyer of the Auditorium in the Administration Building before scheduled meetings. (If the Board schedules a meeting at another location, Public Comment cards will be available in a conspicuous location at the meeting site.) A staff member typically will be present to receive Public Comment cards.
  - Completed cards must be placed in the designated box no later than fifteen (15) minutes prior to the posted time for the meeting to begin. Most meetings are scheduled to begin at 6:00 p.m. RISD will not accept Public Comment cards later than fifteen minutes prior to the posted meeting time.
  - In addition to identifying information, each speaker must indicate the specific Agenda item about which he or she wishes to comment and/or identify the non-Agenda topic of the comments.
  - If RISD gives notice of a public hearing, it will provide a separate public hearing comment card that persons who wish to speak must complete.
- Written Materials. A speaker who wishes to provide written materials to the Board of Trustees must attach at least nine (9) copies of the materials to the completed Public Comment card. Staff will provide a copy of the materials to the trustees before the speaker is called. The speaker may not distribute materials when he or she is called to speak.
- Time.
  - Each speaker is limited to a total of three\* minutes and a speaker may not use time of another speaker to extend his or her comment period. *Note:* A speaker who addresses the Board through a translator will have six\* minutes to present comments to ensure that non-English speakers receive the same opportunity to address the Board.
  - Staff will set a three\*-minute digital timer for each speaker. The speaker shall end his or her comments when the timer expires. Any speaker who fails to stop speaking and yield the podium at the end of his or her allotted time is considered out of order and may be escorted from the podium and/or asked to leave the meeting.  
(\*Unless the comment period has been limited as provided herein.)
- Single comment. A speaker may complete one Public Comment Card for each meeting. A speaker who comments during a public hearing is not ineligible to speak during the regular public comment period.
- Protocol for Speakers.
  - The Board Secretary will call the name of each speaker who has submitted a public comment card and state the topic(s) on which the individual has registered to speak.

- Each speaker should approach the podium when his or her name is called. An adjustable microphone is affixed to the podium in the Auditorium. The speaker should clearly state his or her name and the school or school(s) the speaker's children attend or have attended before beginning to comment.
  - The Board will not engage in dialogue with a speaker. Specific factual information or reference to an existing policy may be furnished in response to inquiries or statements. The Board cannot deliberate or make a decision on any subject that is not on the Agenda.
  - The public comment period is not the appropriate forum for presentation of formal complaints. RISD maintains a formal grievance policy to address complaints. The Board will only consider formal complaints that remain unresolved after they have been addressed through proper administrative channels and when they have been placed on the Agenda. Attacks of a personal nature against Board members, RISD staff, students, or other citizens by name or unique title will not be allowed or tolerated. Speakers who wish to make a complaint regarding an employee should comply with the appropriate complaint policy. (DGBA – Employee Complaints; FNG – Student/Parent Complaints; GF – Public Complaints). Complaint policies are available on the RISD website.
  - Remarks or other conduct that disrupt the meeting are considered out of order and will not be allowed. Visitors and staff must listen quietly and respectfully during the public comment section whether they agree or disagree with a speaker's message. It is not appropriate for staff or visitors to clap, cheer, boo, display banners, or otherwise engage in disruptive conduct. Persons who disrupt the meeting will be cautioned to observe meeting rules. Persons who persist in disrupting the meeting may be removed from the meeting.
- Consent for Online Publication. RISD may audio and video record its meetings. A person who chooses to speak during the Public Comment Section is consenting to the online audio/video publication of his or her comments.
  - Reasonable Accommodation and Translation. Persons desiring to make a public comment who need reasonable accommodations of a disability or who require a language translator should contact the Board office at 469-593-0403 in advance of the meeting to request assistance.

Approved: December 13, 2021

**BOARD OF TRUSTEES**  
**Richardson Independent School District**  
**Richardson, Texas**

**Date:** August 11, 2022

**Department:** Board of Trustees Office

**Submitted by:** Libby Oliver, Administrative Manager - Board Relations

**ACTION ITEM**

**TOPIC:** Minutes of June 6, June 13, June 29, June 30, July 11, July 12, July 13, July 15, July 18, July 26, August 1, and August 9, 2022 Meetings

**BACKGROUND INFORMATION**

Minutes recorded on above date(s).

**SUPERINTENDENT'S RECOMMENDATION**

The Superintendent recommends that the Board of Trustees approve the minutes of the 2022 meeting(s) listed above.

**RICHARDSON INDEPENDENT SCHOOL DISTRICT**  
**Board of Trustees**  
**June 6, 2022**

<p>The Board of Trustees of the Richardson Independent School District met in a Regular Meeting at 6:05 P.M., in the Administration Building, 400 South Greenville Avenue, Richardson, Texas with the following present: Ms. Regina Harris, President; Mr. Eric Eager, Mr. Chris Poteet, and Mrs. Megan Timme as well as Mrs. Tabitha Branum, Interim Superintendent; Dr. Matthew Gibbins, Assistant Superintendent Administrative Services; Dr. Christopher Goodson, Assistant Superintendent of Human Resources; Dr. Kristin Byno, Assistant Superintendent of Teaching and Learning; Mrs. Sandra Hayes, Assistant Superintendent of Operations; Mr. David Pate, Chief Financial Officer; Ms. Melissa Heller, Chief of Strategy and Engagement; Mr. Henry Hall, Chief Technology Officer; and Ms. Leticia McGowan, General Counsel.</p>	Present
<p>Mrs. Debbie Renteria</p>	Absent
<p>Ms. Harris welcomed recent graduates of the Project Search Program to lead the pledges of allegiance. Ms. Harris then invited those in attendance to join the Board in a moment of silence in memory of the victims of the Uvalde school shooting.</p>	Pledges of Allegiance
<p>Dr. Melissa Heller presented the recognitions listed below.  The Board recognized the following:</p>	Recognitions
<p>Special Recognition</p> <ul style="list-style-type: none"> <li>• First United Methodist Church of Richardson – We Read Together</li> <li>• State Farm, Big Brothers Big Sisters – We Read</li> <li>• Leadership Richardson Class of 37 Graduates – Regina Harris &amp; Melissa Heller</li> </ul> <p>Student Recognitions</p> <ul style="list-style-type: none"> <li>• RISD Healthcare Careers Academy: Blessing Anyiam, Jessica Batson, Catherine Bui, Austin Carey, Berenice Marcos, Nabiha Choudhury, Mia D'Amelia, Kazi Faruque, Areli Gutierrez, Reese Hensel, Anum Hussain, Kenneth Ly, Emily Morales, Catherine Nicodemus, Emma Owulebaja, Kinsey Rogers, Laura Truong, Zoe Walker</li> <li>• Create Real Impact – Distracted Driving Video Contest: Robert Crutchfield, Everett Durand, Lauren Erickson, Sofia Fundaro, Sharish Jones, Daniella (Jack) Jubril, Clark Monroe, Russell Nicodemus, Kyle O'Connor, Emmanuel Palma Esquivel, Nadia Sheffield, Samuel (Sam) Thomas, Allison (Alli) Truscott, Dresden (Dre) Whitney</li> <li>• Destination Imagination: Brentfield “Smarty Pugs” &amp; Moss Haven “Sometimes Wise”</li> <li>• Project SEARCH Graduation Students: <ul style="list-style-type: none"> <li>○ Project SEARCH – Highland Springs Retirement Community: Sergio Gonzalez, Johnnie Juarez, Giovanni Medrano, Samuel Terrel, Kathleen Wright</li> <li>○ Project SEARCH Renaissance Dallas Richardson Hotel: Jerry Burgess, Jackson Clapp, Ryan Duong, James Rolle</li> <li>○ Project SEARCH – Texas Health Resources: Tony Eyocko, Alexis Hueta-Ortiz, Logan Ingle, Marco Mendez, Raymond Palmer, Matthew Probst, Alondra Rosas, Stacy Smith</li> </ul> </li> </ul> <p>Say Something Award - Staff</p> <ul style="list-style-type: none"> <li>• Maria Hernandez – Northrich Elementary</li> <li>• Angela Pippin – Apollo Jr. High</li> <li>• Judy Wittenback – Administration Building</li> </ul> <p>Say Something Award – Student</p> <ul style="list-style-type: none"> <li>• Victor Smith – 6<sup>th</sup> Grade at Moss Haven Elementary</li> </ul>	
<p>In accordance with the Texas Education Code, Section 44.002 and Section 440004(a), David Pate, RISD CFO, and Tabitha Branum, Interim Superintendent, presented the proposed budget covering all estimated revenue and all proposed expenditures of the district for the upcoming fiscal year at a public meeting of the Board of Trustees.</p>	Public Hearing: 2022 – 2023 Budget & Proposed Tax Rate
<p>None  Ms. Harris closed the public hearing at 6:56 pm.</p>	Public Hearing: Public Comment
<p>The following persons addressed the board during the public comment section:</p> <ul style="list-style-type: none"> <li>• Euan Blackman – School Safety</li> <li>• Randy Blankenship – Quality of RISD Teachers &amp; Administrators</li> </ul>	Public Comments
<p>At 7:16 pm, Ms. Harris announced that the board would take a brief break. The meeting resumed at 7:25pm.</p>	Break

A motion was made by Megan Timme and seconded by Chris Poteet to approve the consent agenda as follows:

No. 8817  
Consent  
Agenda

- Minutes of the May 9, May 16, May 23, and May 31, 2022 Meetings
- Human Resources Report as presented
- Recommended Specified Bids, Contracts, and Cumulative Purchases:

**Part A: New Bids - For Approval**

*Miscellaneous Consultant Services*

*Truck and Bus Equipment, Parts, and Service*

*Catering Services*

*Security Cameras and Installation*

*Promotional Products & Apparel (Non-Uniforms)*

**Part B: Bid Renewals - For Approval**

*Custodial Supplies & Related Items*

*Short and Long Term Disability*

*Life and AD&D Insurance*

**Part C: Contract Information (Greater than \$100,000) - For Approval**

*Frontline Education - 3 year contract for Medicaid Billing Management (Allied States Contract 17-17247)*

*W. Douglass Distributing - 2022-2023 fuel for buses (TCCPP 2022-63)*

*Engineered Air Balance - Test, balance, and commissioning at PHS (RISD 22-186)*

*Netsync Network Solutions - four year renewal of district filters (Content Keeper) (TIPS 200904)*

*Netsync Network Solutions - Student devices for 2022-2023 school year (DIR-TSO-3763)*

*W. Douglass Distributing - 2022-2023 fuel for fleet (TCCPP 2022-63)*

*Braun Intertec - Construction materials testing and special inspection (Professional services)*

*Seesaw - Renewal of Seesaw App for Elementary (RISD 20-105)*

*Broadcast Works - RWJH Production Room (TIPS 200904)*

*Pacific Learning - Spanish early reading intervention program (RISD 21-121)*

*Technology for Education - Mohawk recable summer 2022 (RISD # 1612)*

*Engineered Air Balance - Test and balance heating and AC for BFE (RISD 22-186)*

**Part D: Interlocal Agreements, Memorandums of Understanding, and Other - For Approval**

**Interlocal Agreements**

*City of Garland - Granville Arts Center - BHS formal dance*

**Memorandums of Understanding**

*Between RISD and Dallas County Juvenile Justice Alternative Education Program (DCJJAEP)*

**Other:**

*State of Texas Comptroller Dues*

*CTPA Membership Dues*

**Part E: Contracts, Contract Modifications & Change Orders: Less than \$100,000 (Information Only)**

*Accountable Healthcare Staffing Inc. on behalf of Jessica C Dishmon -To provide support to the Richardson ISDs Evaluation staff to include but not limited to educational assessment report writing, and attendance of ARD meetings, through June 9, 2022.*

*Soliant Health on behalf of Jeremy Allen - Fulfill all teacher responsibilities for the position assigned to, including: planning and delivering instruction, preparing for and attending ARD committee meetings, and participating in campus team meetings and staff development, through June 9, 2022.*

*Soliant Health on behalf of Angela Richardson - Fulfill all teacher responsibilities for the position assigned to, including: planning and delivering instruction, preparing for and attending ARD committee meetings, and participating in campus team meetings and staff development, through June 9, 2022.*

*The Stepping Stones Group on behalf of Areliz Perez- Fulfill all teacher responsibilities for the position assigned to, including: planning and delivering instruction, preparing for and attending ARD committee meetings, and participating in campus team meetings and staff development, through June 9, 2022.*

*Soliant Health on behalf of Persis Appiagyei - To provide support to Richardson ISDs Occupational Therapy Team to include but not limited to collaboration with campus teams, direct and indirect occupational therapy, writing IEPs, updating progress and attendance in ARD meetings, through May 27, 2022.*

*Supplemental Health Care on behalf of Felicia Vernetta Walls - Fulfill all teacher responsibilities for the position assigned to, including: planning and delivering instruction, preparing for and attending ARD committee meetings, and participating in campus team meetings and staff development, through May 27, 2022.*

*Supplemental Health Care on behalf of Jaxon Dillard - Fulfill all teacher responsibilities for the position assigned to, including: planning and delivering instruction, preparing for and attending ARD committee meetings, and participating in campus team meetings and staff development, through May 27, 2022.*

*Elizabeth Morse - Serve as a liaison to the Texas Legislature for the Board of Trustees and Superintendent to monitor pending legislation, research issues, and to communicate the interests of the District with respect to issues affecting public education; provide updates, periodically and as requested, to the Superintendent and the Board of Trustees. June 1, 2022 - May 31, 2023.*

*Texas A&M University- Commerce - Provide counseling services to employees, students and other residents within RISD and professional development opportunities. Agreement expires August 31, 2023. Renewable for three additional 1 year terms.*

**Part F: Cumulative Purchases - Information Only**  
**Cumulative Purchases from Qualified Vendors**

*Buy Board - Texas Association of School Boards*

*CCGPF - Collin County Governmental Purchasing Forum*

*CPGPC - Choice Partners*

*DIR - State of Texas Department of Information Resources*

*EPCNT - Education Purchasing Cooperative of North Texas*

*NCPA - National Cooperative Purchasing Alliance*

*SOURCEWELL - Sourcewell (previously NJPA)*

*OMNIA Partners - TCPN/IPA/US Communities*

*PPPCP - Prospering Pals*

*TCCPP - Tarrant County Cooperative Purchasing Program*

*TIPS - The Interlocal Purchasing System*

*TPASS - Texas Procurement and Support Services*

*EQUALIS*

- Schedule of Upcoming Bids
- Bond Expenditure Reports
- Adoption of Local Policy: EHAA (Local)
- Resolution to convene the RISD SHAC Committee to recommend curriculum materials for human sexuality instruction
- Resolution to convene the RISD SHAC Committee to recommend curriculum materials relating to the prevention of child abuse, family violence, dating violence, and sex trafficking
- Adoption of Local Policy: CQB (Local)
- Resolution of the adoption of committing fund balances
- Report of refunds of duplicate tax payments over \$500
- 2022-2023 Allotment & TEKS certification form
- Texas Middle School Fluency Waiver

The motion passed 6 - 0.

Regina Harris, Eric Eager, Eron Linn, Rachel McGowan, Chris Poteet, Megan Timme  
None

Yeas  
Nays

Mr. Pate presented the following gifts of \$5000 or more:

No. 8818  
Gifts

- FMJH PTA donated \$7113.77 to Forest Meadow Jr. High for supplemental instructional supplies, staff shirts, supplies for year-end.
- MPE PTA donated \$45,000 to Merriman Park Elementary for benches and landscaping.
- MHE PTA donated \$51,839 to Moss Haven Elementary for a digital marquee.
- NLE PTA donated \$80,444 to Northlake Elementary for a digital marquee, landscaping, and benches.
- Prize Logic, LLC donated \$10,000 to Pearce High School for supplemental campus supplies and incentives.
- PCE PTA donated \$11,270 to Prairie Creek Elementary for replacement basketball goals.
- WRE PTA donated \$212,809.65 to White Rock Elementary for tutors, specialists, parent/teacher conference support, trips to the Aquarium, Arboretum, Zoo, School Life in Japan Program.

A motion was made by Eron Linn and seconded by Eric Eager to approve the resolution whereas, the Board of Trustees has considered the gifts of \$5,000 or more as listed above; and whereas, ensuring timely and accurate financial record keeping supports the Board's Strategic Objectives and Strategies; therefore be it resolved, that the Board of Trustees of the Richardson Independent School District accepts the gifts of \$5,000 or more as presented and approves amending the District's overall budget to reflect receipt of the monetary gifts.

The motion passed 6 – 0.

Regina Harris, Eric Eager, Eron Linn, Rachel McGowan, Chris Poteet, Megan Timme None	Yeas Nays
A motion was made by Eric Eager and seconded by Eron Linn to approve the resolution , whereas the Board of Trustees adopted the budget for the fiscal year in June; and, whereas changes occur in expenditures during the year; and whereas, these changes are necessary for the successful education of the students in the district and whereas, ensuring timely and accurate financial record keeping supports the Board’s Strategic Objectives and Strategies; therefore be it resolved, that the Board of Trustees of the Richardson Independent School District approve the Budget Status Report as presented. The motion passed 6 – 0.	No. 8819 Final Amended Budget for 2021-2022
Regina Harris, Eric Eager, Eron Linn, Rachel McGowan, Chris Poteet, Megan Timme None	Yeas Nays
A motion was made by Megan Timme and seconded by Chris Poteet to approve the resolution whereas, the Texas Education Code requires the Board to prepare and adopt a budget before July 1st; and whereas, the community has expressed its desires throughout the budget preparation process through participation in a variety of ways; and whereas the adoption of the 2022 – 2023 Official Budget as presented (including Day Care costs) supports the Board’s goal of ensuring excellence in operations; and whereas, the Board of Trustees of the Richardson Independent School District finds that a public purpose is served by all expenditures contained in this budget; now therefore be it resolved, that the Board of Trustees of the Richardson Independent School District declares the 2022 – 2023 Official Budget as presented be adopted. The motion passed 6 - 0.	No. 8820 Adoption of 2022 – 2023 Budget
Regina Harris, Eric Eager, Eron Linn, Rachel McGowan, Chris Poteet, Megan Timme None	Yeas Nays
Dr. Melissa Heller introduced Dr. Mario Layne from engage2learn. Dr. Layne provided an overview of the Strategic Design Model used to develop the graduate profile including engagement, the design process, design deliverables, and create deliverables. Members of the design team shared reflections of their experience in the process. A motion was made by Eric Eager and seconded by Eron Linn to adopt the RISD Graduate Profile as presented. The motion passed 6 – 0.	No. 8821 Graduate Profile
Regina Harris, Eric Eager, Eron Linn, Rachel McGowan, Chris Poteet, Megan Timme None	Yeas Nays
Liz Morse, Legislative Liaison, provided the board with an update on the RISD and statewide efforts to re-evaluate the traditional election day to ensure our campuses remain secure and safe.	Legislative Update
Ms. Harris provided an opportunity for trustees to share a brief report about recent district activities.	Student / District Activities
Ms. Harris adjourned the meeting at 8:28 PM on June 6, 2022.	Adjourned
Approved as submitted on August 11, 2022.	

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Debbie Rentería, Secretary

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Regina Harris, President

**RICHARDSON INDEPENDENT SCHOOL DISTRICT**  
**Board of Trustees**  
**June 13, 2022**

<p>The Board of Trustees of the Richardson Independent School District met in a Called Meeting at 3:05 p.m., at 400 S. Greenville Avenue, Richardson, Texas, with the following present: Ms. Regina Harris, President; Mrs. Debbie Rentería, Secretary, Ms. Rachel McGowan, Mr. Chris Poteet, and Mrs. Megan Timme, as well as Mrs. Tabitha Branum, Interim Superintendent, Dr. Matthew Gibbins, Assistant Superintendent of Administrative Services; and Ms. Leticia McGowan, General Counsel.</p>	Present
<p>Mr. Eric Eager and Mr. Eron Linn</p>	Absent
<p>At 3:06 pm, Ms. Harris opened the FNG(Local) Level III Grievance Hearing: Chris and Lisa Schmiedeke. Ms. Harris stated that the Board would convene into closed session under section 551.074 and if necessary, section 551.071 for the purpose of the Board Policy FNG(Local) Level III Grievance Hearing: Chris and Lisa Schmiedeke.</p>	DGBA (Local) Level III Grievance Hearing – Schmiedeke
<p>At 3:38 pm, the Board returned to open session having taken no action in closed session. A motion was made by Chris Poteet and seconded by Debbie Renteria for the board to deny Mr. and Mrs. Schmiedeke’s request to increase the size of the cheer squad and deny the request to remove the tumbling component from the tryout rubric. The motion passed 5 – 0.</p>	No. 8822 Schmiedeke Grievance
<p>Regina Harris, Chris Poteet, Debbie Rentería, Megan Timme, Rachel McGowan None</p>	Yeas Nays
<p>Ms. Harris stated that the action taken serves as a grievance notice of the Board’s decision and the grievance is concluded.</p>	Schmiedeke Grievance Concluded
<p>At 4:10 pm, Ms. Harris opened the FNG(Local) Level III Grievance Hearing: Brendt &amp; Michele Reif. Ms. Harris stated that the Board would convene into closed session under section 551.074 and if necessary, section 551.071 for the purpose of the Board Policy FNG(Local) Level III Grievance Hearing: Brian and Kellie Thomas.</p>	FNG(Local) Level III Grievance Hearing: Thomas
<p>The Board returned to open session at 4:57 pm having taken no action in closed session. A motion was made by Chris Poteet and seconded by Debbie Renteria to deny the request to increase the number of students on the cheer squad. The motion passed 5 - 0.</p>	No. 8823 Thomas Grievance
<p>Regina Harris, Chris Poteet, Debbie Rentería, Megan Timme, Rachel McGowan None</p>	Yeas Nays
<p>Ms. Harris stated that the action taken serves as a grievance notice of the Board’s decision and the grievance is concluded.</p>	Thomas Grievance Concluded
<p>Ms. Harris announced that the Board would take a break and resume the meeting in the auditorium at 6:00 pm.</p>	Break
<p>Ms. Harris resumed the Meeting at 6:00 p.m., at 400 S. Greenville Avenue, Richardson, Texas, with the following present: Ms. Regina Harris, President; Mrs. Debbie Rentería, Secretary, Mr. Eric Eager, Mr. Eron Linn, Ms. Rachel McGowan, Mr. Chris Poteet, and Mrs. Megan Timme, as well as Mrs. Tabitha Branum, Interim Superintendent; Dr. Matthew Gibbins, Assistant Superintendent Administrative Services; Dr. Christopher Goodson, Assistant Superintendent of Human Resources; Dr. Kristin Byno, Assistant Superintendent of Teaching and Learning; Mrs. Sandra Hayes, Assistant Superintendent of Operations; Mr. David Pate, Chief Financial Officer; Dr. Melissa Heller, Chief of Strategy and Engagement; Mr. Henry Hall, Chief Technology Officer; and Ms. Leticia McGowan, General Counsel.</p>	Meeting Resumed - Present
<p>None</p>	Absent

The following persons addressed the board during the public comment section of the meeting:

Public  
Comment

- Randy Blankenship – Preliminary End of Year Performance Report
- Euan Blackmon – Preliminary End of Year Performance Report (STAAR & Climate Survey)

A motion was made by Chris Poteet and seconded by Eron Linn to approve the consent agenda as follows:

No. 8824  
Consent  
Agenda

- Approval of Oncor Electric Utility Easement at Brentfield Elementary School
- Approval of an interlocal agreement with the City of Richardson to allow the City to use District buses and drivers for the City’s July 4, 2022 Celebration
- Fiber-optic telecommunication cabling installation at the RISD Sherman Street properties.
- Termination of term contract of employment of Talya Neff, Berkner High School

A motion was made by Eron Linn and seconded by Eric Eager to approve the resolution whereas, the protection and safety of children attending schools in the Richardson Independent School District is THE top priority for the Board of Trustees and School Administrators; and whereas, the current Texas Election Code § 43.031, provides that a school building, as a public building, must be made available for use as a polling place in any election that covers territory in which the building is located; and whereas, the Richardson Independent School District typically has 26 elementary school buildings and two junior high school buildings that are utilized as polling places during primary elections; and WHEREAS, the current Texas Election Code § 41.007 provides for the state or presidential primary election date to be held on the first Tuesday in March, and the primary run-off date for state elections to be held the fourth Tuesday in May following the primary election; and whereas, Richardson schools are in session with children attending school on both the first Tuesday in March and the fourth Tuesday in May; and whereas, Richardson schools are designated as polling places and are therefore required by the current Texas Election Code § 43.031 to provide access to the school building as a polling place to members of the general public; and whereas, Richardson schools serving as polling locations are prohibited from implementing security protocols for the general public on election days that are in place and required of school visitors on non-election days; and whereas, the current Texas Election Code § 41.001(a) does provide for voting in each general or special election in this state on Saturdays as an alternative to Tuesdays; be it therefore resolved that the Board of Trustees finds a substantial public purpose exists in requesting that the Texas Legislature modify the Texas Election Code regarding election days and the use of school facilities as polling locations. The modification will eliminate the possible risk of an active shooter or other violence to school children, teachers or staff as a result of the school building being open to the public and utilized as a polling place without the ability to implement customary safety protocols while children are in school. The above Resolution is passed and adopted this 13th day of June 2022 by the Board of Trustees. The motion passed 6 – 0.

No. 8825  
Resolution  
requesting  
the Texas  
Legislature  
modify the  
Texas  
Election Code  
to ensure  
student  
safety

Eric Eager, Regina Harris, Eron Linn, Rachel McGowan, Chris Poteet, Debbie Rentería  
None  
Megan Timme

Yeas  
Nays  
Abstain

Jacob Cortez, Executive Director of Accountability and Continuous Improvement along with Mrs. Branum provided an update to the Board on preliminary end of year performance results on the 21-22 STAAR/EOC scores, climate survey and MAP scores. The presentation included data on the following:

Preliminary  
End of Year  
Performance  
Report

- MAP Growth (Spring Term)
  - Reading Growth - Fall to Spring
  - Math Growth – Fall to Spring
- Preliminary STAAR Results (Reading, Math, Science, Social Studies)
- Teacher Climate Survey Results
- End of Year Summary & District response to the results

Ms. Harris announced that this is Mr. Linn’s final Board meeting and gave each of the trustees an opportunity to express their appreciation to Mr. Linn for his service to the Board and to the RISD.

Celebrate Mr. Eron Linn’s Board Service

At 8:35 pm, Ms. Harris announced that the Board would convene into closed session in accordance with the Texas Open Meetings Act, Texas government code sections 551.074 – Personnel, Discussion of Superintendent Search and 551.071 – Consultation with Attorney.

Closed Session

At 10:36 pm, the Board reconvened into open session having taken no action while in closed session.

Open Session

Ms. Harris adjourned the meeting at 10:36 pm on June 13, 2022.

Adjourned

Approved as submitted on August 11, 2022.

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Debbie Rentería, Secretary

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Regina Harris, President

**RICHARDSON INDEPENDENT SCHOOL DISTRICT**  
**Board of Trustees**  
**June 29, 2022**

<p>The Board of Trustees of the Richardson Independent School District met in a Called Meeting at 2:04 p.m., at 400 S. Greenville Avenue, Richardson, Texas, with the following present: Ms. Regina Harris, President; Mrs. Debbie Rentería, Secretary, Ms. Rachel McGowan and Mr. Eric Eager as well as Ms. Leticia McGowan, General Counsel and Mr. David Pate, Chief Financial Officer.</p>	Present
<p>Mr. Chris Poteet and Mrs. Megan Timme</p>	Absent
<p>None</p>	Public Comment
<p>A motion was made by Eric Eager and seconded by Debbie Renteria to adopt the resolution whereas, in accordance with the Election Order and Notice that the Board of Trustees approved on February, 15, 2022, RISD participated in a runoff election on June 18, 2022, for the purpose of electing a trustee for a three-year term in Single Member District 2; and whereas, the Board, after canvassing the June 18 runoff returns determined that Vanessa Pacheco received the majority of the votes cast for Single Member District 2 (approximately 57.94%); and therefore, be it resolved that the Board of Trustees accepts the results of the June 18, 2022, runoff election as certified by the Dallas County Elections Department and approves the attached Order Canvassing Returns and Declaring the Results of a Trustee Runoff Election Held in Richardson Independent School District on June 18, 2022.  The motion passed 4 – 0.</p>	No. 8826 Canvass June 18, 2022 Runoff Election
<p>Regina Harris, Debbie Renteria, Rachel McGowan, Eric Eager  None</p>	Yeas Nays
<p>Ms. Harris adjourned the meeting at 2:07 pm on June 29, 2022.</p>	Adjourned
<p>Approved as submitted on August 11, 2022.</p>	

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Debbie Rentería, Secretary

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Regina Harris, President

**RICHARDSON INDEPENDENT SCHOOL DISTRICT**  
**Board of Trustees**  
**June 30, 2022**

The Board of Trustees of the Richardson Independent School District met in a Called Meeting at 4:00 p.m., at 400 S. Greenville Avenue, Richardson, Texas, with the following present: Ms. Regina Harris, President; Mrs. Debbie Rentería, Secretary, Mr. Eric Eager, Ms. Rachel McGowan, Mrs. Vanessa Pacheco, Mr. Chris Poteet, and Mrs. Megan Timme as well as Ms. Leticia McGowan, General Counsel and Mr. David Pate, Chief Financial Officer.	Present
None	Absent
None	Public Comment
At 4:01 pm, Ms. Harris announced that the Board would convene into closed session in accordance with the Texas Open Meetings Act, Texas government code sections 551.074 – Personnel, Discussion with the Search Firm on matters related to Superintendent Search and 551.071 – Consultation with Attorney.	Closed Session
At 7:27 pm, the Board reconvened into open session having taken no action while in closed session.	Open Session
Ms. Harris adjourned the meeting at 7:27 pm on June 30, 2022.	Adjourned
Approved as submitted on August 11, 2022.	

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Debbie Rentería, Secretary

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Regina Harris, President

**RICHARDSON INDEPENDENT SCHOOL DISTRICT**  
**Board of Trustees**  
**July 11, 2022**

The Board of Trustees of the Richardson Independent School District met in a Called Meeting at 4:08 p.m., at the Westin Dallas Park Central Hotel at 12720 Merit Drive, Dallas, Texas, with the following present: Ms. Regina Harris, President; Mrs. Debbie Rentería, Secretary, Mr. Eric Eager, Ms. Rachel McGowan, Mrs. Vanessa Pacheco, Mr. Chris Poteet, and Mrs. Megan Timme as well as Ms. Leticia McGowan, General Counsel. Present

None Absent

At 4:08 pm, Ms. Harris announced that the Board would convene into closed session in accordance with the Texas Open Meetings Act, Texas Government Code, including but not limited to Section 551.074 - Personnel Matters, including interviews of candidates for the position of Superintendent, and Discussion with Search Firm on matters related to Superintendent Search; and Section 551.071 - Consultation with Attorney. Closed Session

At 7:55 pm, the Board reconvened into open session having taken no action while in closed session. Open Session

Ms. Harris adjourned the meeting at 7:55 pm on July 11, 2022. Adjourned

Approved as submitted on August 11, 2022.

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Debbie Rentería, Secretary

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Regina Harris, President

**RICHARDSON INDEPENDENT SCHOOL DISTRICT**  
**Board of Trustees**  
**July 12, 2022**

The Board of Trustees of the Richardson Independent School District met in a Called Meeting at 4:12 p.m., at the Westin Dallas Park Central Hotel at 12720 Merit Drive, Dallas, Texas, with the following present: Ms. Regina Harris, President; Mrs. Debbie Rentería, Secretary, Mr. Eric Eager, Ms. Rachel McGowan, Mrs. Vanessa Pacheco, Mr. Chris Poteet, and Mrs. Megan Timme as well as Ms. Leticia McGowan, General Counsel.	Present
None	Absent
At 4:12 pm, Ms. Harris announced that the Board would convene into closed session in accordance with the Texas Open Meetings Act, Texas Government Code, including but not limited to Section 551.074 - Personnel Matters, including interviews of candidates for the position of Superintendent, and Discussion with Search Firm on matters related to Superintendent Search; and Section 551.071 - Consultation with Attorney.	Closed Session
At 7:49 pm, the Board reconvened into open session having taken no action while in closed session.	Open Session
Ms. Harris adjourned the meeting at 7:49 pm on July 12, 2022.	Adjourned
Approved as submitted on August 11, 2022.	

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Debbie Rentería, Secretary

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Regina Harris, President

**RICHARDSON INDEPENDENT SCHOOL DISTRICT**  
**Board of Trustees**  
**July 13, 2022**

The Board of Trustees of the Richardson Independent School District met in a Called Meeting at 4:06 p.m., at the Arzell Ball Center, 410 S. Greenville Ave., Richardson, Texas, with the following present: Ms. Regina Harris, President; Mrs. Debbie Rentería, Secretary, Mr. Eric Eager, Ms. Rachel McGowan, Mrs. Vanessa Pacheco, Mr. Chris Poteet, and Mrs. Megan Timme as well as Ms. Leticia McGowan, General Counsel.	Present
None	Absent
At 4:06 pm, Ms. Harris announced that the Board would convene into closed session in accordance with the Texas Open Meetings Act, Texas Government Code, including but not limited to Section 551.074 - Personnel Matters, Discussion with Search Firm on matters related to Superintendent Search; and Section 551.071 - Consultation with Attorney.	Closed Session
At 5:38 pm, the Board reconvened into open session having taken no action while in closed session.	Open Session
Ms. Harris adjourned the meeting at 5:38 pm on July 13, 2022.	Adjourned
Approved as submitted on August 11, 2022.	

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Debbie Rentería, Secretary

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Regina Harris, President

**RICHARDSON INDEPENDENT SCHOOL DISTRICT**  
**Board of Trustees**  
**July 15, 2022**

<p>The Board of Trustees of the Richardson Independent School District met in a Called Meeting at 3:05 p.m., at 400 S. Greenville Avenue, Richardson, Texas, with the following present: Ms. Regina Harris, President; Mrs. Debbie Rentería, Secretary, Mr. Eric Eager, Ms. Rachel McGowan, Mrs. Vanessa Pacheco, Mr. Chris Poteet, and Mrs. Megan Timme, as well as Mrs. Tabitha Branum, Interim Superintendent; Dr. Matthew Gibbins, Assistant Superintendent Administrative Services; Dr. Christopher Goodson, Assistant Superintendent of Human Resources; Dr. Kristin Byno, Assistant Superintendent of Teaching and Learning; Mrs. Sandra Hayes, Assistant Superintendent of Operations; Mr. David Pate, Chief Financial Officer; Dr. Melissa Heller, Chief of Strategy and Engagement; Mr. Henry Hall, Chief Technology Officer; and Ms. Leticia McGowan, General Counsel.</p>	<p>Present</p>
<p>None</p>	<p>Absent</p>
<p>None</p>	<p>Public Comment</p>
<p>Mrs. Branum introduced the District of Innovation Plan and provided a brief background. Chris Goodson presented information to the Board on the District of Innovation Plan including:</p> <ul style="list-style-type: none"> <li>• DOI Background</li> <li>• Renewal Process Overview</li> <li>• Review Plan Components</li> <li>• Consider Renewal of DOI</li> <li>• Timeline and Next Steps</li> </ul> <p>A motion was made by Megan Timme and seconded by Eric Eager to approve the resolution whereas, the Board of Trustees of the Richardson Independent School District is committed to the success of every student and consistently supports innovative practices to support student success; and whereas, the Texas Education Code authorizes school districts to pursue designation as a District of innovation to develop unique plans to address specific local needs and goals and to enhance local control; and whereas, the exploration of plans and activities to implement innovative strategies to support student success supports all of the Board’s Strategies and Strategic Objectives; and whereas, the Board of Trustees adopted the RISD District of Innovation Plan on January 9, 2017, and the plan directs the District to review the Plan annually and recommend revisions as appropriate; and whereas, the Board of Trustees adopted the amended RISD District of Innovation Plan on June 10, 2019; and whereas, the DOI Plan Committee met on June 9, 2022, to review the proposed DOI Plan renewal and voted on recommending renewal of the original and amended plan, as well as three additional exemption areas; and whereas, the District Planning Committee approved the recommended Renewal Plan at its public meeting on July 14, 2022, and the District has posted the proposed Renewal Plan on its public website for at least 30 days; therefore be it resolved that the Board of Trustees of the Richardson Independent School District hereby approves the renewal of the DOI Plan with the additional exemptions as indicated in the attached District of Innovation Plan. The motion passed 7 – 0.</p>	<p>No. 8827 Renewal of District of Innovation Plan</p>
<p>Eric Eager, Regina Harris, Rachel McGowan, Vanessa Pacheco, Chris Poteet, Debbie Rentería, Megan Timme</p>	<p>Yeas</p>
<p>None</p>	<p>Nays</p>
<p>A motion was made by Chris Poteet and seconded by Debbie Renteria to approve the submission of a TEA Missed School Days Waiver for February 24, 2022. The motion passed 7 – 0.</p>	<p>No. 8828 TEA Missed Days Waiver</p>
<p>Eric Eager, Regina Harris, Rachel McGowan, Vanessa Pacheco, Chris Poteet, Debbie Rentería, Megan Timme</p>	<p>Yeas</p>
<p>None</p>	<p>Nays</p>
<p>Ms. Harris adjourned the meeting at 2:33 pm on July 15, 2022.</p>	<p>Adjourned</p>
<p>Approved as submitted on August 11, 2022.</p>	

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Debbie Rentería, Secretary

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Regina Harris, President

**RICHARDSON INDEPENDENT SCHOOL DISTRICT**  
**Board of Trustees**  
**July 18, 2022**

The Board of Trustees of the Richardson Independent School District met in a Called Meeting at 8:21 a.m., at the Westin Dallas Park Central Hotel at 12720 Merit Drive, Dallas, Texas, with the following present: Ms. Regina Harris, President; Mrs. Debbie Rentería, Secretary, Mr. Eric Eager, Ms. Rachel McGowan, Mrs. Vanessa Pacheco, Mr. Chris Poteet, and Mrs. Megan Timme as well as Ms. Leticia McGowan, General Counsel.	Present
None	Absent
At 8:21 a.m., Ms. Harris announced that the Board would convene into closed session in accordance with the Texas Open Meetings Act, Texas Government Code, including but not limited to Section 551.074 - Personnel Matters, including interviews of candidates for the position of Superintendent, and Discussion with Search Firm on matters related to Superintendent Search; and Section 551.071 - Consultation with Attorney.	Closed Session
At 3:55 p.m., the Board reconvened into open session having taken no action while in closed session.	Open Session
Ms. Harris adjourned the meeting at 3:55 p.m. on July 18, 2022.	Adjourned
Approved as submitted on August 11, 2022.	

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Debbie Rentería, Secretary

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Regina Harris, President

**RICHARDSON INDEPENDENT SCHOOL DISTRICT  
Board of Trustees  
July 18, 2022**

<p>The Board of Trustees of the Richardson Independent School District met in a Called Meeting at 4:30 p.m., at 400 S. Greenville Avenue, Richardson, Texas, with the following present: Ms. Regina Harris, President; Mrs. Debbie Rentería, Secretary, Mr. Eric Eager, Ms. Rachel McGowan, Mrs. Vanessa Pacheco, Mr. Chris Poteet, and Mrs. Megan Timme, as well as Ms. Leticia McGowan, General Counsel.</p>	Present
<p>None</p>	Absent
<p>Randy Blankenship – Open Meetings Act Euan Blackman – Superintendent Search</p>	Public Comment
<p>At 4:41 pm, Ms. Harris announced that the Board would convene into closed session in accordance with the Texas Open Meetings Act, Texas Government Code, including but not limited to Section 551.074 - Personnel Matters, Discussion with Search Firm on matters related to Superintendent Search; and Section 551.071 - Consultation with Attorney.</p>	Closed Session
<p>At 5:51 pm, the Board reconvened into open session having taken no action while in closed session.</p>	Open Session
<p>Ms. Harris asked the Search Firm to provide an overview of the superintendent search process. Eden Ramirez, of O’Hanlon, Demerath and Castillo presented a recap of the search process for the Board’s review. The Board members expressed their appreciation to the Search Firm. A motion was made by Megan Timme and seconded by the entire board to name Tabitha Branum as the Lone Finalist for the position of Superintendent in the Richardson Independent School District and to authorize Regina Harris, President of the Board, and Leticia McGowan, General Counsel to negotiate the contract with Mrs. Branum. The motion passed 7 – 0.</p>	No. 8829 Naming of Lone Finalist for RISD Superintendent
<p>Eric Eager, Regina Harris, Rachel McGowan, Vanessa Pacheco, Chris Poteet, Debbie Rentería, Megan Timme</p>	Yeas
<p>None</p>	Nays
<p>Ms. Harris adjourned the meeting at 6:16 pm on July 18, 2022.</p>	Adjourned
<p>Approved as submitted on August 11, 2022.</p>	

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Debbie Rentería, Secretary

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Regina Harris, President

**RICHARDSON INDEPENDENT SCHOOL DISTRICT**  
**Board of Trustees**  
**July 26, 2022**

The Board of Trustees of the Richardson Independent School District met in a Called Meeting at 10:41 a.m., in the Richardson ISD Administration Building at 400 S. Greenville Avenue, Richardson, Texas, with the following present: Ms. Regina Harris, President; Mrs. Debbie Rentería, Secretary, Mr. Eric Eager, Ms. Rachel McGowan, Mrs. Vanessa Pacheco, Mr. Chris Poteet, and Mrs. Megan Timme as well as Ms. Leticia McGowan, General Counsel.	Present
None	Absent
At 10:41 a.m., Ms. Harris announced that the Board would convene into closed session in accordance with the Texas Open Meetings Act, Texas Government Code, including but not limited to Section 551.071 - Consultation with Attorney, including legal consultation and advice on issues related to employment of the new Superintendent of Schools.	Closed Session
At 11:43 a.m., the Board reconvened into open session having taken no action while in closed session.	Open Session
Ms. Harris adjourned the meeting at 11:43 p.m. on July 26, 2022.	Adjourned
Approved as submitted on August 11, 2022.	

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Debbie Rentería, Secretary

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Regina Harris, President

**RICHARDSON INDEPENDENT SCHOOL DISTRICT**  
**Board of Trustees**  
**August 1, 2022**

The Board of Trustees of the Richardson Independent School District met in a Called Meeting at 6:00 p.m., in the Richardson ISD Administration Building at 400 S. Greenville Avenue, Richardson, Texas, with the following present: Ms. Regina Harris, President; Mrs. Debbie Rentería, Secretary, Ms. Rachel McGowan, Mrs. Vanessa Pacheco, Mr. Chris Poteet, and Mrs. Megan Timme as well as Ms. Leticia McGowan, General Counsel.	Present
Mr. Eric Eager	Absent
At 6:00 p.m., Ms. Harris announced that the Board would convene into closed session in accordance with the Texas Open Meetings Act, Texas Government Code, including but not limited to Section 551.071 - Consultation with Attorney, including legal consultation and advice on issues related to employment of the new Superintendent of Schools.	Closed Session
At 8:12 p.m., the Board reconvened into open session having taken no action while in closed session.	Open Session
Ms. Harris adjourned the meeting at 8:12 p.m. on August 1, 2022.	Adjourned
Approved as submitted on August 11, 2022.	

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Debbie Rentería, Secretary

\_\_\_\_\_  
Regina Harris, President

**RICHARDSON INDEPENDENT SCHOOL DISTRICT  
Board of Trustees  
August 9, 2022**

<p>The Board of Trustees of the Richardson Independent School District met in a Called Meeting at 4:01 p.m., in the Richardson ISD Administration Building at 400 S. Greenville Avenue, Richardson, Texas, with the following present: Ms. Regina Harris, President; Mrs. Debbie Rentería, Secretary, Mr. Eric Eager, Ms. Rachel McGowan, Mr. Chris Poteet, and Mrs. Megan Timme as well as Ms. Leticia McGowan, General Counsel and Tabitha Branum, Interim Superintendent.</p>	Present
<p>Mrs. Vanessa Pacheco</p>	Absent
<p>At 4:01 p.m., Ms. Harris announced that the Board would convene into closed session in accordance with the Texas Open Meetings Act, Texas Government Code, including but not limited to Section 551.071 - Consultation with Attorney and Section 551.074 – Personnel Matters.</p>	Closed Session
<p>At 6:06 p.m., the Board reconvened into open session having taken no action while in closed session and were joined by the following: Dr. Matthew Gibbins, Assistant Superintendent Administrative Services; Dr. Christopher Goodson, Assistant Superintendent of Human Resources; Dr. Kristin Byno, Assistant Superintendent of Teaching and Learning; Mrs. Sandra Hayes, Assistant Superintendent of Operations; Mr. David Pate, Chief Financial Officer; Ms. Melissa Heller, Chief of Strategy and Engagement; and Mr. Henry Hall, Chief Technology Officer.</p>	Open Session
<p>The following persons addressed the board during the public comment section:</p> <ul style="list-style-type: none"> <li>• Randy Blankenship – Welcome New Superintendent</li> </ul>	Public Comment
<p>A motion was made by Chris Poteet and seconded by Megan Timme to approve the resolution whereas, the Board of Trustees has approved the appropriate budgets and staffing allocations for the Richardson Independent School District and the following recommendations fall within those guidelines; and whereas, the appointment of highly qualified, student-focused staff supports the Board’s vision, values, goals, and mission; therefore be it resolved that the Board of Trustees of the Richardson Independent School District approves Part A of the Human Resources Report for August 9, 2022 as presented. The motion passed 6-0.</p>	No. 8830 Consider HR Report
<p>Regina Harris, Eric Eager, Rachel McGowan, Chris Poteet, Debbie Rentería, Megan Timme None</p>	Yeas Nays
<p>A motion was made by Eric Eager and seconded by Debbie Rentería to approve the employment contract and employment of Tabitha Branum as the Superintendent of Richardson ISD. Each trustee expressed their appreciation and excitement for Mrs. Branum to be the leader of the RISD.</p> <p>The motion passed 6-0.</p>	No. 8831 Employment and Contract of Tabitha Branum as Superintendent
<p>Regina Harris, Eric Eager, Rachel McGowan, Chris Poteet, Debbie Rentería, Megan Timme None</p>	Yeas Nays
<p>Ms. Harris adjourned the meeting at 6:22 p.m. on August 9, 2022</p>	
<p>Approved as submitted on August 11, 2022</p>	

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Debbie Rentería, Secretary

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Regina Harris, President

**BOARD OF TRUSTEES**  
**Richardson Independent School District**  
**Richardson, Texas**

**Date:** August 11, 2022

**Submitted by:** David Pate, CFO, Financial & Support Services

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**INFORMATION AND ACTION ITEM**

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**TOPIC:** Specified Best Value/Low Bids, Contracts, and Cumulative Purchases

**BACKGROUND INFORMATION:**

Bids for the items listed in Part A on the attached sheets were advertised and received for opening in the RISD Purchasing Department. The bid(s) listed under Part A are recommended for acceptance as the lowest responsive bid(s) or other qualifying bid that meets specifications and provides the best value to the District. If the lowest responsive bid does not fall within the budgeted amount for the item, supportive justification and information has been requested and may be made available.

Bids listed in Part B reflect vendors recommended for renewal of an existing bid that was originally approved as providing the best value/lowest responsive bid for the district.

Part C sets out purchases, contracts, contract modifications, and any contract change orders recommended for approval. The amount of items listed in Part C exceeds \$100,000. Purchases and contract(s) for the goods and services reflected under Part C have been reviewed and negotiated, where appropriate. Each contract is within the budgeted amount for the item, category, or service. As indicated, certain purchases and contracts have been renegotiated, modified, or otherwise changed. Any such changes recommended are within budgeted amounts.

Part D reflects Interlocal Agreements or other Memorandums of Understanding that address agreements and understandings between other local governmental entities or certain nonprofit organizations. These items are recommended for the Board's approval.

Part E is provided for the Board's information. The items reflected in this section involve contract amounts of less than \$100,000. Board policy CH (Local) delegates purchasing authority to the Superintendent for expenditure of budgeted amounts for goods and services under \$100,000.

Part F is provided for the Board's information. This section provides information about cumulative purchases from state-approved vendors under contracts or buying

cooperative agreements that the Board already has approved. All such purchases have been made through established District procedures to ensure that the purchase provided the best buy at the lowest available price.

**SUPERINTENDENT’S RECOMMENDATION:**

The Superintendent recommends that the Board approve the items recommended under Parts A, B, C, and D. The items in Parts E and F are provided for the Board’s information.

**PROPOSED RESOLUTION**

**Whereas**, in compliance with state purchasing and procurement requirements and other applicable law, the RISD Purchasing Department, in collaboration with the end-user departments, has solicited, received, opened, and considered responsive bids for contracts to procure various goods and services required for District operations and has made recommendations for the acceptance and approval of bids and contracts that provide the best value to the District; and

**WHEREAS**, the district has collaborated with other local government entities to develop Interlocal Agreements and Memoranda of Understanding to obtain goods or share services; and

**WHEREAS**, the District has made cumulative purchases from previously qualified vendors in accordance with applicable procedures for services and has entered into contracts for goods and services within the Superintendent’s delegated purchasing authority; and

**WHEREAS**, effective management of the District's purchasing and acquisition processes supports the Board's strategic objectives and strategies; now

**THEREFORE, BE IT RESOLVED**, that the Board of Trustees of the Richardson Independent School District accepts, and/or approves the recommended bids, contracts, and Interlocal Agreements and Memoranda of Understanding set out in Parts A, B, C, and D on the attached pages.

**Board Agenda August 11, 2022**

**PART A - New Bids -- For Approval**

<b>Bid Number</b>	<b>Description</b>	<b>Recommended Vendor</b>	<b>Amount</b>	<b>Budgeted Amount</b>	<b>Number of Responses</b>	<b>Number Of No Bid Responses</b>	<b>Bids Sought</b>
22-184	Miscellaneous Consultant Services	Pearl Onome Ubaru dba SiSTEM Tutoring Agency 3Chords Inc dba Therapy Travelers National Center for Youth Issues Hope King Teaching Resources, Inc dba Get Your Teach On Lakeshore Learning Materials SASI - The Leadership People, LLC Teen Life, Inc. Aubrey Floyd Communities in School of the Dallas Region SAI FI Consultants Inc. Soliant Health Elizabeth Morse Corey William Parks dba Will P Visual Design Reeds PRC, Inc.			14	0	na
22-189	Engineering Services	Alliance Geotechnical Group, Inc. Alpha Consulting Engineers, Inc. Alpha Testing, LLC Amtech Solutions, Inc. Arias & Associates, Inc. dba ARIAS Armko Industries, Inc. BEAM Professionals Braun Intertec Corporation Campos Engineering, Inc. D&S Engineering Labs, LLC DeShazo Group, Inc. EcoSystems Environmental, Inc. ECS Southwest, LLP EMA Engineering & Consulting, Inc. Engineered Air Balance Co., Inc. EPB Associates, Inc. ETTL Engineers & Consultants Inc. Farnsworth Group Fugro USA Land, Inc	Compliance	N/A	43	0	72

Glenn Engineering Corporation  
 Henley-Johnston and Associates  
 Heritage Institute of Sustainability LLC  
 HVJ North Texas - Chelliah Consultants, Inc.  
 JonesDBR Engineering Company, LLC  
 Lee Truong & Yu Engineers, PLLC  
 LJA Engineering, Inc.  
 McKinstry Essention, LLC  
 Meza Engineering  
 OCI Associates, Inc  
 PBK  
 Raba Kistner, Inc.  
 ReStl Engineers TX, LLC  
 RLG Consulting Engineers  
 RLK Engineering, Inc.  
 ROOFTECH  
 RWB  
 Salas O'Brien  
 Simon Engineering & Consulting, Inc.  
 Teague Nall and Perkins, Inc.  
 The CA Building Sciences Group, Inc.  
 TLC Engineering Solutions  
 Wiss, Janney, Elstner Associates, Inc.  
 Wrightson, Johnson, Haddon & Williams, Inc.

22-193	Office Supplies and Related Items for Child Nutrition Department	Staples Contract and Commercial LLC		\$125,000.00	3	0	128
22-194	Grounds and Landscaping - Supplies and Services	Living Earth GWG Wood Group, Inc. BWI Companies, Inc. Yellow Rose Landscape Services, Inc. San Jacinto Environmental Supplies	Compliance	N/A	5		
22-191	Departmental Uniforms	Centex Uniform Sales Image First Unifroms dba Madim LLC Just Right Products dba FW Promo Logotology Trinity Enterprise Group LLC	Compliance	N/A	4	0	23

**PART B - Bid Renewals -- For Approval**

<b>Bid Number</b>	<b>Description</b>	<b>Recommended Vendor</b>	<b>Amount</b>	<b>Budgeted Amount</b>	<b>Number of Responses</b>	<b>Number Of No Bid Responses</b>	<b>Bids Sought</b>
1624	Mowing & Irrigation Services	Lakehill Environmental					
1418	Concrete and ADA Ramps/Handrails	S&S Concrete Arreguin Group, Inc.					
1494	Library Books and Media	ABDO Publishing Capstone Cavendish Square Publishing, LLC Cengage Learning Inc. Central Programs, Inc. Cherry Lake Publishing Sleeping Bear Press Children's Plus, Inc. Delaney Educational Enterprises Enslow Publishing, LLC Follett School Solutions, Inc Gareth Stevens Publishing Greenhaven Publishing, LLC Gumdrop Books Hertzberg-New Method, Inc. J. Appleseed Lerner Publishing Group Mackin Educational Resources Mitchell Lane Publishers Rainbow Book Company Sommer Associates, LLC The Rosen Publishing Group, Inc Weigl Publishing					
1525	General Liability, School Board Legal Liability and Auto Liability	Texas Political Subdivisions Insurance Company	\$ 397,976.00				

**PART C - Purchase and Contract Information (Greater than \$100,000) -- For Approval**

**Purchases, Contracts, Contract Modifications & Change Orders:** **Amount**  
**Greater than \$100,000**

<b>Dallas County Appraisal District</b> - appraising property in the county	\$ 1,239,453.00
<b>Netsync Network Solutions</b> - Refresh RISD's on prem virtual desktop system (DIR-TSO-4167)	\$ 1,093,429.72
<b>McGraw Hill</b> - Tier 3 reading intervention program for secondary students 4 year term (RISD 20-105)	\$ 500,000.00
<b>Curriculum Associates</b> - Math resources that supports Kinder through 8th grade math with Tier 1 resources (RISD 21-121)	\$ 499,657.50
<b>Communities in Schools</b> - perform supplemental services including improvement of attendance, academic performance, behavior and mental health needs (RISD 22-184)	\$ 473,000.00
<b>Capstone</b> - PebbleGo database 5 year agreement (RISD Bid # 21-121)	\$ 428,970.96
<b>Netsync Network Solutions</b> - Semperies Recovery 5-year agreement (TIPS 200105)	\$ 294,641.00
<b>QuaverEd</b> - Health/PE online curriculum (Region 10 ET 20201216)	\$ 221,400.00
<b>Learning Without Tears</b> - IMA Handwriting student consumables (RISD 21-121)	\$ 195,189.28
<b>Frontline Education</b> - Annual renewal of eStar IEP (RISD 1398)	\$ 160,892.70
<b>Windstream Holdings</b> - District business phones and long distance service for 22-23	\$ 132,000.00
<b>Benchmark</b> - Decodable readers to support K-1 early reading (Bid # 21-121)	\$ 130,000.50
<b>Avid</b> - 2022-2023 Avid Contract (EPCNT DISD AR-206299)	\$ 120,716.00
<b>Schoology</b> - Learning management system year 3	\$ 116,800.00

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**PART D - Interlocals, MOU's, and Other -- For Approval**

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**Interlocals**

None

**Memorandum of Understanding**

Region 10 ESC Student Placement & Servicing - Sierra School at Plano \$ 90,000.00

Texas Woman's University - implement early field experiences including student teaching and/or internships; valid August 1, 2022 - August 1, 2023, may renew for (2) one-year terms

**Other**

Oncor Electrical Easement for Permanent Electrical Service for LHMS Construction Project

<b>PART E - Contracts, Contract Modifications &amp; Change Orders: Less than \$100,000 (Information Only)</b>	<b>Amount</b>
JRB Consulting - Assist with update and maintenance of the Instructional Operating Guide (IOG), through June 10, 2023.	\$ 16,500.00

<b>PART F - Cumulative Purchases -- Information Only</b>	<b>Amount</b>
<b>Cumulative Purchases from</b>	
ALLIED STATES - Region 19	\$ 4,000.00
BUY BOARD - Texas Association of School Boards	\$ 2,114,355.09
CCGPF - Collin County Governmental Purchasing Forum	\$ 20,900.36
CPGPC - Choice Partners	\$ 79,071.92
CTPA - Central Texas Purchasing Alliance	\$ 2,490.88
DIR - State of Texas Department of Information Resources	\$ 1,275,126.96
EPCNT - Education Purchasing Cooperative of North Texas	\$ 210,983.02
ESC - Educational Service Center	\$ 69,470.00
NCPA - National Cooperative Purchasing Alliance	\$ 4,079.74
SOURCEWELL - Sourcewell (previously NJPA)	\$ 190,932.90
OMNIA Partners - TCPN/IPA/US Communities	\$ 1,664,950.21
PACE - Purchasing Association of Cooperative Entities	\$ 11,730.24
TCCPP - Tarrant County Cooperative Purchasing Program	\$ 1,166,892.00
TIPS - The Interlocal Purchasing System	\$ 1,039,631.75
TPASS - Texas Procurement and Support Services	\$ 137,822.27
Equalis	\$ 1,535.41
<b>TOTAL:</b>	<b>\$ 7,988,437.34</b>

**BOARD AGENDA - August 11, 2022**  
**RECOMMENDED SPECIFIED BID COMMENTS**

<b>Bid #</b>	<b>Description</b>	<b>Comments</b>
22-184	Miscellaneous Consultant Services	This RFP (unsealed) establishes a roster of vendors to be used for consulting contracts. Vendors will be added as responses are submitted to the district and approved for district use. Contracts will be reported as needed per the BOT reporting guidelines. The term for this roster of vendors ends 8/31/2027.
22-189	Engineering Services	This RFQ (Request for Qualifications) was facilitated to establish a list of qualified Engineering firms for RISD to use for various projects. The term of this award is five years.
22-193	Office Supplies and Related Items for Child Nutrition Department	This IFB (Invitation to Bid) establishes a qualified vendor for procurement of office supplies for the Child Nutrition Department. This is a one-year agreement with three annual renewals.
22-194	Grounds and Landscaping - Supplies and Services	This RFP was facilitated to establish a list of vendors who provide Grounds and Landscaping supplies and services. The term of this bid is three years ending August 2025.
22-191	Departmental Uniforms - Service Departments	This compliance proposal establishes vendors for the legal procurement of Departmental Uniforms to be utilized by the District on an as-needed basis. This is a three-year (3) agreement with no renewals.

**Bid Renewals:**

<b>Bid #</b>	<b>Description</b>	<b>Comments</b>
1624	Mowing & Irrigation Services	RISD is renewing this bid for its final year
1418	Concrete and ADA Ramps/Handrails	RISD is renewing this bid for its final year
1494	Library Books and Media	RISD is renewing this bid for its final year
1525	General Liability, School Board Legal Liability and Auto Liability	The RISD Board of Trustees approved to purchase coverage for our general liabilities with Texas Political Subdivisions with the term of one year with an option to renew for an additional two years in one-year increments. The recommendation is to exercise the final renewal option.

**BOARD OF TRUSTEES**  
Richardson Independent School District  
Richardson, Texas

**Date:** August 11, 2022

**Submitted by:** David Pate, CFO, Finance & Support Services

**INFORMATION ITEM**

**TOPIC:** Upcoming Bids

**BACKGROUND INFORMATION**

Attached is a schedule of anticipated bids for the next 12 months.

**SUPERINTENDENT'S RECOMMENDATION**

The Superintendent presents this schedule for the Board's information.

## RISD Purchasing Department- Upcoming Bids

### **BOT Meeting**

#### **September**

Vent Hood Cleaning Services for Child Nutrition  
Furniture - Phase 1 Brenfield Elementary  
Third Party Staffing

#### **October**

Child Nutrition Equipment Phase I

#### **November**

Music Supplies  
Temporary Labor Services

#### **December**

Property Insurance

#### **January**

#### **February**

Full Service Branding and Mail Services

#### **March**

Roofing Contractors

#### **April**

Annual Audit Services

#### **May**

Athletic Equipment and Supplies  
Depository Services

#### **June**

Paper, Specialty, and Envelopes  
Library Book and Media  
Fundraising

#### **August**

Data Infrastructure Cabling

**BOARD OF TRUSTEES**  
**Richardson Independent School District**  
**Richardson, Texas**

**Date:** August 11, 2022

**Submitted by:** David Pate, CFO, Finance and Support Services

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## **INFORMATION ITEM**

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**TOPIC:** Bond Expenditure Reports

### **BACKGROUND INFORMATION**

The Bond Program Management Department prepares a report of the 2016 bond authorization expenditures each month. These reports are presented as part of a process to ensure community understanding and provide a degree of oversight of financial decisions regarding these monies.

### **SUPERINTENDENT'S RECOMMENDATION**

The Superintendent presents these reports for the Board's information.

**RICHARDSON INDEPENDENT SCHOOL DISTRICT**  
**Bond Expenditures By Project Through July 14, 2022**  
**Bond Series 2016**

	Original Budget	Amended Budget	Spent and Committed	% Spent To Date	Balance	Estimate To Complete	Available or (Shortage)	Amounts Issued 2016 Bond	Changes from Prior Report 16-May-22		
									Spent and Committed	Estimate to Complete	Available or (Shortage)
<b>Instruction &amp; Technology</b>											
Athletics	9,205,140	8,656,850	7,869,972	90.9%	786,878	786,878	-	9,205,140	35,158	(35,158)	-
Career & Technical Education	16,332,244	16,544,746	16,323,765	98.7%	220,981	220,981	-	16,332,244	24,087	(24,087)	-
Fine Arts	7,405,580	6,869,930	6,869,930	100.0%	-	-	-	7,405,580	4,460	(1,034)	-
Health Services	266,780	358,445	358,445	100.0%	-	-	-	266,780	-	-	-
Innovative Instructional Space/Library Media	19,188,412	16,534,298	16,245,265	98.3%	289,033	289,033	-	19,188,412	15,571	(15,571)	-
Instructional Technology	59,216,049	63,704,945	59,021,542	92.6%	4,683,403	4,683,403	-	59,216,049	6,745	(6,745)	-
Junior Reserve Officer Training Corp (JROTC)	623,500	660,610	565,923	85.7%	94,687	94,687	-	623,500	-	-	-
Language Arts	1,914,445	1,916,255	1,878,280	98.0%	37,974	37,974	-	1,914,445	19,178	(19,178)	-
Languages Other Than English	1,185,800	1,196,600	1,186,326	99.1%	10,274	10,274	-	1,185,800	8,024	(8,024)	-
Mathematics	1,151,550	1,151,550	1,151,369	100.0%	181	181	-	1,151,550	-	-	-
Multipurpose Activity Centers	59,981,665	50,749,416	49,860,243	98.2%	889,173	889,173	-	59,981,665	(32,669)	32,669	-
PACE After School Program	216,000	223,204	206,582	92.6%	16,622	16,622	-	216,000	-	-	-
Physical Education & Health	489,400	462,878	449,863	97.2%	13,014	13,014	-	489,400	0	(0)	-
Science	2,656,702	2,689,598	2,689,598	100.0%	-	-	-	2,656,702	33,000	(730)	-
Social Studies	311,523	340,900	311,708	91.4%	29,192	29,192	-	311,523	-	-	-
Special Education	1,438,000	6,799,302	5,002,216	73.6%	1,797,086	1,797,086	-	1,438,000	3,204,619	621,252	-
Student Assistance Programs	55,875	55,875	49,292	88.2%	6,583	6,583	-	55,875	-	-	-
Student Performance and Evaluation	410,000	437,026	357,169	81.7%	79,856	79,856	-	410,000	-	-	-
Visual Arts	547,697	469,294	465,795	99.3%	3,499	3,499	-	547,697	-	-	-
	<u>182,596,362</u>	<u>179,821,718</u>	<u>170,863,283</u>	<u>95.0%</u>	<u>8,958,435</u>	<u>8,958,435</u>	<u>-</u>	<u>182,596,362</u>	<u>3,318,173</u>	<u>543,393</u>	<u>-</u>
<b>Infrastructure and Support</b>											
Enterprise Technology	35,565,000	32,819,152	26,947,043	82.1%	5,872,109	5,872,109	-	35,565,000	118,036	(118,036)	-
Facilities	97,507,693	85,312,339	84,376,615	98.9%	935,724	935,724	-	97,507,693	387,006	(1,857,118)	-
Furniture, Office Equipment, Copiers	7,534,426	10,189,436	9,205,262	90.3%	984,174	984,174	-	7,534,426	-	-	-
Maintenance & Operations	3,294,834	3,294,834	3,294,834	100.0%	-	-	-	3,294,834	-	-	-
Program and Project Management	1,282,044	1,329,012	1,230,090	92.6%	98,921	98,921	-	1,282,044	1,227	(1,227)	-
Transportation	3,349,835	1,136,957	1,092,929	96.1%	44,028	44,028	-	3,349,835	600	(600)	-
	<u>148,533,832</u>	<u>134,081,729</u>	<u>126,146,773</u>	<u>94%</u>	<u>7,934,956</u>	<u>7,934,956</u>	<u>-</u>	<u>148,533,832</u>	<u>506,869</u>	<u>(1,976,981)</u>	<u>-</u>
<b>Construction</b>											
Construction	107,271,359	131,602,383	131,602,383	100.0%	-	-	-	107,271,359	-	(2,391,454)	-
	<u>107,271,359</u>	<u>131,602,383</u>	<u>131,602,383</u>	<u>100.0%</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>107,271,359</u>	<u>-</u>	<u>(2,391,454)</u>	<u>-</u>
<b>TOTAL 2016 BOND</b>	<u>438,401,553</u>	<u>445,505,830</u>	<u>428,612,439</u>	<u>96.2%</u>	<u>16,893,392</u>	<u>16,893,392</u>	<u>-</u>	<u>438,401,553</u>	<u>3,825,042</u>	<u>(3,825,042)</u>	<u>-</u>

(1) "Estimate To Complete" includes 100% of the original project estimate for projects not yet bid and estimated cost of projects in progress.

(2) From the total bond amount, \$84M was issued on 7/21/16, \$225M was issued on 5/31/17, and \$128M was issued on 6/13/19

**BOARD OF TRUSTEES  
Richardson Independent School District  
Richardson, Texas**

**Date:** August 11, 2022

**Submitted by:** David Pate, CFO, Finance and Support Services

## **INFORMATION ITEM**

**TOPIC:** Bond Expenditure Reports

### **BACKGROUND INFORMATION**

The Bond Program Management Department prepares a report of the 2021 bond authorization expenditures each month. These reports are presented as part of a process to ensure community understanding and provide a degree of oversight of financial decisions regarding these monies.

### **SUPERINTENDENT'S RECOMMENDATION**

The Superintendent presents these reports for the Board's information.

**RICHARDSON INDEPENDENT SCHOOL DISTRICT**  
**Bond Expenditures By Project Through July 14, 2022**  
**Bond Series 2021**

	Original Budget	Amended Budget	Spent and Committed	% Spent To Date	Balance	Estimate To Complete	Available or (Shortage)	Amounts Issued 2021 Bond	Changes from Prior Report 16-May-22		
									Spent and Committed	Estimate to Complete	Available or (Shortage)
<b>Instruction &amp; Technology</b>											
Accountability Continuous Imp	2,565,000	2,565,000	1,644,581	64.1%	920,419	920,419	-	2,565,000	-	400,000	-
Advance Learning Services	2,418,000	2,418,000	474,509	19.6%	1,943,491	1,943,491	-	2,418,000	-	1,259,000	-
Athletics	9,200,240	9,200,240	7,949,846	86.4%	1,250,394	1,250,394	-	9,200,240	7,153,420	(1,828,540)	-
Bilingual	940,000	940,000	394,763	42.0%	545,237	545,237	-	940,000	-	365,000	-
Career & Technical Education	9,450,000	9,450,000	1,292,463	13.7%	8,157,537	8,157,537	-	9,450,000	290,208	5,109,792	-
English as Second Language	3,083,130	3,083,130	1,091,250	35.4%	1,991,880	1,991,880	-	3,083,130	-	180,000	-
Fine Arts Music and Theatre	5,083,000	5,083,000	3,578,021	70.4%	1,504,979	1,504,979	-	5,083,000	1,604,406	(217,406)	-
Health Services	238,000	238,000	24,831	10.4%	213,169	213,169	-	238,000	-	25,000	-
Innovative Instructional Space/Library Media	2,131,000	2,131,000	444,239	20.8%	1,686,761	1,686,761	-	2,131,000	(5,197)	1,280,697	-
Instructional Technology	42,849,594	42,849,594	18,939,197	44.2%	23,910,397	23,910,397	-	42,849,594	738,381	(5,599,426)	-
JROTC	224,388	224,388	13,096	5.8%	211,292	211,292	-	224,388	-	100,410	-
Language Arts	3,965,050	3,965,050	-	0.0%	3,965,050	3,965,050	-	3,965,050	-	1,915,000	-
Language Other Than English	422,000	422,000	234,587	55.6%	187,413	187,413	-	422,000	2,577	156,423	-
Literacy & Intervention	6,013,311	6,013,311	3,154,015	52.5%	2,859,296	2,859,296	-	6,013,311	-	2,859,296	-
Mathematics	3,095,000	3,095,000	2,824,500	91.3%	270,500	270,500	-	3,095,000	-	270,500	-
Physical Education & Health	225,000	225,000	86,555	38.5%	138,445	138,445	-	225,000	12,960	92,040	-
PreKindergarten	688,488	688,488	209,275	30.4%	479,213	479,213	-	688,488	25,623	411,121	-
Prevention Programming	71,000	71,000	22,182	31.2%	48,818	48,818	-	71,000	-	21,500	-
Print Services	1,650,000	1,650,000	1,525,710	92.5%	124,290	124,290	-	1,650,000	9,039	50,961	-
Science	1,382,000	1,382,000	119,656	8.7%	1,262,344	1,262,344	-	1,382,000	28	597,972	-
Social Studies	219,000	219,000	-	0.0%	219,000	219,000	-	219,000	-	127,000	-
Special Student Services	874,651	874,651	535,665	61.2%	338,986	338,986	-	874,651	16,282	249,013	-
Teaching and Learning Svcs	1,124,000	1,124,000	970,740	86.4%	153,260	153,260	-	1,124,000	-	-	-
Visual Arts	490,820	490,820	363,788	74.1%	127,032	127,032	-	490,820	29,800	116,404	-
	<u>98,402,672</u>	<u>98,402,672</u>	<u>45,893,469</u>	<u>46.6%</u>	<u>52,509,203</u>	<u>52,509,203</u>	<u>-</u>	<u>98,402,672</u>	<u>9,877,529</u>	<u>7,941,755</u>	<u>-</u>
<b>Infrastructure and Support</b>											
Enterprise Technology	28,440,000	28,440,000	19,705,979	69.3%	8,734,021	8,734,021	-	28,440,000	505,072	6,461,482	-
Facilities	71,924,006	84,569,116	41,721,617	49.3%	42,847,499	42,847,499	-	71,924,006	726,842	27,140,105	-
Furniture, Office Equipment, Copiers	9,026,336	9,026,336	6,600,732	73.1%	2,425,604	2,425,604	-	9,026,336	1,449,228	1,851,624	-
Maintenance & Operations	1,868,961	1,868,961	692,767	37.1%	1,176,194	1,176,194	-	1,868,961	173,960	638,890	-
Program and Project Management	740,200	740,200	180,760	24.4%	559,440	559,440	-	740,200	48,204	330,796	-
Safety and Security	7,116,496	7,116,496	428,259	6.0%	6,688,237	6,688,237	-	7,116,496	-	3,735,733	-
Transportation	7,298,776	7,298,776	4,534,667	62.1%	2,764,109	2,764,109	-	7,298,776	337,076	1,891,669	-
	<u>126,414,775</u>	<u>139,059,885</u>	<u>73,864,781</u>	<u>53.1%</u>	<u>65,195,104</u>	<u>65,195,104</u>	<u>-</u>	<u>126,414,775</u>	<u>3,240,382</u>	<u>42,050,299</u>	<u>-</u>
<b>Construction</b>											
Construction	198,514,469	252,756,147	137,152,503	54.3%	115,603,644	115,603,644	-	198,514,469	50,382,320	83,230,009	-
	<u>198,514,469</u>	<u>252,756,147</u>	<u>137,152,503</u>	<u>54.3%</u>	<u>115,603,644</u>	<u>115,603,644</u>	<u>-</u>	<u>198,514,469</u>	<u>50,382,320</u>	<u>83,230,009</u>	<u>-</u>
<b>TOTAL 2021 BOND</b>	<u>423,331,916</u>	<u>490,218,704</u>	<u>256,910,753</u>	<u>52.4%</u>	<u>233,307,951</u>	<u>233,307,951</u>	<u>-</u>	<u>423,331,916</u>	<u>63,500,231</u>	<u>133,222,064</u>	<u>-</u>

(1) "Estimate To Complete" includes 100% of the original project estimate for projects not yet bid and estimated cost of projects in progress.

(2) From the total bond amount, \$200M was issued on 07/19/21, \$200M was issued on 6/08/22

**BOARD OF TRUSTEES  
Richardson Independent School District  
Richardson, Texas**

**Date:** August 11, 2022

**Submitted by:** David Pate, Chief Financial Officer, Finance and Support Services

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**ACTION ITEM**

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**TOPIC: Quarterly Investment Report**

**BACKGROUND INFORMATION**

The District is required by the Public Funds Investment Act (the "Act"), Chapter 2256 of the Government Code, to report on at least a quarterly basis information regarding the District's investment portfolio. Board Policy CDA (Local) requires that the Investment Officer prepare on a quarterly basis an investment report which presents the cost and market basis of all investments held by the District as well as a statement as to the compliance with District policy.

**SUPERINTENDENT'S RECOMMENDATION**

The Superintendent recommends that the District approve the Investment Report for the quarter ended June 30, 2022, as submitted by the Investment Officers.

**RESOLUTION**

WHEREAS, the District is required by the Public Funds Investment Act (the "Act"), Chapter 2256 of the Government Code and Board Policy CDA (Local) to regularly review the Investment portfolio of the District.

THEREFORE, BE IT RESOLVED that the Board of Trustees of the Richardson Independent School District approves the Investment Report for the quarter ended June 30, 2022, as submitted by the Investment Officers.

**RICHARDSON INDEPENDENT SCHOOL DISTRICT  
INVESTMENT OFFICER'S CERTIFICATION STATEMENT  
INVESTMENT REPORT  
FOR THE QUARTER ENDED  
JUNE 30, 2022**

To the members of the RISD Board of Trustees:

The Public Funds Investment Act, Chapter 2256.023 of the Government Code requires the investment officer of each local government to submit to its governing body a quarterly report of investment transactions.

The attached report represents the investment portfolio for the Richardson Independent School District as of June 30, 2022 and is in material compliance with the investment policy and strategy established by the District in accordance with the Public Funds Investment Act (Chapter 2256).

**PORTFOLIO SUMMARY REPORT**

Beginning Book Value at 03/31/2022	\$	470,490,903
Plus: Additions/Purchases		267,675,127
Less: Maturities/Sales/Calls/Withdrawals		<u>(174,970,417)</u>
Ending Book Value at 06/30/2022	<u>\$</u>	<u>563,195,613</u>
Beginning Market Value at 03/31/2022	\$	470,501,308
Plus: Additions/Purchases during period		267,675,127
Net increase/(decrease) in market value during period		-
Less: Maturities/Sales/Calls/Withdrawals at market value		<u>(174,981,003)</u>
Accrued Interest		181
Ending Market Value at 06/30/2022	<u>\$</u>	<u>563,195,613</u>

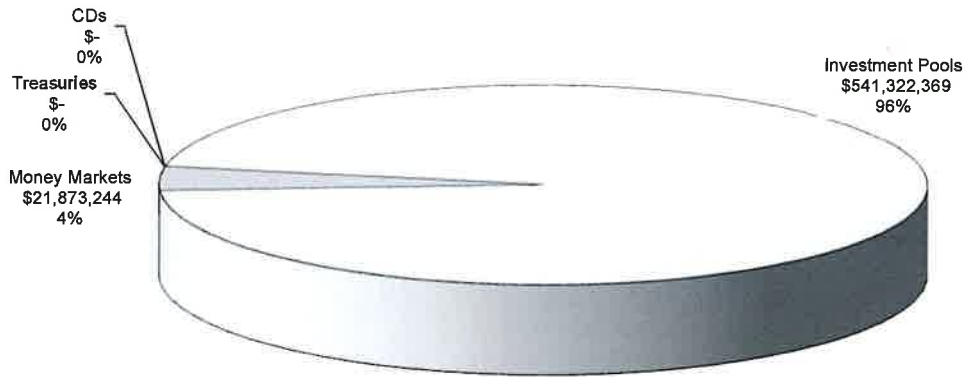
	<b>March 31, 2022</b>	<b>June 30, 2022</b>
Average Weighted Maturity	1	1
Average Weighted Yield	0.0965%	0.6615%

Respectfully submitted and certified by:

  
 \_\_\_\_\_  
 Chief Financial Officer

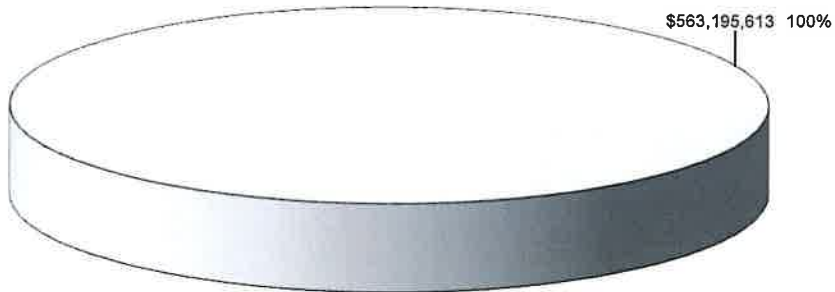
  
 \_\_\_\_\_  
 Executive Director of Finance

**RICHARDSON INDEPENDENT SCHOOL DISTRICT  
TOTAL PORTFOLIO AS OF JUNE 30, 2022**



Total Investments \$563,195,613

**Investment Maturities  
Market Value**



Less than 3 Mo

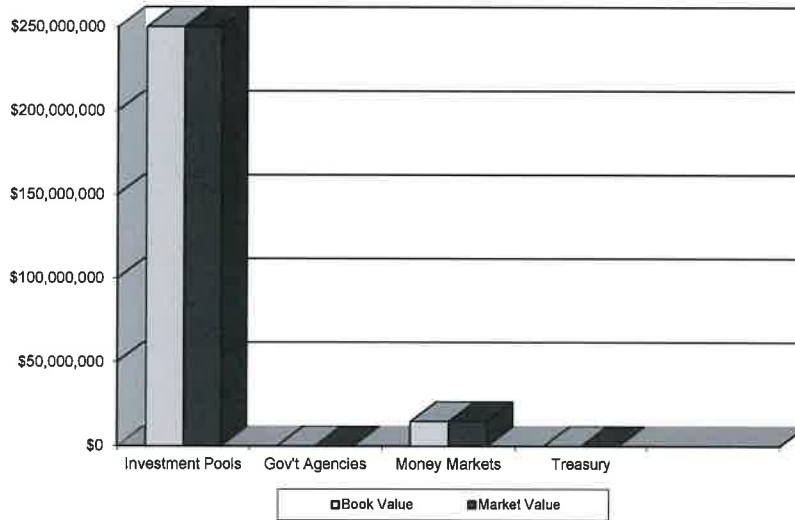
WEIGHTED AVERAGE YIELDS 03/31/2022 TO 06/30/2022	
General Operating Fund	0.5932%
Debt Service Fund	0.6404%
Food Service Fund	0.6893%
Capital Projects Funds	0.7573%
Permanent Local School Fund	0.6376%
Workers' Compensation Fund	0.6226%
<b>TOTAL PORTFOLIO</b>	<b>0.6615%</b>

BENCHMARK COMPARISON 03/31/2022 TO 06/30/2022	
TexPool Rate	0.6428%
Treasury Bill 30 Day Rate	0.5656%
Treasury Bill 90 Day Rate	1.0027%
Average of 3 and 6 Month T-Bill Rates	0.7842%

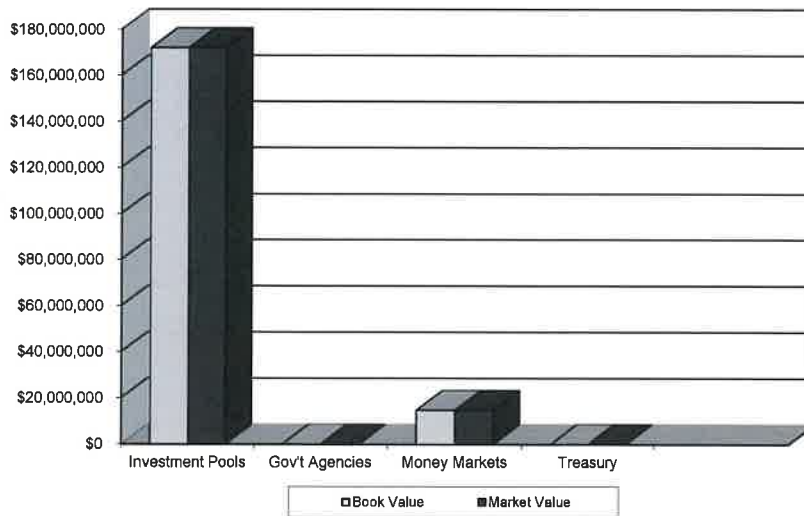
**RICHARDSON INDEPENDENT SCHOOL DISTRICT  
INVESTMENT PORTFOLIO  
OPERATING FUND**

**MARCH 31, 2022 - BOOK VALUE & MARKET VALUE**



	Investment Pools	Gov't Agencies	Money Markets	Treasury	Totals
Book Value	\$254,806,085	\$0	\$14,775,550	\$0	\$269,581,635
Market Value	\$254,806,085	\$0	\$14,775,550	\$0	\$269,581,635

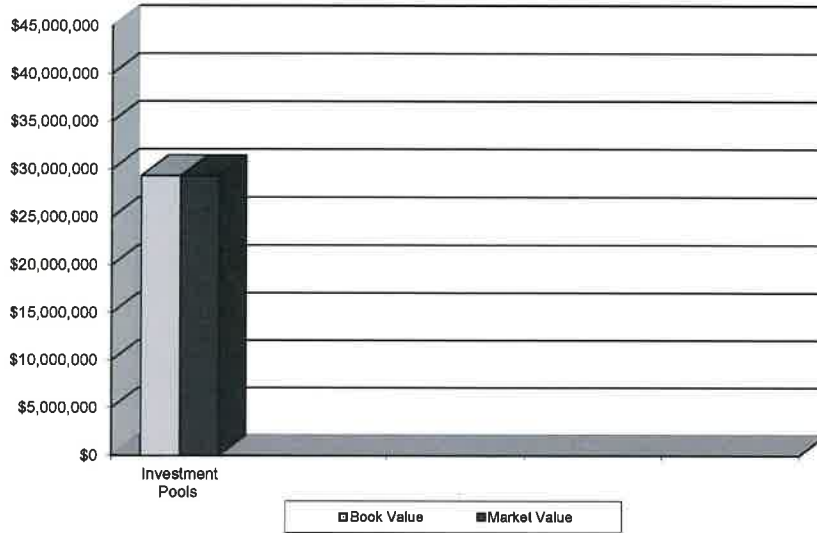
**JUNE 30, 2022 - BOOK VALUE & MARKET VALUE**



	Investment Pools	Gov't Agencies	Money Markets	Treasury	Totals
Book Value	\$171,855,854	\$0.00	\$14,799,507	\$0.00	\$186,655,361
Market Value	\$171,855,854	\$0.00	\$14,799,507	\$0.00	\$186,655,361

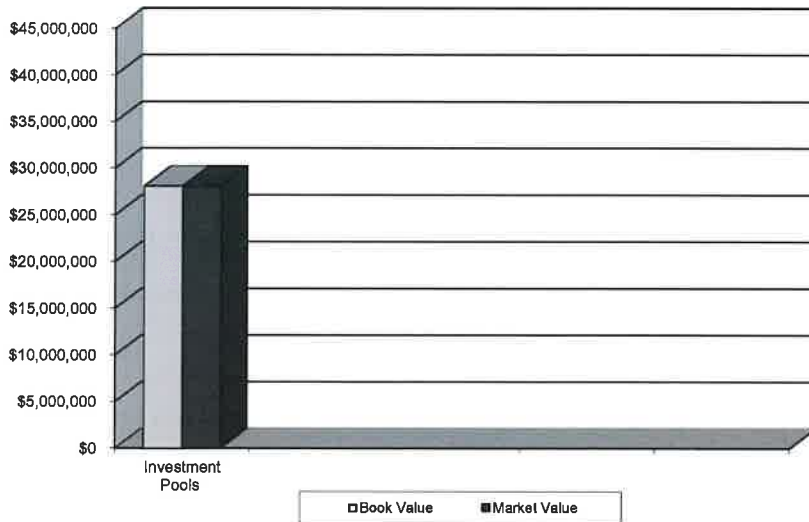
**RICHARDSON INDEPENDENT SCHOOL DISTRICT  
INVESTMENT PORTFOLIO  
DEBT SERVICE FUND**

**MARCH 31, 2022 - BOOK VALUE & MARKET VALUE**



	Investment Pools	
Book Value	\$29,372,184	Totals
Market Value	\$29,372,184	\$29,372,184

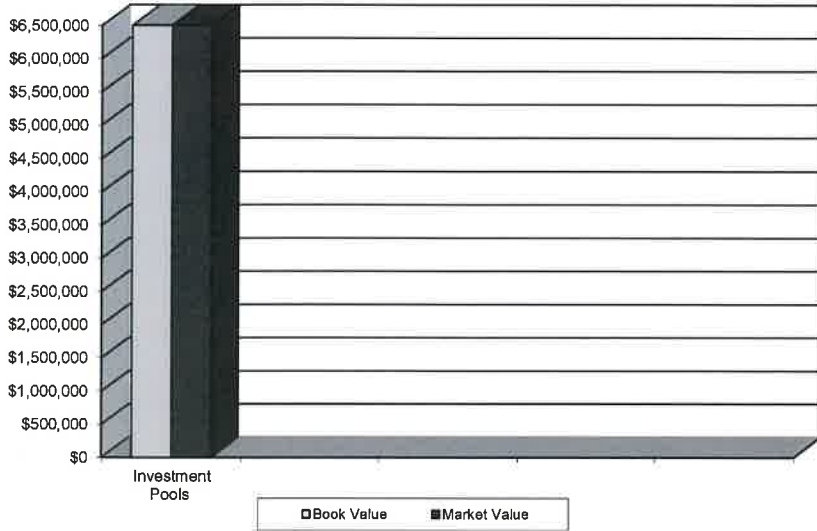
**JUNE 30, 2022 - BOOK VALUE & MARKET VALUE**



	Investment Pools	
Book Value	\$28,087,089	Totals
Market Value	\$28,087,089	\$28,087,089

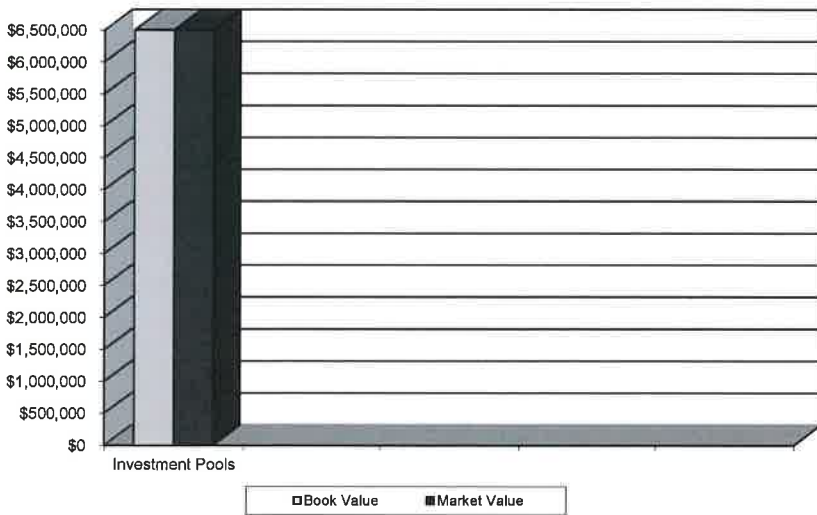
**RICHARDSON INDEPENDENT SCHOOL DISTRICT  
INVESTMENT PORTFOLIO  
FOOD SERVICE FUND**

**MARCH 31, 2022 - BOOK VALUE & MARKET VALUE**



	<b>Investment Pools</b>	<b>Totals</b>
Book Value	\$6,536,237	\$6,536,237
Market Value	\$6,536,237	\$6,536,237

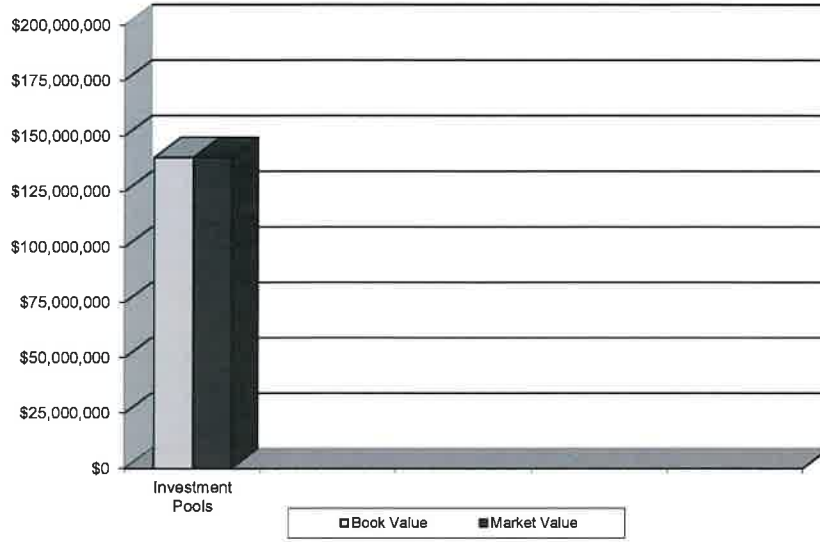
**JUNE 30, 2022 - BOOK VALUE & MARKET VALUE**



	<b>Investment Pools</b>	<b>Totals</b>
Book Value	\$9,318,345	\$9,318,345
Market Value	\$9,318,345	\$9,318,345

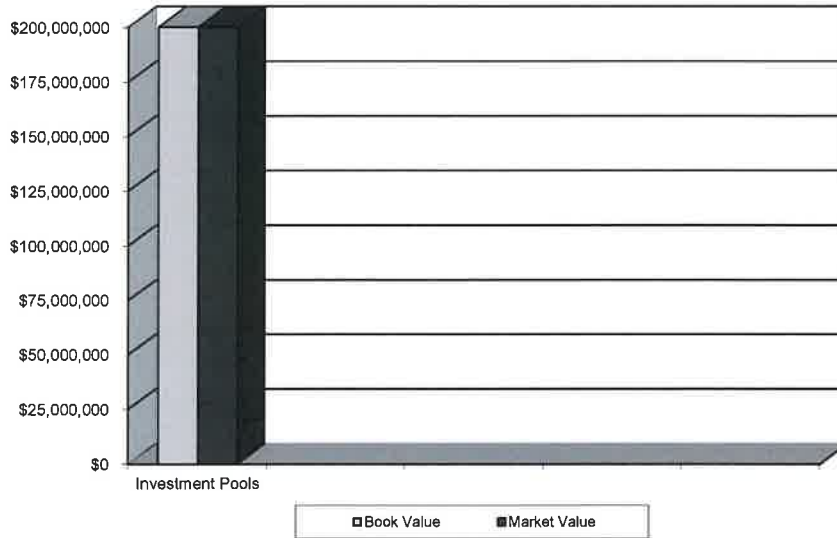
**RICHARDSON INDEPENDENT SCHOOL DISTRICT  
INVESTMENT PORTFOLIO  
CAPITAL PROJECT FUNDS**

**MARCH 31, 2022 - BOOK VALUE & MARKET VALUE**



	<b>Investment Pools</b>	<b>Totals</b>
Book Value	\$140,271,697	\$140,271,697
Market Value	\$140,271,697	\$140,271,697

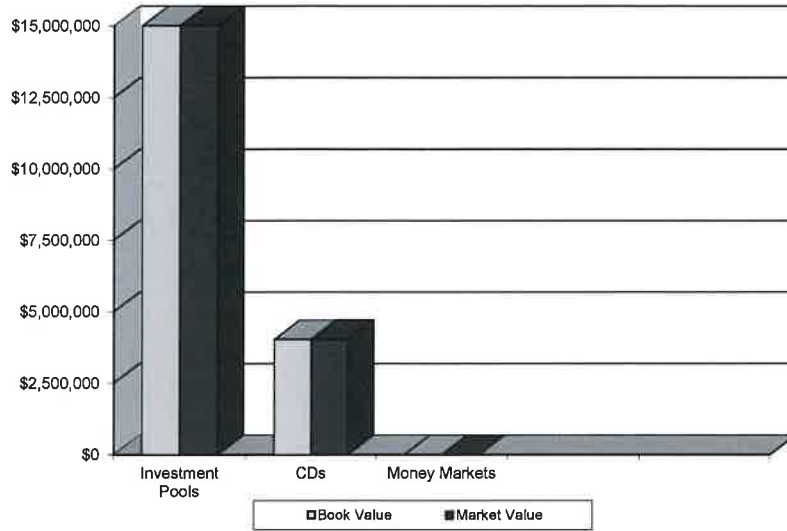
**JUNE 30, 2022 - BOOK VALUE & MARKET VALUE**



	<b>Investment Pools</b>	<b>Totals</b>
Book Value	\$314,358,985	\$314,358,985
Market Value	\$314,358,985	\$314,358,985

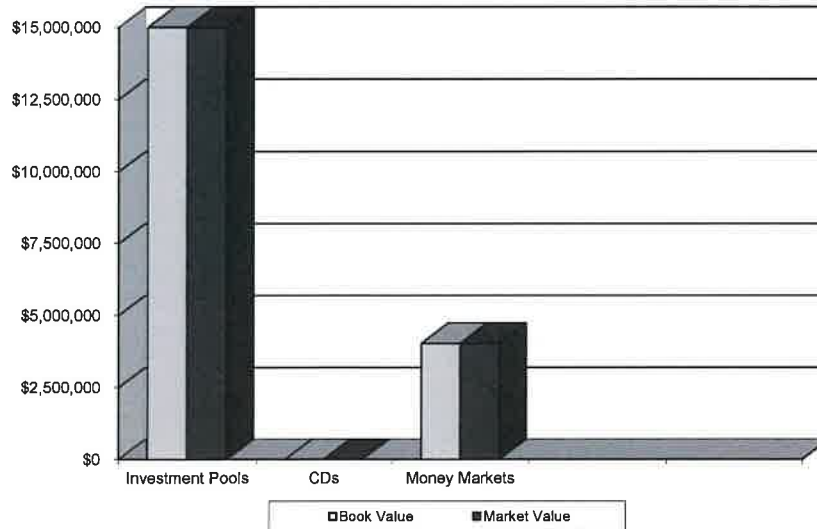
**RICHARDSON INDEPENDENT SCHOOL DISTRICT  
INVESTMENT PORTFOLIO  
PERMANENT LOCAL SCHOOL FUND**

**MARCH 31, 2022 - BOOK VALUE & MARKET VALUE**



	<b>Investment Pools</b>	<b>CDs</b>	<b>Money Markets</b>	<b>Totals</b>
Book Value	\$16,633,229	\$4,029,974	\$0	\$20,663,203
Market Value	\$16,633,229	\$4,035,919	\$0	\$20,669,148

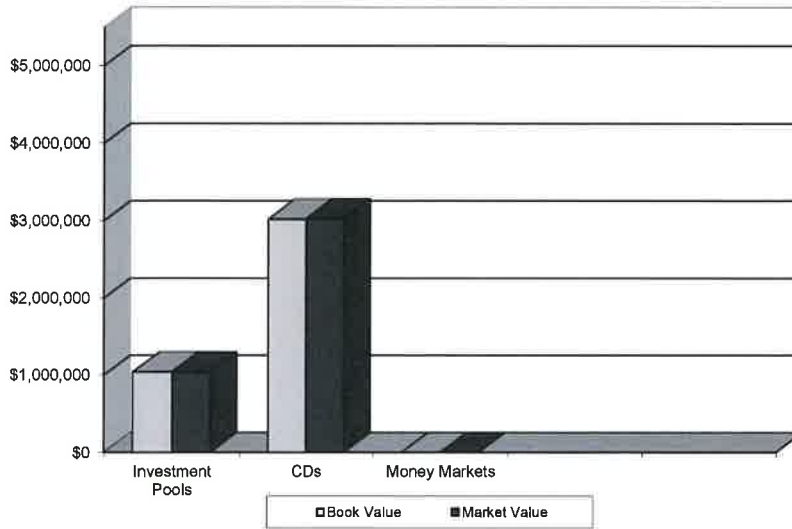
**JUNE 30, 2022 - BOOK VALUE & MARKET VALUE**



	<b>Investment Pools</b>	<b>CDs</b>	<b>Money Markets</b>	<b>Totals</b>
Book Value	\$16,659,888	\$0	\$4,042,135	\$20,702,023
Market Value	\$16,659,888	\$0	\$4,042,135	\$20,702,023

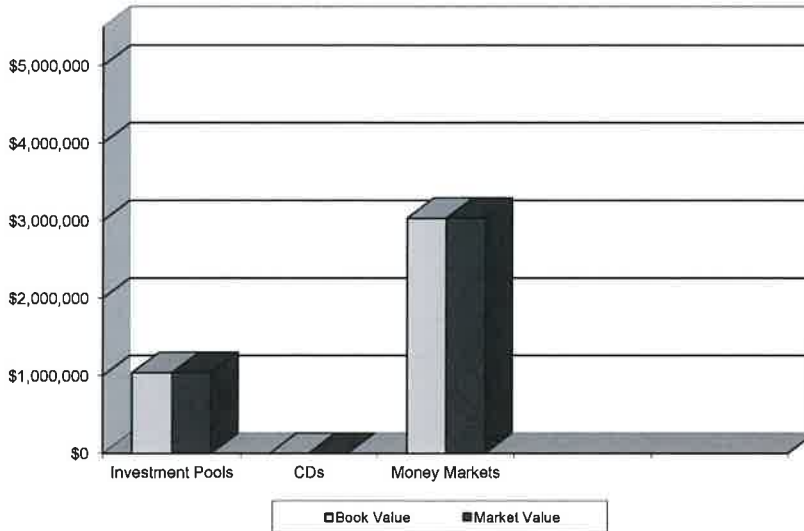
**RICHARDSON INDEPENDENT SCHOOL DISTRICT  
INVESTMENT PORTFOLIO  
WORKERS' COMPENSATION FUND**

**MARCH 31, 2022 - BOOK VALUE & MARKET VALUE**



	Investment Pools	CDs	Money Markets	Totals
Book Value	\$1,043,467	\$3,022,480	\$0	\$4,065,947
Market Value	\$1,043,467	\$3,026,940	\$0	\$4,070,407

**JUNE 30, 2022 - BOOK VALUE & MARKET VALUE**



	Investment Pools	CDs	Money Markets	Totals
Book Value	\$1,042,208	\$0	\$3,031,602	\$4,073,810
Market Value	\$1,042,208	\$0	\$3,031,602	\$4,073,810

**RICHARDSON INDEPENDENT SCHOOL DISTRICT  
MARCH 31, 2022 TO JUNE 30, 2022**

**INVESTMENT PORTFOLIO - BOOK VALUE**

**OPERATING FUND**

<u>EVARE ID No.</u>	<u>Buy Date</u>	<u>Par Value</u>	<u>Description</u>	<u>Maturity Date</u>	<u>03/31/22 Book Value</u>	<u>Investments Purchased/ Deposited</u>	<u>Investments Matured/Called Sold/Withdrawn</u>	<u>06/30/22 Book Value</u>	<u>03/31/22 06/30/22 Yield Earned</u>
AR-0018	-	56,562,795	Lone Star Gov	07/01/22	56,478,360	84,435	-	56,562,795	0.5995
AR-0009	-	104,184,158	TexPool-OF	07/01/22	187,236,836	49,389,651	132,442,329	104,184,158	0.5808
AR-0019	-	11,108,901	TexSTAR	07/01/22	11,090,889	18,012	-	11,108,901	0.6512
AR-0026	-	14,799,507	LegacyBank-MMDA	07/01/22	14,775,550	23,957	-	14,799,507	0.6500
					269,581,635	49,516,055	132,442,329	186,655,361	

**INVESTMENT PORTFOLIO - MARKET VALUE**

**OPERATING FUND**

<u>EVARE ID No.</u>	<u>Buy Date</u>	<u>Par Value</u>	<u>Description</u>	<u>Maturity Date</u>	<u>03/31/22 Market Value</u>	<u>Investments Purchased/ Deposited</u>	<u>Increase/ (Decrease) Market Value</u>	<u>Investments Matured/Called Sold/Withdrawn at Market</u>	<u>Purchased/ Accrued Interest</u>	<u>06/30/22 Market Value</u>
AR-0018	-	56,562,795	Lone Star Gov	07/01/22	56,478,360	84,435	-	-	-	56,562,795
AR-0009	-	104,184,158	TexPool-OF	07/01/22	187,236,836	49,389,651	-	132,442,329	-	104,184,158
AR-0019	-	11,108,901	TexSTAR	07/01/22	11,090,889	18,012	-	-	-	11,108,901
AR-0026	-	14,799,507	ProsperityBank-MMDA	07/01/22	14,775,550	23,957	-	-	-	14,799,507
					269,581,635	49,516,055	-	132,442,329	-	186,655,361

**RICHARDSON INDEPENDENT SCHOOL DISTRICT  
MARCH 31, 2022 TO JUNE 30, 2022**

**INVESTMENT PORTFOLIO - BOOK VALUE**

**DEBT SERVICE FUND**

<u>EVARE ID No.</u>	<u>Buy Date</u>	<u>Par Value</u>	<u>Description</u>	<u>Maturity Date</u>	<u>03/31/22 Book Value</u>	<u>Investments Purchased/ Deposited</u>	<u>Investments Matured/Called Sold/Withdrawn</u>	<u>06/30/22 Book Value</u>	<u>03/31/22 06/30/22 Yield Earned</u>
AR-0010	-	28,087,089	TexPool	07/01/22	29,372,184	616,723	1,901,818	28,087,089	0.6404
					<u>29,372,184</u>	<u>616,723</u>	<u>1,901,818</u>	<u>28,087,089</u>	

**INVESTMENT PORTFOLIO - MARKET VALUE**

**DEBT SERVICE FUND**

<u>EVARE ID No.</u>	<u>Buy Date</u>	<u>Par Value</u>	<u>Description</u>	<u>Maturity Date</u>	<u>03/31/22 Market Value</u>	<u>Investments Purchased/ Deposited</u>	<u>Increase/ (Decrease) Market Value</u>	<u>Investments Matured/Called Sold/Withdrawn at Market</u>	<u>Purchased/ Accrued Interest</u>	<u>06/30/22 Market Value</u>
AR-0010	-	28,087,089	TexPool	07/01/22	29,372,184	616,723	-	1,901,818	-	28,087,089
					<u>29,372,184</u>	<u>616,723</u>	<u>-</u>	<u>1,901,818</u>	<u>-</u>	<u>28,087,089</u>

**RICHARDSON INDEPENDENT SCHOOL DISTRICT  
MARCH 31, 2022 TO JUNE 30, 2022**

**INVESTMENT PORTFOLIO - BOOK VALUE**

**FOOD SERVICE FUND**

<u>EVARE ID No.</u>	<u>Buy Date</u>	<u>Par Value</u>	<u>Description</u>	<u>Maturity Date</u>	<u>03/31/22 Book Value</u>	<u>Investments Purchased/ Deposited</u>	<u>Investments Matured/Called Sold/Withdrawn</u>	<u>06/30/22 Book Value</u>	<u>03/31/22 06/30/22 Yield Earned</u>
AR-0011	-	9,318,345	Texpool	07/01/22	6,536,237	4,242,964	1,460,856	9,318,345	0.6893
					<u>6,536,237</u>	<u>4,242,964</u>	<u>1,460,856</u>	<u>9,318,345</u>	

**INVESTMENT PORTFOLIO - MARKET VALUE**

**FOOD SERVICE FUND**

<u>EVARE ID No.</u>	<u>Buy Date</u>	<u>Par Value</u>	<u>Description</u>	<u>Maturity Date</u>	<u>03/31/22 Market Value</u>	<u>Investments Purchased/ Deposited</u>	<u>Increase/ (Decrease) Market Value</u>	<u>Investments Matured/Called Sold/Withdrawn at Market</u>	<u>Purchased/ Accrued Interest</u>	<u>06/30/22 Market Value</u>
AR-0011	-	9,318,345	TexPool	07/01/22	6,536,237	4,242,964	-	1,460,856	-	9,318,345
					<u>6,536,237</u>	<u>4,242,964</u>	<u>-</u>	<u>1,460,856</u>	<u>-</u>	<u>9,318,345</u>

**RICHARDSON INDEPENDENT SCHOOL DISTRICT  
MARCH 31, 2022 TO JUNE 30, 2022**

**INVESTMENT PORTFOLIO - BOOK VALUE**

**CAPITAL PROJECT FUNDS**

<u>EVARE ID No.</u>	<u>Buy Date</u>	<u>Par Value</u>	<u>Description</u>	<u>Maturity Date</u>	<u>03/31/22 Book Value</u>	<u>Investments Purchased/ Deposited</u>	<u>Investments Matured/Called Sold/Withdrawn</u>	<u>06/30/22 Book Value</u>	<u>03/31/22 06/30/22 Yield Earned</u>
AR-0022	-	5,257,050	TexPool-629	07/01/22	98,958	5,575,811	417,719	5,257,050	0.8421
AR-0012	-	24,222,307	TexPool-644	07/01/22	26,606,818	40,718	2,425,229	24,222,307	0.6359
AR-0012	-	284,879,628	TexPool-650	07/01/22	113,565,921	200,292,482	28,978,775	284,879,628	0.7722
					<u>140,271,697</u>	<u>205,909,011</u>	<u>31,821,723</u>	<u>314,358,985</u>	

**INVESTMENT PORTFOLIO - MARKET VALUE**

**CAPITAL PROJECT FUNDS**

<u>EVARE ID No.</u>	<u>Buy Date</u>	<u>Par Value</u>	<u>Description</u>	<u>Maturity Date</u>	<u>03/31/22 Market Value</u>	<u>Investments Purchased/ Deposited</u>	<u>Increase/ (Decrease) Market Value</u>	<u>Investments Matured/Called Sold/Withdrawn at Market</u>	<u>Purchased/ Accrued Interest</u>	<u>06/30/22 Market Value</u>
AR-0022	-	5,257,050	TexPool-629	07/01/22	98,958	5,575,811	-	417,719	-	5,257,050
AR-0012	-	24,222,307	TexPool-644	07/01/22	26,606,818	40,718	-	2,425,229	-	24,222,307
AR-0012	-	284,879,628	TexPool-650	07/01/22	113,565,921	200,292,482	-	28,978,775	-	284,879,628
					<u>140,271,697</u>	<u>205,909,011</u>	<u>-</u>	<u>31,821,723</u>	<u>-</u>	<u>314,358,985</u>

**RICHARDSON INDEPENDENT SCHOOL DISTRICT  
MARCH 31, 2022 TO JUNE 30, 2022**

**INVESTMENT PORTFOLIO - BOOK VALUE**

**PERMANENT LOCAL SCHOOL FUND**

<u>EVARE ID No.</u>	<u>Buy Date</u>	<u>Par Value</u>	<u>Description</u>	<u>Maturity Date</u>	<u>03/31/22 Book Value</u>	<u>Investments Purchased/ Deposited</u>	<u>Investments Matured/Called Sold/Withdrawn</u>	<u>06/30/22 Book Value</u>	<u>03/31/22 06/30/22 Yield Earned</u>
AR-0023	-	16,659,888	TexPool-497	07/01/22	16,633,229	26,659	-	16,659,888	0.6426
AR-0026	-	4,042,135	ProsperityBank-MMDA	07/01/22	-	4,042,135	-	4,042,135	0.6500
21-0001	10/07/21	4,029,974	Certificate of Deposit	04/07/22	4,029,974	-	4,029,974	-	0.1501
					<u>20,663,203</u>	<u>4,068,794</u>	<u>4,029,974</u>	<u>20,702,023</u>	

**INVESTMENT PORTFOLIO - MARKET VALUE**

**PERMANENT LOCAL SCHOOL FUND**

<u>EVARE ID No.</u>	<u>Buy Date</u>	<u>Par Value</u>	<u>Description</u>	<u>Maturity Date</u>	<u>03/31/22 Market Value</u>	<u>Investments Purchased/ Deposited</u>	<u>Increase/ (Decrease) Market Value</u>	<u>Investments Matured/Called Sold/Withdrawn at Market</u>	<u>Purchased/ Accrued Interest</u>	<u>06/30/22 Market Value</u>
AR-0023	-	16,659,888	TexPool-497	07/01/22	16,633,229	26,659	-	-	-	16,659,888
AR-0026	-	4,042,135	ProsperityBank-MMDA	07/01/22	-	4,042,135	-	-	-	4,042,135
21-0001	10/07/21	4,029,974	Certificate of Deposit	04/07/22	4,035,919	-	-	4,036,023	104	-
					<u>20,669,148</u>	<u>4,068,794</u>	<u>-</u>	<u>4,036,023</u>	<u>104</u>	<u>20,702,023</u>

**RICHARDSON INDEPENDENT SCHOOL DISTRICT  
MARCH 31, 2022 TO JUNE 30, 2022**

**INVESTMENT PORTFOLIO - BOOK VALUE**

**WORKERS' COMPENSATION FUND**

EVARE ID No.	Buy Date	Par Value	Description	Maturity Date	03/31/22 Book Value	Investments Purchased/ Deposited	Investments Matured/Called Sold/Withdrawn	06/30/22 Book Value	03/31/22 06/30/22 Yield Earned
AR-0013	-	1,042,208	TexPool-WC	07/01/22	1,043,467	289,978	291,237	1,042,208	0.6426
AR-0026	-	3,031,602	ProsperityBank-MMDA	07/01/22	-	3,031,602	-	3,031,602	0.6500
21-0002	10/07/21	3,022,480	Certificate of Deposit	04/07/22	3,022,480	-	3,022,480	-	0.1501
					<u>4,065,947</u>	<u>3,321,580</u>	<u>3,313,717</u>	<u>4,073,810</u>	

**INVESTMENT PORTFOLIO - MARKET VALUE**

**WORKERS' COMPENSATION FUND**

EVARE ID No.	Buy Date	Par Value	Description	Maturity Date	03/31/22 Market Value	Investments Purchased/ Deposited	Increase/ (Decrease) Market Value	Investments Matured/Called Sold/Withdrawn at Market	Purchased/ Accrued Interest	06/30/22 Market Value
AR-0013	-	1,042,208	TexPool-WC	07/01/22	1,043,467	289,978	-	291,237	-	1,042,208
AR-0026	-	3,031,602	ProsperityBank-MMDA	07/01/22	-	3,031,602	-	-	-	3,031,602
21-0002	10/07/21	3,022,480	Certificate of Deposit	04/07/22	3,026,940	-	-	3,027,017	77	-
					<u>4,070,407</u>	<u>3,321,580</u>	<u>-</u>	<u>3,318,254</u>	<u>77</u>	<u>4,073,810</u>

**BOARD OF TRUSTEES  
Richardson Independent School District  
Richardson, Texas**

**Date:** August 11, 2022  
**Department:** Financial Services  
**Submitted by:** David Pate, Chief Financial Officer, Finance and Support Services

## **ACTION ITEM**

**TOPIC: Authorize Amendment to TexPool Authorized Representatives**

### **BACKGROUND INFORMATION**

On August 18, 1997, the Board approved a participation agreement with the Lehman Brothers' investment vehicle, TexPool. It is necessary to approve a resolution amending the authorized representatives in order to continue to invest idle district cash in TexPool. The individuals named are currently charged with responsibility for managing district cash.

### **SUPERINTENDENT'S RECOMMENDATION**

The Superintendent recommends that the District approve the attached resolution designating the named officials to be authorized to sign on behalf of the District with TexPool.

### **RESOLUTION**

WHEREAS, the Richardson Independent School District ("Participant") is a local government of the State of Texas and is empowered to delegate to a public funds investment pool, the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

WHEREAS, it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

WHEREAS, the investment objectives of TexPool support the Board's goal of demonstrating fiscal responsibility, efficiency, and effectiveness in all operations;

WHEREAS, the Texas Local Government Investment Pool ("TexPool"), a public funds investment pool, was created on behalf of entities whose investment objective in order of priority and preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act;

THEREFORE, BE IT RESOLVED that the Board of Trustees of the Richardson Independent School District approve the resolution designating individuals, whose names and signatures appear on page 1 and 2 of the Resolution, are authorized representatives of the Participant and are hereby authorized to transmit funds for investment in TexPool and are further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.

**BOARD OF TRUSTEES  
Richardson Independent School District  
Richardson, Texas**

**Date:** August 11, 2022  
**Department:** Financial Services  
**Submitted by:** David Pate, Chief Financial Officer, Finance and Support Services

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**ACTION ITEM**

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**TOPIC: Authorize Amendment to TexStar Participation Agreement**

**BACKGROUND INFORMATION**

The participation agreement with investment vehicle, TexStar, was approved on August 19, 2002. It is necessary to approve a resolution amending the participation agreement in order to continue to invest idle district cash in TexStar.

**SUPERINTENDENT'S RECOMMENDATION**

The Superintendent recommends that the District approve the attached resolution designating the named official to be authorized to sign on behalf of the District with TexStar.

**RESOLUTION**

**WHEREAS**, the Richardson Independent School District ("Participant") is a local government of the State of Texas and is empowered to delegate to a public funds investment pool, the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

**WHEREAS**, it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

**WHEREAS**, TexStar, a public funds investment pool, was created on behalf of entities whose investment objective are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act;

**WHEREAS**, the investment objectives of TexStar investment pool support the Board's goal of demonstrating fiscal responsibility, efficiency, and effectiveness in all operations;

**THEREFORE, BE IT RESOLVED** that the Board of Trustees of the Richardson Independent School District approve the resolution designating individuals, whose names and signatures appear on page 1 of this Resolution, are authorized representatives of the Participant and are hereby authorized to transmit funds for investment in TexStar and are further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.

**BOARD OF TRUSTEES  
Richardson Independent School District  
Richardson, Texas**

**Date:** August 11, 2022

**Department:** Financial Services

**Submitted by:** David Pate, Chief Financial Officer, Finance and Support Services

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## **ACTION ITEM**

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**TOPIC:** Authorize Amendment to Lone Star Participation Agreement

### **BACKGROUND INFORMATION**

The participation agreement with the Texas Association of School Boards' investment vehicle, Lone Star, was last approved on December 12, 1998. It is necessary to approve a resolution amending the participation agreement in order to continue to invest idle district cash in Lone Star. The individual named is currently charged with responsibility for managing District cash.

### **SUPERINTENDENT'S RECOMMENDATION**

The Superintendent recommends that the District approve the attached resolution designating the named official to be authorized to sign on behalf of the District with Lone Star.

### **RESOLUTION**

WHEREAS, the Richardson Independent School District ("Participant") is a local government of the State of Texas and is empowered to delegate to a public funds investment pool, the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

WHEREAS, it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

WHEREAS, Lone Star, a public funds investment pool, was created on behalf of entities whose investment objective are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act;

WHEREAS, the investment objectives of Lone Star investment pool support the Board's goal of demonstrating fiscal responsibility, efficiency, and effectiveness in all operations;

THEREFORE, BE IT RESOLVED that the Board of Trustees of the Richardson Independent School District approve the resolution designating individuals, whose names and signatures appear on page 1 of this Resolution, are authorized representatives of the Participant and are hereby authorized to transmit funds for investment in Lone Star and are further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.

**BOARD OF TRUSTEES  
Richardson Independent School District  
Richardson, Texas**

**Date:** August 11, 2022

**Submitted by:** David Pate, Chief Financial Officer

## **ACTION ITEM**

**TOPIC:** Acceptance of Certified Appraisal Roll

**BACKGROUND INFORMATION:**

Section 26.01(a) of the Tax Code requires the Chief Appraiser to certify the property tax appraisal roll to the school district's assessor by July 25. RISD received the certified roll from the Chief Appraiser on July 25 this year.

The Texas Property Tax Code, Section 26.05(a)&(b), requires the Board to adopt its tax rate in a public meeting before the later of September 30 or the 60<sup>th</sup> day after the date the district receives the certified appraisal roll. The certified appraisal roll provides RISD with more information and a more reasonable basis for establishing the tax rate than the certified estimate it receives in the spring.

The Administration recommends that the Board accept the certified appraisal roll. Calculations have been performed to recommend for adoption a tax rate based on the certified appraisal roll.

**SUPERINTENDENT'S RECOMMENDATION:**

The Superintendent recommends that the Board accept the 2022 Appraisal Roll as certified by DCAD.

## **PROPOSED RESOLUTION**

**WHEREAS**, the Tax Assessor/Collector timely submitted the certified tax appraisal roll to the Board of Trustees pursuant to § 26.01(a) of the Tax Code; and

**WHEREAS**, the Education Code, § 44.004 (c), allows the Board to accept certified appraisal roll as the District's official tax roll for the purposes of preparing and adopting its tax rate and budget; and

**WHEREAS**, acceptance of the certified appraisal roll as the District's official tax roll for said purposes supports the Board's strategy that we will responsibly manage current resources to support our mission;

**BE IT THEREFORE RESOLVED**, that the Board of Trustees of the Richardson Independent School District accepts the certified appraisal roll that the Dallas Central Appraisal District provided on or about July 25, 2022, and declares that it shall be used in the preparation and adoption of the District's 2022 – 2023 tax rate.



**DALLAS CENTRAL APPRAISAL DISTRICT  
CERTIFICATION OF APPRAISAL ROLL**

**Year: 2022**

**Jurisdiction: RICHARDSON ISD**

In accordance with the requirements of the Texas Property Tax Code, Chapter 26, Section 26.01, paragraphs (A) and (B), the following values are hereby certified:

Market Value of all Real & Business Personal Property Before Qualified Exemptions*	\$38,883,380,930
Taxable Value of all Real & Business Personal Property	\$30,926,702,873

In accordance with the requirements of the Texas Property Tax Code, Chapter 26, Section 26.01, paragraph (C), the following values are hereby certified as disputed values and are not included in the above totals:

	<b>Market Value</b>	<b>Taxable Value</b>
Values under protest as determined by the Appraisal District**	\$1,356,393,350	\$1,136,630,054
Values under protest as claimed by property owner or estimated by Appraisal District in event property owner's claim is upheld	\$949,652,444	\$795,641,038
Freeport Estimated Loss		\$0
Estimated Net Taxable		\$795,641,038

I, W. Kenneth Nolan, Executive Director/Chief Appraiser of the Dallas Central Appraisal District, do hereby certify the aforementioned values and totals to the taxing jurisdiction indicated above, in accordance with the requirements of the laws of the State of Texas on this 25th day of July, 2022 .

Dallas Central Appraisal District

W. Kenneth Nolan  
Executive Director/Chief Appraiser

*Total Value of New Construction in Certified Market Value above	\$210,742,065
**Value of Disputed New Construction in Protested Market Value Above	\$4,602,015

**BOARD OF TRUSTEES**  
**Richardson Independent School District**  
**Richardson, Texas**

**Date:** August 11, 2022

**Division:** Teaching and Learning

**Submitted by:** Kristin Byno, Assistant Superintendent of Teaching and Learning

**ACTION ITEM**

**TOPIC:** Identification of Exempt Courses for UIL No Pass/No Play

**BACKGROUND INFORMATION:**

Section 33.081(c) of the Texas Education Code, requires a school district to suspend from participation in any extracurricular activity or a competition sponsored by the University Interscholastic League for the subsequent three- weeks’ grading period those students who receive a grade lower than the equivalent of a 70 on a 100 point scale (the “No Pass/No Play” Rule). The statute further provides that the No Pass/No Play Rule does not apply to an:

“advanced placement or international baccalaureate course, or to an honors or dual credit course in the subject areas of English language arts, mathematics, science, social studies, economics, or a language other than English.”

The attached list reflects all of the RISD classes that may be exempted from the No Pass/No Play Rule for which the Administration seeks the board’s approval to treat as exempt.

**SUPERINTENDENT’S RECOMMENDATION**

The Superintendent recommends that the Board approve the recommended list of exempt courses for purposes of the No Pass, No Play Rule as attached hereto.

## **PROPOSED RESOLUTION**

**WHEREAS**, the No Pass/No Play Rule, set out in Section 33.801 of the Texas Education Code, requires a school district to suspend from participation in any extracurricular activity or a competition sponsored by the University Interscholastic League those students who receive a grade lower than the equivalent of a 70 on a 100 point scale and such suspension extends through the subsequent three-weeks' grading period; and

**WHEREAS**, the Texas Education Code further provides that grades received in courses identified as "advanced placement or international baccalaureate course, or to an honors or dual credit course in the subject areas of English language arts, mathematics, science, social studies, economics, or a language other than English," are exempt for purposes of the No Pass, No Play Rule; and

**WHEREAS**, the Administration has identified a list of courses offered to RISD students that qualify as exempt for purposes of the No Pass, No Play Rule and has recommended that the Board approve the list of identified exempt courses for the 2019-2020 school year;

**THEREFORE BE IT RESOLVED**, that the Board of Trustees of the Richardson Independent School District approves the list of courses attached hereto to be exempt from the No Pass, No Play rule for the 2022-2023 school year.

## Richardson Independent School District

### 2022-2023 List of Courses Exempt from the No Pass – No Play Rules

Advanced Placement and International Baccalaureate (In All Subject Areas)	Honors/Advanced (Formerly Pre Advanced Placement) and OnRamps (In the following subject areas - ELA, Math, Science, Social Studies, Economics, Language Other Than English)	Dual Credit with Dallas College Partner (In the following subject areas - ELA, Math, Science, Social Studies, Economics, Language Other Than English)
AP English 3 AP English 4 AP Seminar (Capstone) AP Research (Capstone)	Language Arts 7 Advanced Language Arts 8 Advanced English 1 Advanced English 2 Advanced OnRamps Reading Writing and Research (English IV)	English 1301 English 1302 English 2332 English 2333
AP Statistics AP Calculus AB AP Calculus BC AP Computer Science A AP Computer Science Principles	PreAlgebra 7 PreAlgebra 7 Advanced PreCalculus Algebra 1 7/8 Algebra 1 7/8 Advanced Algebra 1 Advanced Algebra 2 Advanced Geometry Advanced OnRamps Algebra II (College Algebra) OnRamps Discovery PreCalculus OnRamps Statistics OnRamps Thriving in Digital World (Computer Science)	Math 1314 Math 1316 Math 1324 Math 1332 Math 2305 Math 2415 Math 2418 Math 2420
AP Biology AP Chemistry AP Physics 1 AP Physics 2 AP Physics C AP Environmental Science	Science 7 Advanced Science 8 Advanced Biology Advanced Chemistry Advanced Physics Advanced Anatomy & Physiology (Honors) OnRamps Biology OnRamps Chemistry I OnRamps Introduction to Geoscience (Earth and Space Science) OnRamps Mechanics, Heat and Sound (Physics) OnRamps Electromagnetism, Optics and Nuclear Physics	Physics 1405 Physics 1407 Environmental Science 1401 Geology 1401
AP Human Geography AP World History Studies AP U.S. History AP U.S. Government & Politics AP Macroeconomics AP European History AP Psychology	Social Studies 7 Advanced Social Studies 8 Advanced OnRamps US History	US History 1301 US History 1302 Federal Government 2305 Texas Government 2306 Macroeconomics 2301 Microeconomics 2302 Psychology 2301 Sociology 1301

<b>Advanced Placement and International Baccalaureate (In All Subject Areas)</b>	<b>Honors/Advanced (Formerly Pre Advanced Placement) and OnRamps (In the following subject areas - ELA, Math, Science, Social Studies, Economics, Language Other Than English)</b>	<b>Dual Credit with Dallas College Partner (In the following subject areas - ELA, Math, Science, Social Studies, Economics, Language Other Than English)</b>
AP Spanish Language and Culture (8 <sup>th</sup> -12 <sup>th</sup> ) AP Spanish Literature AP French Language and Culture AP German Language and Culture AP Japanese Language and Culture AP Latin - Vergil	French 2 and 3 Advanced German 3 Advanced Japanese 3 Advanced Latin 3 Advanced Spanish 2 Advanced Spanish 3 Advance (7th-12th) Spanish 4 Spanish, French, Latin, and Japanese – Language Enrichment (Honors)	Spanish 1411, 1412 Spanish 2311, 2312 French 1411, 1412 French 2311, 2312 Japanese 1411, 1412 Japanese 2311, 2312 German 1411, 1412 German 2311, 2312 Chinese 1411, 1412 Chinese 2311, 2312 American Sign Language 1301, 1302 American Sign Language 2301, 2302
AP Art Drawing AP Art History AP Two-Dimensional Design Portfolio AP Three Dimensional Design Portfolio AP Music Theory		

Updated 8-4-22

**BOARD OF TRUSTEES**  
**Richardson Independent School District**  
**Richardson, Texas**

**Date:** August 11, 2022

**Submitted by:** Christopher B. Goodson, Ed.D.  
Assistant Superintendent, Human Resources

## **ACTION ITEM**

**TOPIC: Military Leave Compensation**

**BACKGROUND INFORMATION:**

Richardson ISD employees who are members of the state military forces or reserve components of the United States Armed Forces remain on alert to be called to active military service. State and federal law provides certain job protection for employees called to military duty, but lengthy periods of service to our country often place undue financial hardships on the reservists and their families.

District policy currently provides only for the job protections required by state and federal law. Employees called to active duty will continue to receive their regular salaries and benefits, without reduction, for a period of 15 days. Each year since the 2002-2003 school year, the Board authorized the District to implement steps to assist employees during this period of active duty in a time of national crisis. The Board approved the following for those school years:

- 1) Allow employees to use all accrued paid personal and vacation leave to offset unpaid leave after the first 15 days.
- 2) After all accrued paid personal and vacation leave is exhausted, authorize the District to pay these employees an amount equal to the difference between their military earnings and their compensation rate with the District.
- 3) Allow the employee to continue group insurance coverage at the same level and coverage rate he or she paid prior to leave.

In 2003, the Texas Legislature added a provision to the Education Code to make clear that employees on military leave could use available state personal or sick leave and specifically authorized a district to adopt a policy providing for a paid leave of absence for employees on leave for active military duty. *See Texas Education Code, Section 22.003.* Staff recommends that the Board continue to authorize the District to provide for supplemental compensation for employees called to military duty during the 2022-2023 school year.

## **SUPERINTENDENT'S RECOMMENDATION:**

The Superintendent recommends that the Board of Trustees authorize the District to provide the supplemental compensation to eligible employees who are called to active military duty and/or training that results in their need for a leave of absence during the 2022-2023 school year.

## **PROPOSED RESOLUTION**

**WHEREAS**, RISD recognizes that the United States of America is engaged in a significant military effort to eradicate terrorism and that this military effort is essential to preserve the national security, ensure freedom, and maintain world order; and

**WHEREAS**, the President of the United States has asked citizens of this country for their support in this global struggle; and

**WHEREAS**, the 78<sup>th</sup> Texas Legislature amended the Education Code to specifically authorize a Board of Trustees to authorize a policy to provide for supplemental compensation for employees called to military duty; and

**WHEREAS**, certain employees of Richardson ISD are members of the state military forces, National Guard, or various branches of the uniformed services who have been and/or may be called to serve on active duty or training in connection with this military effort; and

**WHEREAS**, the Board of Trustees of the Richardson ISD recognizes that compensation paid to employees of the District while on active military service may not be sufficient to support their families and homes; and

**WHEREAS**, the Board of Trustees of the Richardson ISD finds that assisting employees who are called to defend our country and our welfare constitutes an important public purpose and also helps ensure that these individuals will return to District employment after their period of service, which supports the Board's goal to recruit and maintain high-performing, student-focused teachers and will serve the best interests of the District;

**THEREFORE BE IT RESOLVED** that the Board authorizes the District to compensate District employees who are members of the reserve corps of the uniformed services of the United States, the National Guard, or state military forces, and who are ordered to active military duty or training that requires a leave of absence, and who agree to return to District service after such duty in the manner required by applicable law, as specified below:

- i) The employee shall be eligible for paid leave in an amount equivalent to his or her regular base gross salary for the first 15 days of military leave;
- ii) Thereafter, the employee may use all accrued paid personal and vacation leave to offset unpaid military leave;
- iii) After accrued paid personal and vacation leave is exhausted, the employee shall be paid an amount equal to the difference between his or her military earnings and base RISD salary (excluding extra duty supplements, special allowances, etc.); and
- iv) The employee may elect to continue his or her insurance benefits for the period allowed by law at the coverage level and rate he or she would have continued to pay as an active employee; and

**BE IT FURTHER RESOLVED** that such compensation shall continue until the date on which such an employee returns from service and resumes duties in this District, in accordance with applicable law, or at the end of the 2022-2023 school year, whichever comes first.

**BOARD OF TRUSTEES**  
**Richardson Independent School District**  
**Richardson, Texas**

**Date:** August 11, 2022

**Submitted by:** Christopher B. Goodson, Ed.D.  
Assistant Superintendent, Human Resources

## **ACTION ITEM**

**TOPIC:** Teacher Appraisal Calendar

**BACKGROUND INFORMATION:**

Title 19 Texas Administrative Code, Chapter 150, Subchapter AA, Teacher Appraisal, §150.1003 states that each school district shall establish a calendar for the appraisal of teachers. The appraisal period for a teacher must include all the days of a teacher's contract. Observations during the appraisal period must be conducted during the required days of instruction for students during one school year. The appraisal calendar shall:

1. Exclude observations in the two weeks following the day of completion of the T-TESS orientation for teachers as described in §150.1007 (Teacher Orientation);
2. Prohibit observations on the last day of instruction before any official school holiday or on any other day deemed inappropriate by the school district Board of Trustees; and
3. Indicate a period for End-of-Year Conferences that ends no later than 15 working days before the last day of instruction for students.

**SUPERINTENDENT'S RECOMMENDATION:**

The Superintendent recommends that the Board of Trustees adopt the appraisal calendar for the 2022-2023 school year.

**PROPOSED RESOLUTION**

**WHEREAS**, 19 TAC, Chapter 150, Subchapter AA, Teacher Appraisal, §150.1003 states that each school district shall establish a calendar for the appraisal of teachers; and

**WHEREAS**, the appraisal period for a teacher must include all of the days of a teacher's contract; and

**WHEREAS**, the appraisal period shall exclude the first three weeks of instruction and the two weeks after T-TESS orientation (§150.1003); and ((§150.1006)

**WHEREAS**, the appraisal calendar shall prohibit observations on the last day of instruction before any official school holiday or on any other day deemed inappropriate by the Board of Trustees; and

**WHEREAS**, the appraisal calendar shall indicate a period for End-of-Year Conferences which ends no later than 15 working days before the last day of instruction for students; and  
**WHEREAS**, the appraisal of RISD's highly qualified, student-focused staff supports the Board's vision, values, goals, and mission;

**THEREFORE, BE IT RESOLVED** that the Board of Trustees of the Richardson Independent School District approves the following appraisal calendar for the 2022-2023 school year.



## RICHARDSON INDEPENDENT SCHOOL DISTRICT 2022-2023 Appraisal Calendar

### \*\*\* IMPORTANT REMINDERS \*\*\*

**\*\*ALL NEW AND NEW TO DISTRICT TEACHERS MUST BE T-TESS APPRAISED\*\***

All appraisers must observe the Appraisal Calendar when scheduling observations, conferences, and summative evaluations.

An annual refresher training and any corresponding changes will be provided **within the first three weeks** of school.

Teacher Goal-Setting and Professional Development Plan (GSPD) is due **within six weeks** after the completion of T-TESS Orientation.

A GSPD conference is required for a new teacher in the first year of appraisal under T-TESS and teachers new to the district.

Observations shall not take place during the following dates/times:

- within the two weeks following the T-TESS orientation
- on state testing days
- the day preceding a holiday
- on days designated for Open House

Any documentation that will influence an observation or summative appraisal must be shared in writing with the teacher **within ten (10) working days** of the appraiser's knowledge of the occurrence.

Any written response or rebuttal must be submitted **within ten (10) working days** of receiving a written observation summary, a written summative annual appraisal report, or any other written documentation associated with the teacher's appraisal.

A teacher's request for a second appraisal must be submitted in writing and received by the Human Resources Office **within ten (10) working days** of the date that the T-TESS written observation summary or written Summative Annual Appraisal Report was provided to the teacher.

The written Summative Annual Appraisal Report must be shared with the teacher no later than ten (10) working days after the End-of-the Year Conference, but no later than **fifteen (15) working days** before the last day of instruction for students.

The End-of-Year Conference should be scheduled no later than **fifteen (15) working days** before the last day of instruction for students.

### FALL SEMESTER

Day	Date	Significance
Friday	September 2, 2022	Day preceding a holiday – Labor Day September 5
Tuesday	September 6, 2022	Last day to conduct Appraisal Orientation ( <b>Attendees must sign in &amp; observations may not begin until two weeks after training</b> )
Tuesday	September 27, 2022	Last day to complete GSPD plan ( <b>for first year of appraisal under T-TESS or for teachers new to RISD, a GSPD Plan conference prior to submission of the Plan to the appraiser is required</b> )
Thursday	October 6, 2022	Day preceding a Student Holiday/Professional Learning Day - Oct. 7
Monday	November 7, 2020	Day preceding a Student Holiday/Professional Learning - Nov. 3
Friday	November 18, 2022	Day preceding a holiday – Thanksgiving Break Nov. 21 - 25
<b>Tues.-Fri.</b>	<b>December 6-16, 2022</b>	<b>Assessment Window, Grade and Content Specific *Subject to change</b>
Friday	December 16, 2022	Day preceding a student holiday – Winter Break Dec. 19 – January 4



## RICHARDSON INDEPENDENT SCHOOL DISTRICT 2022-2023 Appraisal Calendar

### \*\*\* IMPORTANT REMINDERS \*\*\*

**\*\*ALL NEW AND NEW TO DISTRICT TEACHERS MUST BE T-TESS APPRAISED\*\***

All appraisers must observe the Appraisal Calendar when scheduling observations, conferences, and summative evaluations.

Observations shall not take place during the following dates/times:

- within the two weeks following the T-TESS orientation**
- on state testing days**
- the day preceding a holiday**
- on days designated for Open House**

Any documentation that will influence an observation or summative appraisal must be shared in writing with the teacher **within ten (10) working days** of the appraiser's knowledge of the occurrence.

Any written response or rebuttal must be submitted **within ten (10) working days** of receiving a written observation summary, a written summative annual appraisal report, or any other written documentation associated with the teacher's appraisal.

A teacher's request for a second appraisal must be submitted in writing and received by the Human Resources Office **within ten (10) working days** of the date that the T-TESS written observation summary or written Summative Annual Appraisal Report was provided to the teacher.

The written Summative Annual Appraisal Report must be shared with the teacher no later than ten (10) working days after the End-of-the Year Conference, but no later than **fifteen (15) working days** before the last day of instruction for students.

The End-of-Year Conference should be scheduled no later than **fifteen (15) working days** before the last day of instruction for students.

### SPRING SEMESTER

Day	Date	Significance
Friday	January 13, 2023	Day preceding a holiday – MLK Jr. Holiday January 16
Friday	February 17, 2023	Day preceding a Student Holiday/Professional Learning – February 20
Tues.-Fri.	Feb 21 – Mar 21, 2023	TELPAS Gr. K-12 Listening, Speaking, Reading, and Writing, if involved
Friday	March 10, 2021	Day preceding a holiday – Spring Break March 13 - 17
Mon.-Fri.	Mar 27 - May 12 2023	Assessment Window, Grade and Content Specific *Subject to change
Mon.-Fri.	May 1 – May 12, 2023	High School AP Exam Window (specific to content), if involved
Friday	May 5, 2023	<b>LAST DAY TO PROVIDE WRITTEN SUMMATIVE ANNUAL APPRAISAL REPORT</b> (Must be provided to the teacher within 10 working days of the EOY conference but no later than fifteen (15) working days before the last day of instruction for students.)
Friday	May 5, 2023	<b>LAST DAY TO HOLD END-OF-YEAR CONFERENCES</b> (no later than 15 working days before the last day of student instruction)
Friday	May 12, 2023	<b>All evaluations are due to HR (TTESS/TPESS/Eduphoria Templates)</b>
Mon.-Fri.	May 22 - 26, 2023	Secondary Semester Exam Window
Friday	May 26, 2023	<b>LAST DAY OF INSTRUCTION</b>

*Note<sup>1</sup>: This calendar is based on the published TEA student assessment-testing calendar. Testing dates are subject to change by TEA at any time.*

*Note<sup>2</sup>: Observations should not occur on days elected for testing during a testing window.*

Updated 5-23-2022

**BOARD OF TRUSTEES**  
**Richardson Independent School District**  
**Richardson, Texas**

**Date:** August 11, 2022

**Submitted by:** Christopher B. Goodson, Ed.D.  
Assistant Superintendent, Human Resources

## INFORMATION/ACTION ITEM

**TOPIC:** Administrative Appraisal Calendar

**BACKGROUND INFORMATION:**

Section 21.354 of the Texas Education Code requires a school district to develop appraisal instruments for school administrators (principals and assistant principals) that meet, at a minimum, guidelines established by the Commissioner of Education. The Commissioner issued rules are designed to provide school districts with flexibility in designing and implementing appraisal systems for school administrators. The regulation requires a school district to:

- Establish an annual calendar that provides for activities that involve both the administrator and the appraiser;
- Implement procedures for setting goals that define expectations and set priorities for the administrator being appraised;
- Conduct annual formative and summative conferences for each administrator being appraised; and
- Involve appropriate administrators in developing, selecting, or revising the appraisal instruments and process.

See 19 Texas Administrative Code, § 150.1022.

On June 3, 2002, the Board approved the Principal Appraisal that District staff developed. On October 7, 2002, the Board approved an appraisal instrument for other District administrators and selected central office professional support personnel. Both appraisals have been updated yearly to ensure coordination with current professional responsibilities and student performance measures. The Board has followed the Commissioner's appraisal process in evaluating the superintendent.

Staff has developed the attached Administrative Appraisal Calendar that describes the appraisal cycle for school administrators, other District administrators, and selected central office professional support personnel.

**SUPERINTENDENT’S RECOMMENDATION:**

The Superintendent recommends that the Board of Trustees adopt the appraisal calendar for school administrators (principals and assistant principals and the superintendent) for the 2022-2023 school year. Information about the appraisal cycle for other District administrators and selected central office professional support personnel is included for the Board’s information.

**PROPOSED RESOLUTION**

**WHEREAS**, the Commissioner’s Rules related to school administrator appraisals requires a school district to establish an annual calendar that describes the activities in the school administrator appraisal cycle (see 19 Tex. Admin. Code § 150.1022); and

**WHEREAS**, District staff has developed a calendar for school administrators that meets the requirements of the Commissioner’s Rules, 19 Tex. Admin. Code § 150.1022; and

**WHEREAS**, accurate and regular performance appraisal of all staff is essential to the Board’s goal that RISD will recruit, develop, and retain high-performing, student-focused teachers and diverse staff;

**THEREFORE, BE IT RESOLVED** that the Board of Trustees of the Richardson Independent School District approves the attached Administrative Calendar for the appraisal of school administrators for the 2022-2023 school year.



# Texas Principal Evaluation & Support System (T-PESS) APPRAISAL CALENDAR 2022 – 2023



Timeline	Activity and Description	Form / Document	Responsibility of	
			Appraiser	Administrator
<b>No later than September 6, 2022</b>	<p><b>T-PESS Orientation</b></p> <p>All campus administrators must attend comprehensive (including T-PESS rubric update) training through Region X service center.</p> <p>All campus administrators must attend local training on T-PESS in Eduphoria.</p> <p>T-PESS review will encompass an overview of materials, process (timelines) and expectations.</p> <p><i><b>A campus administrator who has not received the initial two-day training must schedule training through Region 10 as soon as possible.</b></i></p>	<ul style="list-style-type: none"> <li>Administrator Appraisal Calendar</li> <li>T-PESS <a href="#">FAQs</a></li> <li>T-PESS <a href="#">Documents</a></li> <li>Verification of Orientation</li> </ul>	<b>X</b>	
<b>No later than September 12, 2022</b>	<p><b>Self-assessment, Professional Goal Setting and Formative Document</b></p> <p>Campus administrators self-assess and complete the Self-assessment Form. Appraiser also pre-assesses administrators. Campus administrator submits 1-3 <u>draft</u> goals (based on identified areas on the T-PESS Rubric, Campus Improvement Plans, District Priorities, etc.) and completes the Beginning-of-the-year Goal Setting Form. Administrators also respond to questions addressed within the RISD Formative Evaluation Document.</p>	<ul style="list-style-type: none"> <li>Principal Self-Assessment and Appraiser Pre-Assessment</li> <li>RISD Formative Evaluation Document</li> <li>Beginning-of-the year Goal Setting Form</li> </ul>	<b>X</b>	<b>X</b>

Timeline	Activity and Description	Form / Document	Responsibility of	
			Appraiser	Administrator
<b>Sept. 6 – Oct. 3, 2022</b>	<p><b>Pre-evaluation/Formative Conference</b></p> <p>Campus administrators meet with their appraiser in a formative conference to discuss the administrator's self-assessment and to finalize goals. Finalizing goals includes identifying the appropriate performance standard associated with the goal, identifying the data, evidence, and documentation used to assess goal attainment, reviewing state and local policy related to evaluations, signing and dating appropriate forms.</p> <p>Goals should be specific, measurable, attainable, realistic, and timely.</p>	<ul style="list-style-type: none"> <li>Principal Professional Development Plan</li> <li>Beginning-of-the year Goal Setting Form</li> </ul>	X	X
<b>First Semester</b>	Monitoring of Campus Improvement Plans and campus walkthroughs by appraisers.	<ul style="list-style-type: none"> <li>Corresponding documentation from supervisor to campus administrator</li> </ul>	X	
<b>Nov. 30, 2022 - Jan. 20, 2023</b>	<p><b>Mid-year Progress Monitoring Conference</b></p> <p>Each campus administrator will meet with his/her appraiser to review progress on professional goals and discuss progress toward goal attainment using the principal self-assessment rubric.</p> <p>Goal action plans may be modified at this time if appropriate.</p> <p>Midyear progress form is completed.</p>	<ul style="list-style-type: none"> <li>Principal Self-assessment Rubric</li> <li>Mid-year Progress Form</li> </ul>	X	X

Timeline	Activity and Description	Form / Document	Responsibility of	
			Appraiser	Administrator
<b>January 2023</b>	Campus Improvement Plan updates are submitted to Executive Directors of Learning Communities	<ul style="list-style-type: none"> <li>Mid-year CIP Review</li> </ul>		X
<b>Second Semester</b>	Continued monitoring of Campus Improvement Plans and campus walkthroughs by appraisers.	<ul style="list-style-type: none"> <li>Corresponding documentation from supervisor to campus administrator</li> </ul>	X	X
<b>March 20 - April 21, 2023</b>	<p><b>Consolidated Performance Assessment</b></p> <p>Campus administrators submit concise artifacts, evidence, and information to appraiser to support campus administrator's achievement of the annual performance goals. This process is not intended to be a portfolio.</p> <p>The Consolidated Performance Assessment is due to the administrator at least one week prior to the scheduled date for the End-of-Year Performance Conference.</p>	<ul style="list-style-type: none"> <li>Artifacts, evidence, and information collected by campus administrator</li> </ul>		X
<b>May 1 - May 26, 2023</b>	<p><b>End-of-year Performance Conference</b></p> <p>Appraiser and administrator <u>shall meet face-to-face</u> to finalize performance ratings and to assess goal attainment. The appraiser may request additional information prior to the conference to determine the administrator's performance ratings.</p> <p>Ratings will be based on qualitative, quantitative, and anecdotal evidence identified in the pre-evaluation and mid-year conferences. If the appraiser can determine a final rating, the appraiser and campus administrator should sign the Principal Summary Rating Form and the End-of-Year Goal Attainment Form. A final Evaluation and Goal Setting Conference must be held when either the Principal Summary Rating Form or End-of-Year Goal Attainment Form cannot be completed.</p>	<ul style="list-style-type: none"> <li>End-of-year Goal Attainment Form</li> <li>Principal Record of Activities (optional)</li> <li>Principal Summary Rating Form</li> </ul>	X	

Timeline	Activity and Description	Form / Document	Responsibility of	
			Appraiser	Administrator
<b>May 26, 2023</b>	Appraiser completes all sections T-P ESS process in Eduphoria.		X	X
<b>May 31- June 9, 2023</b>	<p><b>Final Evaluation and Goal Setting Conference</b></p> <p><b>This conference occurs ONLY when principal summary rating form or EOY Goal Attainment form could not be completed</b></p> <p>If the Principal Summary Rating form could not be completed at the End-of Year Performance Conference, the appraiser will schedule a Final Evaluation and Goal Setting Conference.</p> <p>Appraiser may reconsider evaluation ratings after the End-of Year Performance Conference as appropriate to ensure all relevant performance information is considered.</p> <p>The appraiser and campus administrator will discuss additional information needed to complete the Principal Summary Rating form.</p> <p>The appraiser and campus administrator will draft new professional goals for the next school year and identify any supports that may be necessary to achieve those goals.</p> <p>All forms should be finalized and signed at this conference. The appraiser has the responsibility of determining final overall performance ratings.</p>	<ul style="list-style-type: none"> <li>Principal Summary Rating Form</li> </ul>	X	

**BOARD OF TRUSTEES**  
**Richardson Independent School District**  
**Richardson, Texas**

**Date:** August 11, 2022  
**Department:** Administration/Human Resources  
**Submitted by:** Christopher B. Goodson, Ed.D., Assistant Superintendent

**ACTION ITEM**

**TOPIC: Renewal of Staff Development Waiver**

**BACKGROUND INFORMATION:**

Pursuant to Texas Education Code (TEC) §25.081 this waiver allows the district or charter school to train staff on various educational strategies designed to improve student performance in lieu of a maximum of:

- 2,100 minutes of student instruction for districts and charter schools that provide operational and instructional minutes; or
- 5 days of student instruction for charter schools that provide 180 days of operation

RISD provides 6 professional development days before school begins and 7 professional development days built into the school calendar. These professional development days meet the requirements as defined in Texas Education Code (TEC) §25.081. Therefore, we request Board of Trustees approval to submit the Staff Development Waiver for the 22-23 school year.

## **SUPERINTENDENT’S RECOMMENDATION**

The Superintendent recommends that the Board of Trustees authorizes the District to seek a waiver to provide a maximum of 2100 minutes of student instruction that can be used for meaningful professional development for the 2022-2023 school year.

## **PROPOSED RESOLUTION**

**WHEREAS**, Section §25.081 allows the district or charter school to train staff on various educational strategies designed to improve student performance in lieu of a maximum of:

**WHEREAS**, RISD received waivers from the Commissioner since 2018, which allow the District to provide 2100 minutes of professional development to support student achievement

**WHEREAS**, RISD can provide the quality staff resources and instructional programs needed to support the professional development day

**THEREFORE, BE IT RESOLVED** that the Board of Trustees of the Richardson Independent School District authorizes the District to seek a one-year waiver pursuant to section 25.081 of the Texas Education Code to provide 2100 minutes of professional development to support student achievement.

**BOARD OF TRUSTEES**  
**Richardson Independent School District**  
**Richardson, Texas**

**Date:** August 11, 2022

**Department:** Administrative Services; General Counsel

**Submitted by:** Dr. Matthew Gibbins, Assistant Superintendent - Administrative Services; Leticia D. McGowan, General Counsel

## **INFORMATION/ACTION ITEM**

**TOPICS:** Review Child Abuse and Neglect Reporting Policies  
Consider Revision to FFG (Local) Student Welfare: Child Abuse and Neglect

### **BACKGROUND INFORMATION:**

Any employee who has reasonable cause to believe that a child or disabled person is being subjected to or may have been subjected to abuse or neglect must immediately report the suspected abuse or neglect to law enforcement officials or to Child Protective Services. The Education Code and Commissioner's Rules require the Board to adopt a policy concerning reports of abuse or neglect and to review the policies on reporting child abuse and neglect each year.

RISD's policies on this topic appear primarily in *FFG (Legal)*, and *(Local) Student Welfare: Child Abuse and Neglect*. The topic also is addressed in policies *DH (Local): Standards of Employee Conduct* and *GRA (Legal) and (Local): Relations With Governmental Entities*. The policies are communicated each year to all employees through the Employee Handbook and campus principals and other administrators also review the information with staff. Regular training is provided, as well, to counselors and nurses and the topic is included in New Teacher training. Specific training is provided, as needed, to address issues that arise from time to time, and additional copies of policies and guidelines are also distributed at that time. In addition, the Superintendent has developed administrative guidelines concerning this topic that appear in the Instructional Operating Guide. These guidelines provide specific information for employees to ensure they comply with any reporting obligations.

Copies of relevant policies and administrative guidelines related to prevention and reporting of child abuse and neglect are attached for your review.

Staff recommends changes to FFG (Local) based on legislative updates.

### **SUPERINTENDENT'S RECOMMENDATION:**

The Superintendent presents the policies and guidelines concerning reports of child abuse and neglect for your annual review<sup>84</sup> and further recommends that the Board

approve the proposed revisions to FFG (Local).

### **PROPOSED RESOLUTION**

**WHEREAS**, the Board of Trustees regularly reviews and updates its policies to ensure they conform to applicable law, best practices, and the Board's mission, beliefs, and strategic objectives; and

**WHEREAS**, the Board has completed its annual review of the District's policies on reporting child abuse and neglect; and

**WHEREAS**, the Board has reviewed proposed revisions to the local policy as presented by staff, and finds that the proposed revisions are appropriate and necessary to ensure that the District's policies conform to applicable law, best practices, and the Board's mission, beliefs, and strategic objectives;

**THEREFORE, BE IT RESOLVED**, that the Board of Trustees of the Richardson Independent School District adopts and approves the proposed revisions and additions to local policy FFG Local) Student Welfare: Child Abuse and Neglect.

**Program to Address  
Child Sexual Abuse,  
Trafficking, and  
Maltreatment**

The District's program to address child sexual abuse, trafficking, and other maltreatment of children, as included in the District improvement plan and the student handbook, shall include:

1. Methods for increasing staff, student, and parent awareness regarding these issues, including prevention techniques and knowledge of likely warning signs indicating that a child may be a victim;
2. Age-appropriate, research-based antivictimization programs for students;
3. Actions that a child who is a victim should take to obtain assistance and intervention; and
4. Available counseling options for affected students.

Training

The District shall provide training to employees as required by law and District policy. Training shall address techniques to prevent and recognize sexual abuse, trafficking, and all other maltreatment of children, including children with significant cognitive disabilities. [See DMA]

[See BBD for Board member training requirements and BJCB for Superintendent continuing education requirements.]

**Reporting Child  
Abuse and Neglect**

Any person who has reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect has a legal responsibility, under state law, to immediately report the suspected abuse or neglect to an appropriate authority.

As defined in state law, child abuse and neglect include both sex and labor trafficking of a child.

The following individuals have an additional legal obligation to submit a written or oral report within 48 hours of learning of the facts giving rise to the suspicion of abuse or neglect:

1. Any District employee, agent, or contractor who suspects a child's physical or mental health or welfare has been adversely affected by abuse or neglect.
2. A professional who has reasonable cause to believe that a child has been or may be abused or neglected or may have been a victim of indecency with a child. A professional is anyone licensed or certified by the state who has direct contact with children in the normal course of duties for which the individual is licensed or certified.

A person is required to make a report if the person has reasonable cause to believe that an adult was a victim of abuse or neglect as a child and the person determines in good faith that disclosure of the information is necessary to protect the health and safety of another child or an elderly or disabled person.

[For parental notification requirements regarding an allegation of educator misconduct with a student, see FFF.]

### **Restrictions on Reporting**

In accordance with law, an employee is prohibited from using or threatening to use a parent's refusal to consent to administration of a psychotropic drug or to any other psychiatric or psychological testing or treatment of a child as the sole basis for making a report of neglect, unless the employee has cause to believe that the refusal:

1. Presents a substantial risk of death, disfigurement, or bodily injury to the child; or
2. Has resulted in an observable and material impairment to the growth, development, or functioning of the child.

### **Making a Report**

Reports may be made to any of the following:

1. A state or local law enforcement agency;
2. The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (DFPS) at (800) 252-5400 or the [Texas Abuse Hotline Website](#)<sup>1</sup>;
3. A local CPS office; or
4. If applicable, the state agency operating, licensing, certifying, or registering the facility in which the suspected abuse or neglect occurred.

However, if the suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child, the report must be made to DFPS, unless the report is to the state agency that operates, licenses, certifies, or registers the facility where the suspected abuse or neglect took place; or the report is to the Texas Juvenile Justice Department as a report of suspected abuse or neglect in a juvenile justice program or facility. **As defined by law, a person responsible for the care, custody, or welfare of a child includes school personnel and volunteers and day-care workers. [See FFG(LEGAL)]**

An individual does not fulfill his or her responsibilities under the law by only reporting suspicion of abuse or neglect to a campus principal, school counselor, or another District staff member. Furthermore, the District is prohibited from requiring an employee

to first report his or her suspicion to a District or campus administrator.

**Confidentiality**

In accordance with state law, the identity of a person making a report of suspected child abuse or neglect shall be kept confidential and disclosed only in accordance with the rules of the investigating agency.

**Immunity**

A person who in good faith reports or assists in the investigation of a report of child abuse or neglect is immune from civil or criminal liability.

**Failing to Report Suspected Child Abuse or Neglect**

By failing to report suspicion of child abuse or neglect, an employee:

1. May be placing a child at risk of continued abuse or neglect;
2. Violates the law and may be subject to legal penalties, including criminal sanctions for knowingly failing to make a required report;
3. Violates Board policy and may be subject to disciplinary action, including possible termination of employment; and
4. May have his or her certification from the State Board for Educator Certification suspended, revoked, or canceled in accordance with 19 Administrative Code Chapter 249.

It is a criminal offense to coerce someone into suppressing or failing to report child abuse or neglect.

**Responsibilities Regarding Investigations**

In accordance with law, District officials shall be prohibited from:

1. Denying an investigator's request to interview a child at school in connection with an investigation of child abuse or neglect;
2. Requiring that a parent or school employee be present during the interview; or
3. Coercing someone into suppressing or failing to report child abuse or neglect.

District personnel shall cooperate fully and without parental consent, if necessary, with an investigation of reported child abuse or neglect. [See GKA]

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<sup>1</sup> Texas Abuse Hotline Website: <http://www.txabusehotline.org>

**BOARD OF TRUSTEES  
RICHARDSON INDEPENDENT SCHOOL DISTRICT  
RICHARDSON, TEXAS**

**Date:** August 11, 2022

**Submitted by:** Dr. Matthew Gibbins, Assistant Superintendent- Administrative Services;  
Leticia D. McGowan, General Counsel

## **ACTION ITEM**

**TOPIC:** Revise Local Policy: FNCA (Local) Student Code Dress Code

**BACKGROUND INFORMATION:**

Staff regularly review local policies to ensure they conform to District needs, applicable law, and best practices. The revised Local Policy is to address updates to the student dress code. Staff has proposed the following policy during their ongoing review of policies and practices and present them for the Board's review:

FNCA (Local) Student Code Dress Code

**SUPERINTENDENT'S RECOMMENDATION:**

The Superintendent presents the proposed revised Local Policy for the Board's consideration.

**PROPOSED RESOLUTION**

**WHEREAS**, the Board of Trustees regularly reviews and updates its policies to ensure they conform to applicable law, best practices, and the Board's mission, beliefs, strategic objectives, and strategies; and

**WHEREAS**, the Board has reviewed the proposed revisions to Local Policy FNCA as presented by staff, and finds that the proposed policy revisions are appropriate and necessary to ensure that the District's policies conform to applicable law, best practices, and the Board's mission, beliefs, strategic objectives, and strategies;

**THEREFORE, BE IT RESOLVED**, that the Board of Trustees of the Richardson Independent School District adopts and approves the revision of the following local policy:

FNCA (Local) Student Code Dress Code.

### **Purpose**

~~The District's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority and to promote an orderly, nondisruptive educational environment.~~

The District's student dress code supports equitable education access and promotes the highest level of academic standards and is intended to ensure all students are safe, comfortable, and ready to learn while at school. The dress code framework will be consistent across all campuses to ensure equitable enforcement for all students. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

The intent of this dress code is to ensure students are dressed in a manner that will not be a health or safety hazard to themselves or others.

### **General Guidelines**

~~Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others.~~ The District prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal school operations.

The District prohibits pictures, emblems, or writings on clothing, or the wearing of jewelry or artifacts that:

1. Are offensively lewd, vulgar, obscene, or indecent.
2. Promote, advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited under FNCF(LEGAL).
3. Promote illegal drug use.
4. Create reasonable cause to believe that the attire would result in material and substantial interference with school activities or the rights of others.
5. Advocate imminent lawless action and are likely to incite or produce such action.

The student and parent may determine the student's personal dress and grooming standards, provided that they comply with the general guidelines set out above and with the student standards of dress outlined in the student handbook and any campus standards.

### **Religious Attire**

Dress required by religious customs shall be permitted. If a student's dress could cause a safety hazard in a particular activity, an alternative activity shall be substituted for that student.

**Extracurricular  
Activities**

The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students who violate dress and grooming standards established for such an activity may be removed or excluded from the activity for a period determined by the principal or sponsor, and may be subject to other disciplinary action, as specified in the Student Code of Conduct. [See FO series]

**BOARD OF TRUSTEES**  
**Richardson Independent School District**  
**Richardson, Texas**

**Date:** August 11, 2022

**Submitted by:** David Pate, CFO, Finance & Support Services

**ACTION ITEM**

**TOPIC:** Gifts

**BACKGROUND INFORMATION:**

The following gifts to the Richardson Independent School District were received as of July 2022. The Board of Trustees formally accepts gifts to the District of \$5,000 or more as described on the following pages. Gifts or donations of less than \$5,000 and a cumulative year-to-date total are also included for your information.

The Board's acceptance of gifts shall not be construed as a testimonial or endorsement by the Board or the District of a product or business enterprise.

By acknowledging these gifts and formally accepting those of \$5,000 or more, the Board also ratifies corresponding adjustments to the applicable organizations' budgets. Gifts of equipment or supplies do not require an adjustment in an organization's budget. The Superintendent's Advisory Council has approved this adjustment. Staff will provide the Board with the necessary information to formally amend the District's overall budget at the appropriate time.

**SUPERINTENDENT'S RECOMMENDATION:**

The Superintendent recommends that the Board accept the gifts of \$5,000 or more as listed on the following pages.

**RESOLUTION**

**WHEREAS**, the Board of Trustees has considered the gifts of \$5,000 or more as listed on the following pages; and

**WHEREAS**, the Board recognizes that monetary gifts to the District will require an adjustment to the overall adopted budget; and

**WHEREAS**, ensuring timely and accurate financial record keeping supports the Board's Strategic Objectives and Strategies;

**THEREFORE, BE IT RESOLVED**, that the Board of Trustees of the Richardson Independent School District accepts the gifts of \$5,000 or more as listed on the following pages and approves amending the District's overall budget to reflect receipt of the monetary gifts.

<b>\$5,000 or More</b>				
<b>To</b>	<b>From</b>	<b>Purpose</b>	<b>Cash Received</b>	<b>Estimated Supply/Equip Value</b>
Mohawk Elementary	MOH PTA	Supplemental student incentives, PE supplies, other supplemental classroom supplies	\$7,242.22	
			<b>\$7,242.22</b>	<b>\$0.00</b>
<b>Total Cash &amp; Supply/Equipment Value - Gifts Over \$5,000 August 2022</b>			<b>\$7,242.22</b>	
<b>Less Than \$5,000</b>				
<b>To</b>	<b>From</b>	<b>Purpose</b>	<b>Cash Received</b>	<b>Estimated Supply/Equip</b>
Bowie Elementary	BWE PTA	Tether ball equipment and installation	\$790.00	
Dover	The Richardson ISD Foundation	Buddy Fun Day T-shirts for all students	\$1,000.00	
Jess Harben Elementary	Anonymous donors via Donors Choose	Supplemental supplies for PreK classrooms	\$1,475.81	
Lake Highlands Junior High	Girls Inc of Metropolitan Dallas	Staff incentives	\$250.00	
Mohawk Elementary	Big Six Foundation	Supplemental classroom supplies	\$4,250.00	
Mohawk Elementary	Mohawk Chiefs Dads Club	Supplemental classroom supplies	\$300.00	
Mohawk Elementary	Anonymous donors via Your Cause	Supplemental student incentives		\$240.00
Special Student Services	Richardson ISD Foundation	Supplemental instructional supplies	\$1,000.00	
Wallace Elementary	WAL PTA	Baseball dugout	\$4,160.00	
White Rock Elementary	WRE PTA	Yearbook; sensory room	\$1,000.00	
			<b>\$14,225.81</b>	<b>\$240.00</b>
<b>Total Cash &amp; Supply/Equipment Value - Gifts Under \$5,000</b>			<b>\$14,465.81</b>	
<b>Grand Total of All Gifts Over &amp; Under \$5,000 August 2022</b>			<b>\$21,708.03</b>	
<b>Prior Year Comparison</b>				
<b>Fiscal YTD Cash &amp; Supply/Equipment Value - Gifts Over \$5,000</b>			<b>\$7,242.22</b>	
<b>Fiscal YTD Cash &amp; Supply/Equipment Value - Gifts Under \$5,000</b>			<b>\$14,465.81</b>	
<b>Fiscal YTD Total of All Gifts Over &amp; Under \$5,000 August 2022</b>			<b>\$21,708.03</b>	
<b>Fiscal YTD Total of All Gifts Over &amp; Under \$5,000 August 2021</b>			<b>\$12,216.34</b>	
<b>Increase / (decrease) compared to prior year</b>			<b>\$9,491.69</b>	

**BOARD OF TRUSTEES**  
Richardson Independent School District  
Richardson, Texas

**Date:** August 11, 2022  
**Department:** Operations  
**Submitted by:** Sandra Hayes, Assistant Superintendent, Operations

**ACTION ITEM**

**TOPIC: RISD EMPLOYEE DAYCARE – NEWCOMER CENTER SITE (BELT LINE ROAD)**

**BACKGROUND INFORMATION:**

In an effort to help retain highly qualified staff, the school district has developed an initiative to provide for employee daycare. One of two sites identified for an employee daycare center is the former RISD Newcomer Center located at 1231 W. Belt Line Road. The employee daycare would have the capacity to host 73 children from ages infant through 3-years old. The employee daycare center would be expected to open for occupancy in June of 2023.

**SUPERINTENDENT’S RECOMMENDATION:**

The Superintendent recommends that the Board of Trustees of Richardson Independent School District approve a contract award in the amount of \$1,800,000.00 to Gliden Industries, Inc. for the renovation of the former RISD Newcomer Center, located at 1231 W. Belt Line Road, into a new employee daycare center.

**PROPOSED RESOLUTION**

**WHEREAS**, RISD desires to provide for employee daycare as an initiative to help retain highly qualified staff; and

**WHEREAS**, RISD desires to renovate the former RISD Newcomer Center located at 1231 W. Belt Line Road; and

**WHEREAS**, the Board approved the competitive sealed proposal method of purchasing for the construction of this type of project;

**THEREFORE, BE IT RESOLVED**, that the Board of Trustees of the Richardson Independent School District hereby approves a contract award in the amount of \$1,800,000.00 to Gliden Industries, Inc. for the renovation of the former RISD Newcomer Center, located at 1231 W. Belt Line Road, into a new employee daycare center.



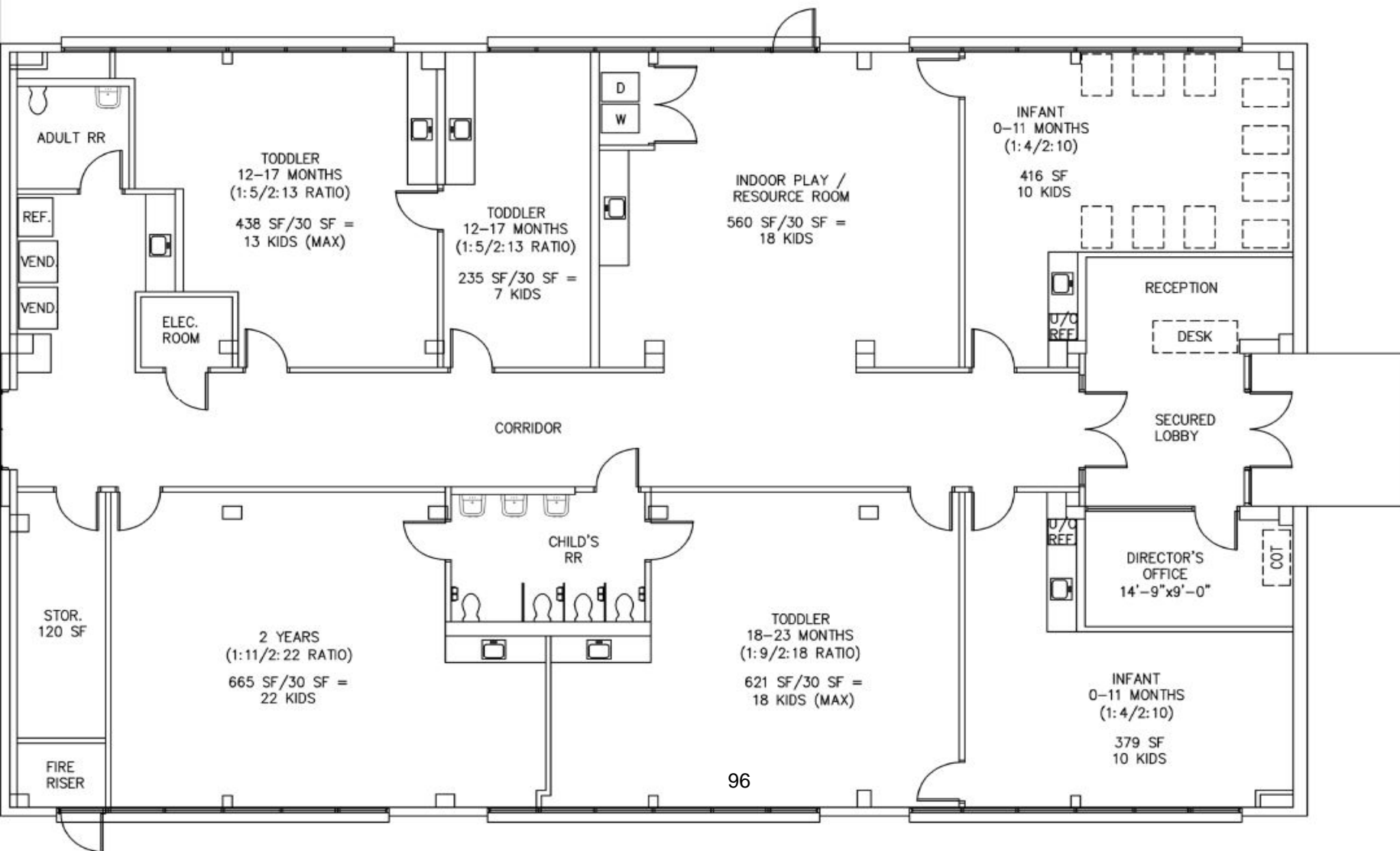
# RISD EMPLOYEE DAYCARE INITIATIVE

SANDRA HAYES  
JAMES WATSON

August 11, 2022

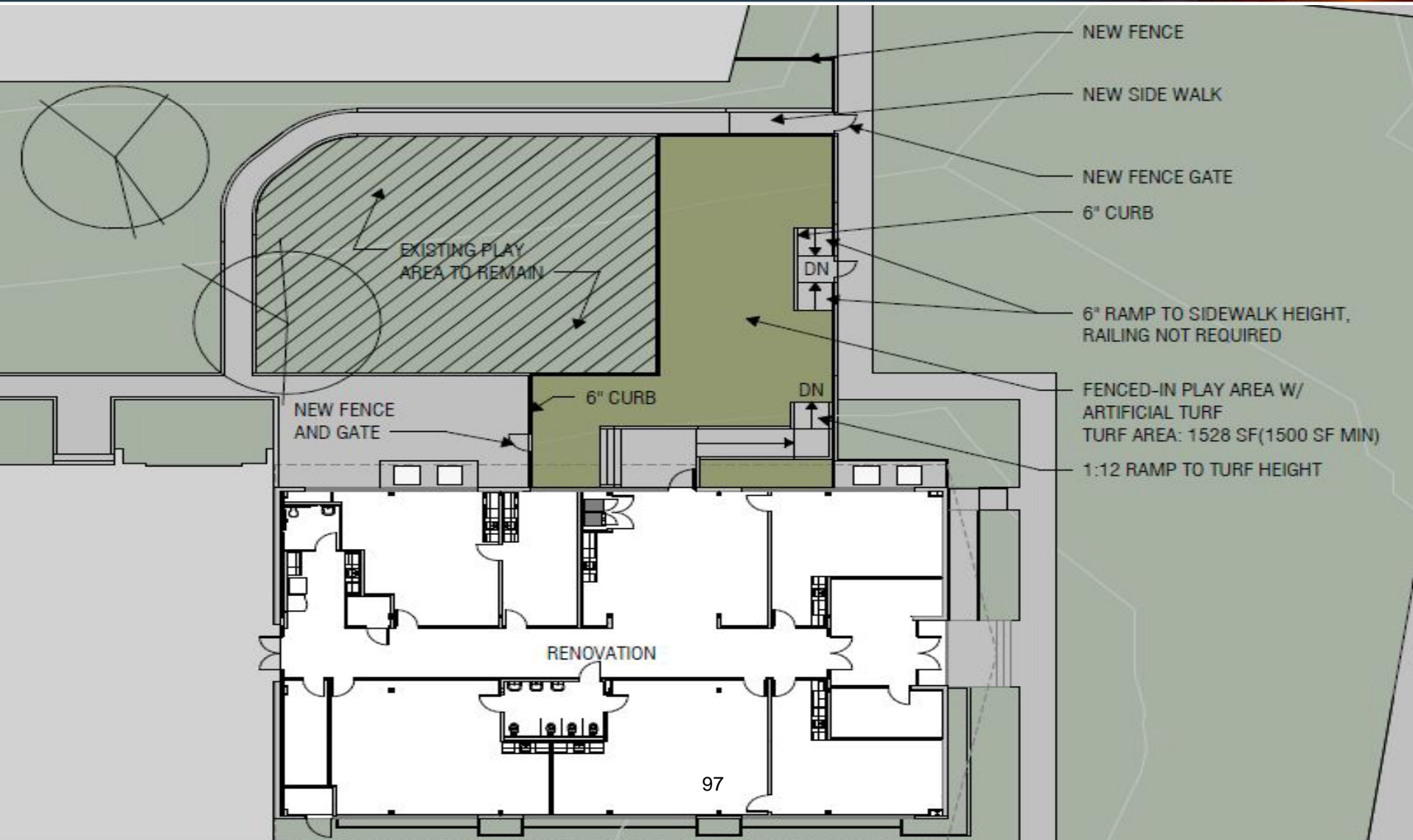


# CANYON CREEK ES (former Enterprise City)





# CANYON CREEK ES (former Enterprise City)



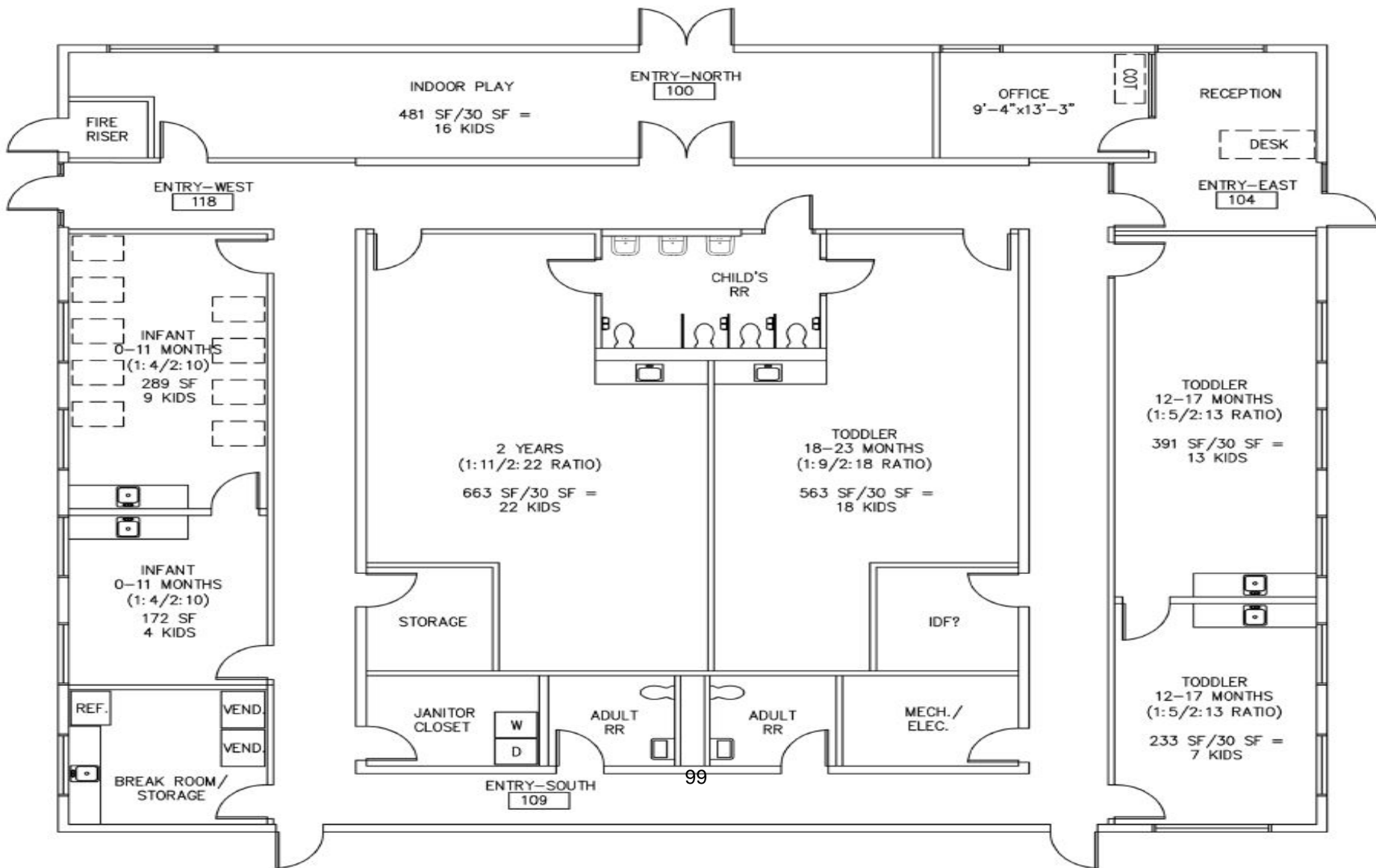


# CANYON CREEK ES (former Enterprise City)

	ORIGINAL BUDGET ESTIMATES	OPTION 1	OPTION 2
<b>Construction Costs</b>	\$1,500,000.00	\$2,040,000.00	\$1,740,000.00
<b>Owner's Scope (FF&amp;E, Technology, Abatement etc.)</b>	\$377,500.00	\$377,500.00	\$377,500.00
<b>A/E Fees</b>	\$122,500.00	\$163,000.00	\$140,500.00
<b>Total</b>	\$2,000,000.00	\$2,580,500.00	\$2,258,000.00
<b>(Over) / Under Budget</b>	98	(\$580,500.00)	(\$258,000.00)

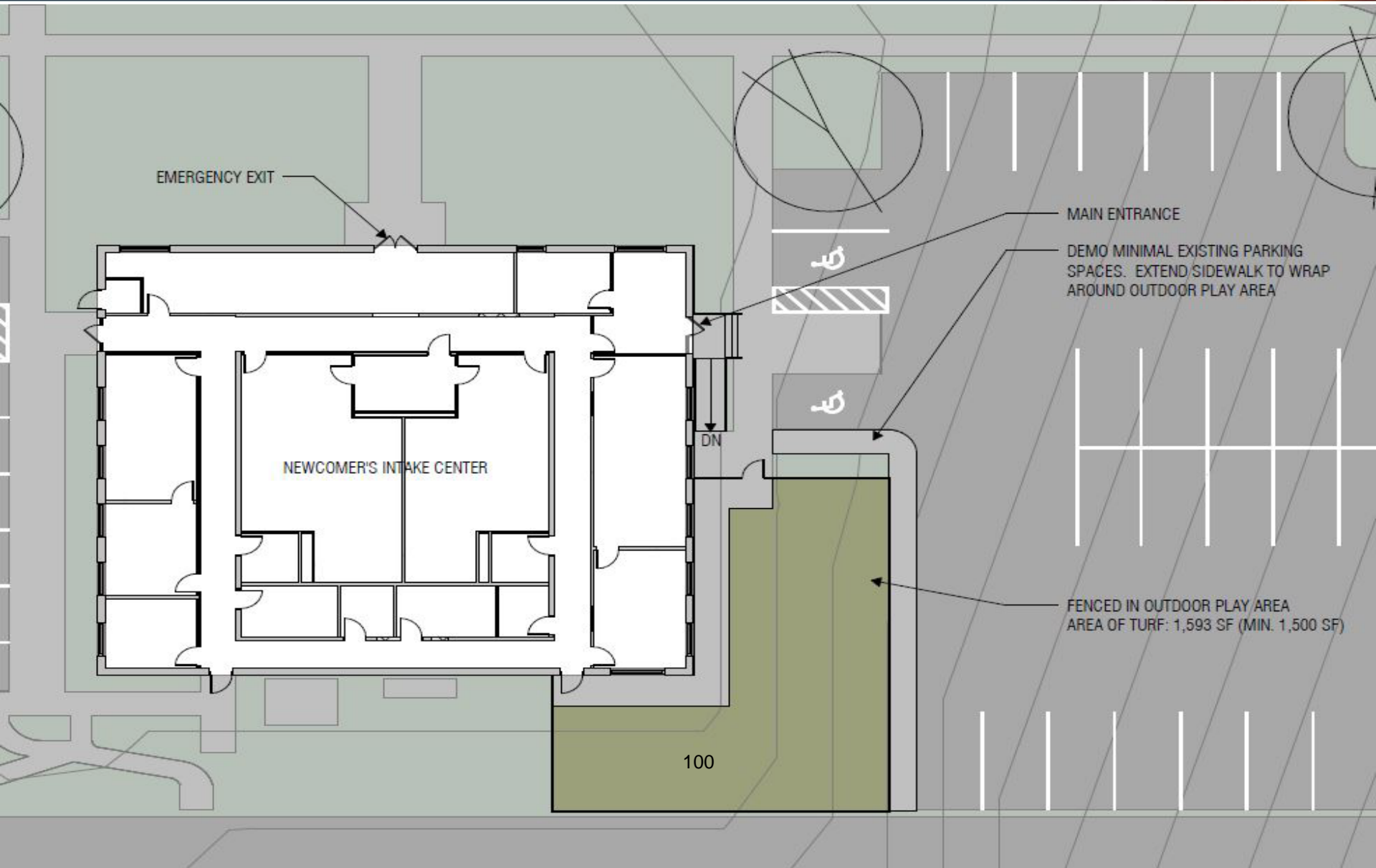


# NIC – Belt Line Rd. (former Newcomer Center)





# NIC – Belt Line Rd. (former Newcomer Center)



EMERGENCY EXIT

NEWCOMER'S INTAKE CENTER

100

MAIN ENTRANCE

DEMO MINIMAL EXISTING PARKING SPACES. EXTEND/SIDEWALK TO WRAP AROUND OUTDOOR PLAY AREA

FENCED IN OUTDOOR PLAY AREA  
AREA OF TURF: 1,593 SF (MIN. 1,500 SF)



# NIC – Belt Line Rd. (former Newcomer Center)

	ORIGINAL BUDGET ESTIMATES	RECOMMENDATION
<b>Construction Costs</b>	\$1,500,000.00	\$1,800,000.00
<b>Owner's Scope (FF&amp;E, Technology, Abatement etc.)</b>	\$377,500.00	\$377,500.00
<b>A/E Fees</b>	\$122,500.00	\$145,000.00
<b>Total</b>	\$2,000,000.00	\$2,322,500.00
<b>(Over) / Under Budget</b>	101	(\$322,500.00)

THANK YOU!



# QUESTIONS?

THANK YOU!

THANK YOU!

**BOARD OF TRUSTEES**  
**Richardson Independent School District**  
**Richardson, Texas**

**Date:** August 11, 2022

**Department:** Operations

**Submitted by:** Sandra Hayes, Assistant Superintendent, Operations

**ACTION ITEM**

**TOPIC: RISD EMPLOYEE DAYCARE – CANYON CREEK ELEMENTARY SCHOOL SITE**

**BACKGROUND INFORMATION:**

In an effort to help retain highly qualified staff, the school district has developed an initiative to provide for employee daycare. One of two sites identified for an employee daycare center is the existing Canyon Creek Elementary School campus inside the area where Enterprise City was once housed. The employee daycare would have the capacity to host 80 children from ages infant through 3-years old. Depending on which option is approved by Board of Trustees, the employee daycare center would be expected to open for occupancy in June of 2023 or in January 2024.

**SUPERINTENDENT’S RECOMMENDATION:**

The Superintendent recommends that the Board of Trustees of Richardson Independent School District approve one of the following options for the renovation of the former Enterprise City at the existing Canyon Creek Elementary School campus into a new employee daycare center:

1. **Option 1** - Approve a contract award in the amount of \$2,040,000.00 to Gliden Industries, Inc. which includes the base bid in the amount of \$1,540,000.00 plus a construction allowance of \$500,000.00 for the installation of a fire suppression system for the entire Canyon Creek Elementary School campus. This option is expected to have a completion date of January 2024; or,
2. **Option 2** - Approve a contract award in the amount of \$1,740,000.00 to Gliden Industries, Inc. which includes the base bid in the amount of \$1,540,000.00 plus a construction allowance of \$200,000.00 for the installation of emergency exit doors, ramps, sidewalks, and fencing at the exterior of the daycare. This option is expected to have a completion date of June 2023.

## PROPOSED RESOLUTION

**WHEREAS**, RISD desires to provide for employee daycare as an initiative to help retain highly qualified staff; and

**WHEREAS**, RISD desires to renovate the former Enterprise City located within the Canyon Creek Elementary School campus; and

**WHEREAS**, the Board approved the competitive sealed proposal method of purchasing for the construction of this type of project;

**THEREFORE, BE IT RESOLVED**, that the Board of Trustees of the Richardson Independent School District hereby approves one of the following options:

1. **Option 1** - Approve a contract award in the amount of \$2,040,000.00 to Gliden Industries, Inc. which includes the base bid in the amount of \$1,540,000.00 plus a construction allowance of \$500,000.00 for the installation of a fire suppression system for the entire Canyon Creek Elementary School campus. This option is expected to have a completion date of January 2024; or,
2. **Option 2** - Approve a contract award in the amount of \$1,740,000.00 to Gliden Industries, Inc. which includes the base bid in the amount of \$1,540,000.00 plus a construction allowance of \$200,000.00 for the installation of emergency exit doors, ramps, sidewalks, and fencing at the exterior of the daycare. This option is expected to have a completion date of June 2023.

**BOARD OF TRUSTEES  
RICHARDSON INDEPENDENT SCHOOL DISTRICT  
RICHARDSON, TEXAS**

**Date:** August 11, 2022

**Submitted by:** Dr. Matthew Gibbins, Assistant Superintendent- Administrative Services;  
Leticia D. McGowan, General Counsel

## **ACTION ITEM**

**TOPIC:** Revise Local Policy: FNCE (Local) Student Conduct Personal Telecommunications/Electronic Devices

**BACKGROUND INFORMATION:**

Staff regularly review local policies to ensure they conform to District needs, applicable law, and best practices. The revised Local Policy is to address updates to the student telecommunications/electronic devices policy. Staff has proposed the following policy during their ongoing review of policies and practices and present them for the Board's review:

FNCE (Local) Student Conduct Personal Telecommunications/Electronic Devices.

**SUPERINTENDENT'S RECOMMENDATION:**

The Superintendent presents the proposed revised Local Policy for the Board's consideration.

**PROPOSED RESOLUTION**

**WHEREAS**, the Board of Trustees regularly reviews and updates its policies to ensure they conform to applicable law, best practices, and the Board's mission, beliefs, strategic objectives, and strategies; and

**WHEREAS**, the Board has reviewed the proposed revisions to Local Policy FNCE as presented by staff, and finds that the proposed policy revisions are appropriate and necessary to ensure that the District's policies conform to applicable law, best practices, and the Board's mission, beliefs, strategic objectives, and strategies;

**THEREFORE, BE IT RESOLVED**, that the Board of Trustees of the Richardson Independent School District adopts and approves the revision of the following local policy:

FNCE(Local) Student Conduct Personal Telecommunications/Electronic Devices.

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**Note:** For searches of personal electronic communication devices, see FNF.

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**Personal Use –  
Kindergarten–Grade  
5**

**Electronic  
Communication  
Devices**

The District prohibits a student from using a personal electronic communication device without permission from an authorized District employee at school during the instructional day. An electronic communication device is a device that uses electronic signals to create, transmit, and receive information between two or more persons or a communication from or to a person. The Superintendent or designee shall develop guidelines related to the violation of this policy that provide the following:

1. Authorized District employees may confiscate personal telecommunications devices or other electronic devices, including mobile telephones, used in violation of applicable guidelines;
2. No fee shall be charged for the release of a personal telecommunications device or other electronic device; and
3. The student's parent shall be allowed to retrieve a confiscated device after receiving notification from the District. The student may be allowed to retrieve a confiscated device in accordance with the District's guidelines.

**Penalties**

A student who violates this policy shall be subject to established disciplinary measures. [See FNC and the Student Code of Conduct]

**Notification**

Parents shall be notified within two school days after a personal telecommunications device is confiscated.

~~Personal electronic communication devices include but are not limited to:~~

- ~~1. Portable telephones (including cellular, digital, camera, Internet-capable, and the like);~~
- ~~2. Two-way radios;~~
- ~~3. Pagers/beepers (does not include amateur radios under the control of a licensed operator); and~~
- ~~4. Any other electronic device capable of transmitting electronic signals (including Bluetooth and/or infrared technology, iPods,~~

~~iPhones, MP3 players, BlackBerries, smartphones, handheld games, and the like).~~

~~A student may possess a personal electronic communication device on school premises. Such devices shall not be visible and shall remain turned off during the instructional school day. A student may use an electronic communications device during the school day only for instructional purposes and with specific permission from the classroom teacher.~~

~~Administrators shall enforce this policy in accordance with the Student Code of Conduct. Schools may impose different rules for possession of electronic communication devices on days that statewide assessments or District benchmark tests are administered.~~

**Instructional Use**

~~A student shall obtain prior approval before using personal electronic communication devices for on-campus instructional purposes. The student shall also acknowledge receipt and understanding of applicable regulations and shall sign the appropriate user agreements. [See CQ]~~

**Personal Use—  
Grades 6–12**

**Bring Your Own  
Device**

~~The District shall implement the bring your own device initiative (BYOD). Under BYOD, the District shall provide access to its guest wireless network to authorized students who bring a personal device capable of receiving a wireless signal to school. Any use of personal devices at school must comply with the District's BYOD guidelines and the guidelines for responsible use of technology resources. In addition, campus administration at each school at which BYOD is implemented shall establish and communicate campus-specific rules and procedures to inform students as to the time, place, and manner in which personal devices may be used on campus.~~

[Link to 2022-2023 Cellphone Policy Presentation](#)

**BOARD OF TRUSTEES**  
**Richardson Independent School District**  
**Richardson, Texas**

Date: August 11, 2022

Department: Student Services

Submitted by: Dr. Matthew Gibbins, Assistant Superintendent – Administrative Services

**ACTION ITEM**

**TOPIC: 2022- 2023 Student Code of Conduct**

**BACKGROUND INFORMATION:**

Chapter 37 of the Texas Education Code requires a school district to adopt a student code of conduct each year. The RISD Student Code of Conduct establishes standards for student behavior, informs students and parents of the consequences for a student's failure to adhere to those behavioral standards, and describes the appeal procedures to challenge disciplinary actions. Student Services meets with a variety of stakeholders to obtain input about the code of conduct. In addition, staff members and the General Counsel review the Code of Conduct to recommend proposed changes to address matters encountered during the previous year, to incorporate information required by legislative or other actions, and to ensure best practices. Proposed changes primarily clarify expectations concerning some issues that were encountered over the last year, address new issues of which we have become aware, and are designed to enhance understanding, and/or otherwise improve the readability of the document.

Student Services staff conducts training with the campus principals and other key staff each year to ensure they are aware of and understand the changes to the Code of Conduct which is a part of the *Student and Parent Guidebook and Student Code of Conduct*. The General Counsel provides administrator training, as well. Campus administrators, in turn, provide training for staff and students to ensure they are aware of behavioral expectations.

RISD maintains the *Student and Parent Guidebook and Student Code of Conduct* on line in both English and Spanish. Schools provide information to students and parents to ensure they understood how to access the document. A few paper copies of the document are provided to each campus and a copy is provided to any parent who asks for one. This online access procedure has worked well and has resulted in substantial cost-savings for printing. We plan to follow the same procedure again this year. Parents

electronically acknowledge they are aware that the *Student Code of Conduct* is available on line and that their student(s) will be subject to its provisions. Paper copies of the document also will be available at every campus.

**SUPERINTENDENT’S RECOMMENDATION:**

The Superintendent recommends that the Board of Trustees approve the 2022-2023 *Student Code of Conduct*.

**PROPOSED RESOLUTION**

WHEREAS, the Texas Education Code requires a school district to adopt a code of conduct to establish standards for student behavior and inform students and parents of the consequences for failure to meet the behavioral standards; and

WHEREAS, following reviews by District administrators and the General Counsel, a proposed Student Code of Conduct was developed for the 2022 - 2023 school year; and

WHEREAS, the Board wishes to ensure its policies, practices, and procedures fully comply with applicable law and best practices; and

WHEREAS, the Board finds that clearly stated standards of conduct for students supports the Board’s vision that RISD provides an environment where all students may connect, learn, grow, and succeed, as well as its strategic objectives that all students will maximize their intellect and skills to create their own futures, develop strength of character, contribute to local and global communities, and belong to a community of meaningful connections and positive relationships;

THEREFORE, BE IT RESOLVED that the Board of Trustees approves the 2022-2023 Student Code of Conduct as presented and directs the Superintendent to ensure that it is made available to students, parents, and staff as required by the Texas Education Code.

STUDENT CODE OF CONDUCT  
RICHARDSON INDEPENDENT  
SCHOOL DISTRICT  
**2022-23**

# MESSAGE FROM THE SUPERINTENDENT

Dear Parents and Students:

Welcome to the 2022-2023 school year in the Richardson Independent School District (RISD). Education is a team effort. Through the teamwork of parents, students, teachers, and other staff members we can make this year wonderfully successful for our students. RISD provides two handbooks, *Student and Parent Guidebook* and *Student Code of Conduct* to you as a resource to assist in understanding the programs and procedures of the District. They are designed to provide important information that you and your child(ren) may need during the school year.

Maintaining orderly, disciplined classrooms and schools that support an excellent learning environment is a primary goal for all educators. The expectations and rules outlined in the *Student Code of Conduct* foster an environment for learning in which students respect the rights of others and demonstrate reasonable behavior. State law requires each school district to create and implement a code of conduct for students that specifies policies and procedures. RISD's Board of Trustees adopts the *Student Code of Conduct* each year.

The *Student and Parent Guidebook* provides information on a variety of topics that you may encounter throughout the school year. Together the *Student Code of Conduct* and the *Student and Parent Guidebook* serve to protect the interests and rights of students and parents as well as the school district. These handbooks remain in effect until new ones are issued.

Please take time to read these handbooks and use them as a reference during the school year. They are posted on the RISD website, <http://www.risd.org/>. If you wish to receive a hard copy of these documents, please request them at your local campus. If you have difficulty accessing the information in this document because of a disability, please contact your campus principal, the District's Section 504 Coordinator, or the Department of Strategy and Engagement. If you need assistance with language translation, please contact the Department of Strategy and Engagement.

Through the combined efforts of parents, students, educators and the community, we will continue to offer the high quality of education to which RISD is committed.

Sincerely,

Tabitha Branum  
Superintendent



## RICHARDSON INDEPENDENT SCHOOL DISTRICT

### MISSION

The mission of the Richardson Independent School District is to ensure that ALL connect, learn, grow, and succeed through relevant and personalized learning experiences distinguished by –

- A welcoming and accepting climate;
- A safe, innovative, and adaptive environment; and
- A supportive, invested, and collaborative culture among students, staff, families, and community.

### BELIEFS

We believe that –

- It is necessary to meet all basic needs;
- All people have immeasurable value and deserve respect;
- All people have something unique to contribute;
- All people have the freedom to choose their own path;
- Embracing our differences strengthens us, and leveraging our differences propels us;
- All people need meaningful relationships to build valuable connections and inspire a sense of community;
- Serving others strengthens our local and global communities;
- All people can continuously learn, adapt, and grow;
- Failures are valuable opportunities to explore, learn, and succeed; and
- We strengthen our future by nurturing and preparing children and youth.

### STRATEGIC OBJECTIVES

- All students will maximize their intellect and skills to create their own futures.
- All students will develop strength of character.
- All students will contribute to local and global communities.

- All students will belong to a community of meaningful connections and positive relationships.

## STRATEGIES

- We will ensure that we have diverse and engaging programs and learning opportunities to meet the unique needs of all our students.
- We will guarantee that all students will perform at or above grade level.
- We will recruit, retain, and reward quality personnel.
- We will ensure all families, businesses, and community partners are fully engaged in the mission of our district.
- We will actively pursue creative funding sources and responsibly manage current resources to support our mission.
- We will ensure that our facilities and infrastructure adapt to support our mission.

## PARAMETERS

- We will stand firm in our commitment to all students.
- We will be unrelenting in our pursuit of excellence.
- We will treat all people with dignity and respect.
- We will seek input from all stakeholders.
- We will honor tradition but not allow it to hold us back.
- We will operate with persistence and integrity.
- We will practice responsible stewardship of all our resources.

## Equal Opportunity and Nondiscrimination

The Richardson Independent School District (“District” or “RISD”) maintains a strict policy of equal opportunity and nondiscrimination in all programs and services. The District intends to comply with all applicable federal, state, and local laws and regulations concerning equal opportunity and nondiscrimination. If any of the policies outlined in this *Guidebook* are, or become unlawful for any reason, the applicable law will be followed.

1. No students shall, on the basis of sex, race, religion, disability, national origin, or any other category protected by law, be excluded from participation in, be denied the benefit of, or be subjected to unlawful discrimination under any program or activity sponsored by RISD, including Career and Technical Education (CTE) programs.
2. In accordance with Title IX, RISD does not and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends to admission and employment. Inquiries about the application of Title IX may be referred to RISD’s Title IX Coordinator (see below), to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or to both.
3. All employment decisions and actions such as recruitment, hiring, training, promotion, transfer, layoff, recall, compensation and benefits, discipline, termination, and educational, recreational, and social programs are administered without regard to the race, color, sex, religion, national origin, citizenship, age, physical or mental disability of an otherwise qualified individual, his or her membership or application for membership in a uniformed service, or any other category protected by law.
4. In accordance with the requirements of 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*, RISD has designated the following persons to coordinate compliance with the District’s legal requirements under these nondiscrimination statutes:
  - **Title IX Coordinator** (concerns regarding discrimination on the basis of gender, including sexual harassment, sexual assault, dating violence, domestic violence, stalking, or gender-based harassment):

Dr. Darwin Spiller,  
Executive Director of Title IX Compliance and Investigations  
1500 International Parkway Tel.: 469-593-0320  
Richardson, Texas 75081 Email: [darwin.spiller@risd.org](mailto:darwin.spiller@risd.org)

\* Reports may be made at any time, by any person including during non-business hours, by mail, phone, or email. During RISD business hours, reports may be made in person.

- **Section 504 Coordinator** (concerns regarding discrimination on the basis of disability):

Alicia Zornig, Section 504/ADA Coordinator  
701 W. Belt Line Road      Tel.: 469-593-7517  
Richardson, Texas 75080      Email: [alicia.zornig@risd.org](mailto:alicia.zornig@risd.org)

**All other concerns regarding discrimination:**

Tabitha Branum, Superintendent  
400 S. Greenville Avenue      Tel.: 469-593-0250  
Richardson, Texas 75081      Email: [tabitha.branum@risd.org](mailto:tabitha.branum@risd.org)

Refer to the Student and Parent Guidebook for information concerning interpretation and translation services for parents whose proficiency in English is limited.

If you have difficulty accessing this handbook due to a disability, please contact your campus principal or the §504/ADA coordinator ([alicia.zornig@risd.org](mailto:alicia.zornig@risd.org)).

## Religious Practices

Campuses and other work and program locations within RISD reflect the richly diverse population of the District's residents. RISD's Board of Trustees and administration respect the wide range of beliefs represented by RISD's student body, staff, and our community. The District has developed policies and guidelines that protect the rights of individuals regarding religious freedoms and practices while ensuring the District observes its constitutional duty to remain neutral in such matters. These guidelines also encourage staff members to be aware of and sensitive to religious issues. Specific guidelines are included in the *RISD Religious Practices Handbook*, a document developed by a diverse committee of patrons, religious leaders, and District staff members. This *Guidebook* is periodically updated. In addition to the *Religious Practices Handbook*, RISD develops a calendar each year that identifies the major holy days in the predominant religions in our community. Like the *Handbook*, the calendar is developed from input from a diverse group. The calendar is available on the District's website: <https://web.risd.org/home/district-calendars/>

## Student and Parent Guidebook

The *Student and Parent Guidebook* is a general reference guide only and is designed to be in harmony with the *Student Code of Conduct* and Board policies. Please be aware that the *Guidebook* is not a complete statement of all policies, procedures, or rules that may be applicable to a given circumstance. In the event of a conflict between the *Guidebook* and the *Student Code of Conduct* or Board policy, the current *Student Code of Conduct* and/or Board policy are to be followed. In the event of a conflict between the *Student Code of Conduct* and Board policy, Board policy is to be followed. Policies or practices described in this *Code of Conduct* are provided for the information and guidance

of RISD's students and their parents, and do not constitute, nor should they be relied on, as contractual obligations of the District to any person. The *Code of Conduct* may refer to rights established through law or District policy but it does not create any additional rights for students or parents. RISD reserves the right to modify this *Code of Conduct* at any time. Its contents, as they now appear or as they may be amended in the future, apply to all students enrolled in RISD. RISD intends, at all times, to follow applicable law. If any provision in this *Code of Conduct* becomes unlawful, the applicable law will be followed.

## **Board Policies**

A link to RISD's Board Policies in their entirety is located on the District's website at <https://web.risd.org/bot/> and at the following URL: <http://pol.tasb.org/Home/Index/370>.

*Inquiries concerning this Guidebook  
should be directed to your campus  
principal or  
the Office of Student Services  
**469-593-0816***

# **STUDENT CODE OF CONDUCT**

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## 2022-2023 STUDENT CODE OF CONDUCT

### PURPOSE

The District designed the *Student Code of Conduct* to provide information to students and parents about the District's standards for student conduct, consequences of misconduct, and the procedures for administering discipline or other interventions. It outlines a wide range of consequences for misconduct, including the circumstances, in accordance with District guidelines and Chapter 37 of the *Texas Education Code*, where a student may be (i) disciplined, (ii) removed from a classroom, campus, or Disciplinary Alternative Education Program (DAEP), or (iii) expelled. RISD will administer the *Student Code of Conduct* at all times in accordance with its own policies, the *Texas Education Code*, and applicable federal and state laws and regulations. It remains in effect, not only during the school year, but also during summer school and at all school-related events and activities outside of the school year until an updated version adopted by the Board of Trustees becomes effective. To assist you in understanding many of the terms used in the *Student Code of Conduct*, we have provided a glossary near the end of the document.

The District is committed to providing a safe learning environment. Fostering and maintaining orderly student conduct is essential to this goal. RISD developed this *Student Code of Conduct* with input from administrators, teachers, and parents, and updates it annually. The *Student Code of Conduct* is a tool that can help parents and students understand the District's and the state's expectations in fostering a safe and equitable learning environment in RISD schools. In addition to informing the students and parents about disciplinary consequences, the *Student Code of Conduct* provides positive behavioral support strategies for managing students in the classroom, on school grounds, and during school-sponsored activities on- or off-campus, as well as preventing and intervening in student discipline problems. The *Student Code of Conduct* strives to foster positive and equitable school climates that support continuous improvement and to focus on prevention while communicating clear, appropriate, and consistent expectations for behavior as well as consequences for noncompliance. All discipline will be administered in a fair and equitable manner. RISD's Board of Trustees has adopted this *Student Code of Conduct* as required by law and it has the force of any other Board policy. Some campuses have developed school-specific guidelines on discipline management. A copy of any student guidebook your campus develops will be provided for all students. Local campus guidebooks may supplement the RISD *Student Code of Conduct* but in the event of a conflict, the *Student Code of Conduct* shall control.

This document is available from your campus principal and is posted on the District's website ([www.risd.org](http://www.risd.org)). If you have any difficulty accessing the *Student Code of Conduct* because of a disability, please contact your campus principal, Student Services ([joseph.miniscalco@risd.org](mailto:joseph.miniscalco@risd.org)), or the Section 504 Coordinator ([alicia.zornig@risd.org](mailto:alicia.zornig@risd.org)). If you need language translation assistance, please contact the RISD Department of Strategy and Engagement at (469) 593-0000.

# 2022-2023 STUDENT CODE OF CONDUCT

## STANDARDS FOR STUDENT CONDUCT

### General

RISD strives to provide a safe, positive learning environment for all students that is free from unnecessary distractions or other factors that interfere with student learning. Students, parents, and the District must work collaboratively to create and maintain quality learning environments in all of our schools. As used throughout the *Student and Parent Guidebook*, the *Student Code of Conduct*, and related policies, the term “parent” includes a parent (biological or adoptive), legal guardian, or other person having lawful control of the child. Parents play a vital role in assisting the District to set standards for expected behavior and to explain consequences for failure to comply. RISD asks parents to review, study, and support the District’s behavioral management plan as described in the *Student Code of Conduct* and any local campus handbooks. By cooperating with school personnel, participating in conferences and training sessions as needed, and communicating factors that might affect student behavior, parents can help create a quality learning environment for their child. Copies of the *Student Code of Conduct* and *Student and Parent Guidebook* are posted on the RISD website at <https://web.risd.org/student-services/policies/#codeofconduct>.

Students also share responsibility for the effectiveness of the District’s *Student Code of Conduct*. Each campus will review the *Student Code of Conduct* and campus behavior plans (in an age- appropriate manner) with students at the beginning of the school year. Students are expected to become familiar with expected standards of behavior and to demonstrate appropriate behavior.

RISD, as required by law, designates at least one person at each campus to serve as a campus behavior coordinator (CBC). The CBC is primarily responsible for maintaining student discipline. RISD shall post on its website for each campus, the email address and telephone number of the persons serving as CBC. Contact information is located on [www.risd.org](http://www.risd.org). The CBC and other appropriate administrators will work closely with the campus threat assessment and safe and supportive school team to implement the District’s threat assessment policy and procedures, as required by law, and shall take appropriate disciplinary action in accordance with the Code.

School rules and the authority of RISD to administer discipline apply whenever the interest of the District is involved, on or off school property, in conjunction with or independent of classes or school-sponsored activities. For example, the District has disciplinary authority over a student:

- during the regular school day, including virtual learning;
- while the student is going to and from school or a school-sponsored or school-related activity on District transportation;
- while the student is in attendance at any school-related activity, regardless of time or location, including virtual learning;
- for any school-related misconduct, regardless of time or location;

- during weekends, holidays, and school vacations, regardless of location, when the student is subject to extracurricular activity standards of conduct;
- when retaliation against a school employee or volunteer is threatened, regardless of time or location;
- when criminal mischief is committed on or off school property or at a school-related event;
- for certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;
- for certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas;
- when the student commits a felony, as provided by § 37.006 or § 37.0081 of the *Texas Education Code*;
- when the student is required to register as a sex offender; and
- when a student engages in cyberbullying as provided by § 37.0832 of the *Texas Education Code*.

### **Student Expectations for Behavior**

RISD seeks to foster a climate of mutual respect for the rights of others that enhances the educational purpose for which the District exists. All students enjoy the basic rights of citizenship guaranteed by law for persons of their age and maturity. Each student must, in turn, respect the rights of classmates, teachers and other school personnel. All personnel will recognize and respect the rights of students, just as students are expected to exercise their rights responsibly toward others. Students are expected to demonstrate due regard for the rights of others and to comply with the District's rules and regulations which are established to create and foster an atmosphere in which RISD's educational mission can be achieved. Students who violate the rights of others or school or District rules will be subject to appropriate disciplinary measures. These measures are designed to correct misconduct, maintain a safe and orderly school environment, and to promote a sense of responsibility as citizens of the school community.

Each student is responsible for helping the District create and maintain a positive learning environment at school and school-sponsored activities. Each student is expected to:

- attend all classes, daily and on time;
- be prepared for each class and to bring appropriate materials and assignments;
- meet District and campus standards of grooming and dress and in general be properly attired so that appearance does not create a disturbance or a health or safety hazard;
- demonstrate courtesy and respect even when others do not;
- behave in a responsible manner always exercising self-discipline;
- obey all school and classroom rules;
- comply with requests and directions from school personnel;
- respect the property of others, including District property and facilities;
- cooperate with and assist the school staff in maintaining safety, order, and discipline;
- respect the rights and privileges of students, teachers, and other District staff and volunteers;
- seek changes in school policies in an orderly manner and through appropriate channels; and
- adhere to the requirements of the *Student Code of Conduct*.

## **Searches**

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.

The District has the right to search a vehicle driven to school by a student and parked on school property whenever there is reasonable suspicion to believe it contains articles or materials prohibited by the District. 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. The District has the right to search or inspect District property at any time without notice. The District may pursue discipline based on the results of the search or a student's refusal to allow or cooperate with a search where allowed.

## **Reporting Crime**

School administrators will report crimes as required by law and will call local law enforcement when an administrator suspects that a crime has been committed on campus.

## **Security Personnel**

To help ensure security and protection of students, staff, and property, the District collaborates with local law enforcement agencies to provide School Resource Officers or part-time police officers at identified campuses. In accordance with law, the board has coordinated with Campus Behavior Coordinators and other District employees to ensure appropriate law enforcement duties are assigned to campus security staff. The law enforcement duties of school security personnel include:

- protecting the property of the school district
- investigating safety and security matters; and
- additional duties as assigned and determined by the district that do not include routine school discipline, school administrative tasks, or contact with students unrelated to the officer's law enforcement duties.

## **Unauthorized Persons**

In accordance with § 37.105 of the *Texas Education Code*, a school administrator or school resource officer (SRO) shall have the authority to refuse entry or eject a person from District property if the person refuses to leave peaceably on request and:

1. The person poses a substantial risk of harm to any person; or
2. The person behaves in a manner that is inappropriate for a school setting, and the person persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

Appeals concerning refusal of entry or ejection from District property may be filed in accordance with FNG (Local) or GF (Local), as appropriate. However, the timelines for the district's grievance procedure shall be adjusted to permit the person to address the board within 90 days, unless the complaint is resolved before a hearing.

## Disruptions

A key factor in managing the educational environment to support student learning is eliminating unnecessary disruptions during the school day. Unauthorized conduct by students (in or out of class) that for any reason - whether because of time, place, or manner of behavior - disrupts class work, creates substantial disorder, or invades the rights of others, is prohibited. No student, acting alone or with a group, will be permitted to disrupt classes or other school activities. This prohibition applies to conduct occurring on school property and property within 300 feet of school property and/or while attending school-related or school-sponsored activities on or off school property. Prohibited conduct that may disrupt the educational activities of a school includes but is not limited to:

- disrupting or attempting to disrupt a class or an assembly by means of force or threat of violence;
- emitting noise of an intensity or tone that prevents or hinders classroom instruction;
- entering a classroom without the consent of the principal or teacher and causing disruption of class activities either through acts of misconduct and/or the use of loud or profane language;
- enticing or attempting to entice students away from classes or required school activities;
- obstructing the passage of persons in an exit, entrance, or hallway of a building without authorization from school administrators;
- preventing or attempting to prevent students from attending classes or required school activities;
- preventing or attempting to prevent a lawful assembly authorized by school administrators by means of force or threat of violence;
- restraining or attempting to restrain the passage of any person at an exit or entrance to a campus or building by force, violence, or threats, and without the authorization of school administrators;
- seizing control of a building or portion of a building for the purpose of interfering with an administrative, educational, research, or other authorized activity;
- using an electronic communication device during the school day and/or having such a device ring or make any other audible sound during the school day;
- wearing or displaying language, signs, logos, pictures, or other communications of lewd or pornographic or sexual content (this prohibition extends to masks, shields, or other face coverings);
- violence or advocating violence against any person or group;
- promoting alcohol or any other illegal drug or narcotic; or
- engaging in disruptive or prohibited behavior during virtual learning activities (*e.g.*, displaying vulgar or inappropriate images during video learning sessions; making profane or other inappropriate utterances during a video or audio learning lesson, etc.).

Student demonstrations, boycotts, and similar activities are prohibited if administrators determine that such activities will cause or have caused substantial disruption or interference of normal school operations to occur.

Students who participate in unauthorized disruptive activities, including those described above, are subject to disciplinary action, based on the severity of the violation and its overall effect on the welfare of other students and disruption of the school environment. Students also may receive citations from the school resource officer or other law enforcement personnel in accordance with applicable law. The conduct described above may also constitute a Category I, II, or III offense.

## **Routine Referral**

A routine referral occurs when **a teacher inputs a referral into the disciplinary system which notifies the campus behavior coordinator**. The campus behavior coordinator shall employ alternate discipline management techniques, consistent with the *Student Code of Conduct*, including progressive interventions.

## **Formal Removal by Teacher**

In most instances, teachers will manage student misbehavior in class through classroom rules and behavior management techniques or through a routine referral.

If in-class management techniques and routine referrals are not effective to manage student behavior, a teacher may remove a student from his or her class in accordance with § 37.002 of the *Texas Education Code*. A teacher may initiate a formal removal from class if:

- the teacher has documented that the student has repeatedly interfered with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn; or
- the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.

If a teacher removes a student from class for a reason stated above, the campus behavior coordinator may place the student in another appropriate classroom, assign in- or out-of-school suspension, or place the student in a disciplinary alternative education program (DAEP). The terms of the removal may prohibit the student from attending or participating in school-sponsored or school-related activities.

No later than the third class day after the day on which a student is formally removed, the campus behavior coordinator or other administrator shall schedule a conference with a parent of the student, the teacher who removed the student, and the student. At the conference, the campus behavior coordinator or other appropriate administrator shall inform the student of the alleged misconduct and the proposed consequences, and the student shall have an opportunity to respond to the allegations.

A teacher or administrator must remove a student from class if the student engages in behavior for which the *Texas Education Code* requires or permits the student to be placed in a DAEP or expelled. When a student is removed for those reasons, the procedures in the subsequent sections on DAEP or expulsion shall be followed.

When a student is formally removed by a teacher for any other conduct, the student may be returned to the teacher's class without the teacher's consent if the placement review committee determines that the teacher's class is the best or only alternative available. If the formal removal was for conduct against the teacher containing the elements of assault, aggravated assault, sexual assault, or aggravated sexual assault, the student may not be returned to the teacher's class without his/her consent.

## **Suspension – In- or Out-of-School**

Students may be suspended either in-school (ISS) or out-of-school (OSS) for any behaviors listed in the *Student Code of Conduct* as a General Misconduct Violation (Category I), Disciplinary Alternative Education Program Offense (Category II), or an Expellable Offense (Category III).

Only a campus behavior coordinator or other appropriate campus administrator may suspend a student.

The District shall not use out-of-school suspension for students below grade 3 or who is homeless unless, while on school property or while attending a school-sponsored/related activity (on or off school property) the student engages in:

- conduct that contains the elements of a weapons offense (*See Texas Penal Code § 46.02 or § 46.05*);
- conduct that contains the elements of assault, sexual assault, aggravated assault, or aggravated sexual assault as provided in the *Texas Penal Code*; or
- selling, giving, or delivering to another person or possessing, using, or being under the influence of any amount of marijuana, or alcoholic beverage, or a controlled substance, or dangerous drug as defined by state or federal law.

RISD also shall use a positive behavior program as a disciplinary alternative for students below grade 3 who commit general conduct violations in lieu of suspension or DAEP placement.

Before being assigned to ISS or OSS, a student will have the opportunity for an informal conference with the campus behavior coordinator who will advise the student of the alleged misconduct and give the student the opportunity to respond to the allegations before the administrator makes a decision.

In deciding whether to order in- or out-of-school suspension, the Campus Behavior Coordinator will take into consideration:

- self-defense,
- intent or lack of intent at the time the student engaged in the conduct;
- the student's disciplinary history;
- any disability that substantially impairs the student's capacity to appreciate the wrongfulness of the conduct;
- a student's status in the conservatorship of the Department of Family and Protective Services (foster care); or
- a student's status as homeless.

The administrator will determine any restrictions on participation in school-sponsored or school-related extracurricular activities.

Texas law allows a school District to suspend a student out of school for no more than three school days for each behavior violation, with no limit on the number of times a student may be suspended in a semester or school year. RISD will not issue an order of OSS for truancy or tardiness. A student who is assigned to ISS for a period of 10 days or less may appeal only to the campus behavior coordinator/designee.

#### Coursework During Suspension

The district shall ensure a student receives access to coursework for foundation curriculum courses while the student is placed in ISS or OSS, including at least one method of receiving the coursework that does not require the use of the internet.

A student removed from the regular classroom to ISS or another setting, other than a disciplinary alternative education placement (DAEP), will have an opportunity to complete before the beginning of the next school year each course in which the student was enrolled at the time of removal from the regular classroom. The District may provide the opportunity by any method available, including a correspondence course, another distance learning option, or summer school. The District will not charge the student for any method of completion provided by the district.

### **Students with Disabilities**

Students with disabilities may be disciplined in the same manner as other students in accordance with their IEPs or other specialized education plan. In accordance with the *Texas Education Code*, a student who receives special education services may not be disciplined for conduct meeting the definition of bullying, cyberbullying, harassment, or making a hit list until an ARD committee meeting has been held to review the conduct. In deciding whether to order suspension, DAEP placement, or expulsion, regardless of whether the action is mandatory or discretionary, the District shall take into consideration a disability that substantially impairs the student's capacity to appreciate the wrongfulness of his/her conduct.

If a disabled student accumulates 10 consecutive days or a pattern of removal to ISS or OSS (without special education services), the pattern of misbehavior must be addressed by the student's multidisciplinary team. The school will convene an ARD or Section 504 committee meeting in a timely manner as required by law to (i) review the student's IEP; (ii) review or seek consent to conduct a Functional Behavior Assessment (FBA) if one is not in place or more than one year old; and/or (iii) develop a Behavior Intervention Plan (BIP). If the student accumulates a total of 10 days of ISS or OSS without special education services or a recommendation for removal is made for a Category II or III offense, a second ARD or Section 504 committee meeting must be held to conduct a Manifestation Determination (SE7 Dis) and to review the student's BIP before the student may be removed any more days from his or her educational placement. When a second ARD or Section 504 committee meeting is required, the school will contact the assigned Licensed Specialist in School Psychology (LSSP) or educational diagnostician for assistance.

*Note:* If a BIP was not previously developed, the school must seek consent for an FBA and a BIP developed before any further removal may occur.

## GENERAL MISCONDUCT VIOLATIONS – CATEGORY I

Students who engage in conduct characterized as a general misconduct violation (Category I) will be disciplined by the appropriate administrator. Category I violations generally are less serious than offenses listed as Category II or Category III violations. However, a student who persistently engages in Category I violations may be subject to removal to a Disciplinary Alternative Education Program (DAEP), suspension, or expulsion. The categories of conduct listed below are prohibited at school and all school-related activities, but the list does not include the most serious offenses, which are addressed in later sections. However, any offense may be serious enough to result in removal from the regular education setting, including a virtual learning setting. For first offense (Category 1) violations involving tobacco products, electronic cigarettes, or vaporizers, students will be required to attend tobacco educational intervention sessions before any disciplinary action (including any formal removal from the classroom) can be taken.

### Disregard for Authority

Students shall not:

- fail to comply with directives given by school personnel (insubordination);
- leave school grounds or school-sponsored events without permission;
- disobey rules for conduct on District vehicles; or
- refuse to accept discipline management techniques assigned by a teacher or principal

### Mistreatment of Others

Students shall not:

- use profanity or vulgar language or make obscene gestures;
- direct profanity, vulgar language, or obscene gestures toward a student or employee;
- fight, push, shove, scuffle, or engage in horseplay (for assault, refer to “DAEP Placement and Expulsion”);
- threatens a District student, employee, **visitor**, or volunteer, including off school property if the conduct causes a substantial disruption to the educational environment;
- engage in bullying, cyberbullying, harassment, or make hit lists (*See “Glossary”*);
- engage in unwelcome conduct of a sexual nature, or other conduct that constitutes sexual or gender-based harassment or sexual abuse, sexual assault, dating violence, or stalking whether by word, gesture, or any other conduct, directed toward another person, including a District student, employee, board member, or volunteer;
- engage in conduct that constitutes dating violence (*See “Glossary”*);
- engage in inappropriate exposure of private body parts;
- release or threaten to release intimate visual material of a minor or a student who is 18 years or older without the adult student’s consent;
- engage in sexting or otherwise sending to another student or employee via any computer or telecommunications device nude or sexually graphic or suggestive images of one’s self or others;
- engage in or participate in hazing (*See “Glossary”*);

- engage in inappropriate verbal, physical, or sexual conduct directed toward another person, including a District student, employee, board member, **visitor**, or volunteer;
- cause an individual to act or refrain from acting through use of threat or force (coercion);
- commit extortion or blackmail (obtaining money or an object of value from an unwilling person);  
or
- record the voice or image of another without the prior consent of the individual(s) being recorded or in any way that disrupts the educational environment or invades the privacy of another.

## **Property Offenses**

Students shall not:

- damage or vandalize property owned by others;
- deface or damage school property – including buildings, walls, instructional materials, lockers, furniture, textbooks, technology and electronic resources, and other equipment – with graffiti or by other means;
- steal from students, staff, visitors, or the school;
- commit or assist in robbery or theft even if it does not constitute a felony under the *Texas Penal Code*; or
- enter without authorization, district facilities that are not open for operations.

## **Possession of Prohibited Items**

Students shall not possess, use, sell, or give to others:

- fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
- a razor, box cutter, chain, or any object used in a way that threatens or inflicts bodily injury to another person;
- a "look alike" weapon that is intended to be used as a weapon or could be reasonably perceived as a weapon;
- ammunition or popping caps or paint balls;
- a stun gun;
- a firearm;
- an air gun or BB gun;
- electric shock novelty items;
- a laser pointer (unless authorized by a teacher);
- a pocket knife or any other small knife (having a blade 5.5 inches or less);
- a location-restricted knife;
- a club;
- a hand instrument designed to cut or stab another by being thrown;
- a firearm silencer or suppressor;
- knuckles; mace or pepper spray;
- a tire deflation device;
- pornographic material;
- tobacco products, matches, or a lighter;

- electronic cigarettes and any component, part, or accessory for an e-cigarette device;
- items that simulate smoking tobacco or other products and smoking paraphernalia, including vaporizers;
- unauthorized headphones; or
- any articles not generally considered to be weapons including school supplies, when the principal or designee determines that a danger exists.
- See explanation under Category II and III for possession of weapons and firearms. In most circumstances, possession of these items results in mandatory expulsion under federal or state law.

## **Illegal, Prescription, and Over-the-Counter Drugs**

Students shall not:

- possess, use, give, or sell alcohol or an illegal drug;
- possess or sell seeds or pieces of marijuana in less than a usable amount;
- possess, use, give, or sell paraphernalia related to any prohibited substance;
- possess, use, abuse, give, or sell look-alike drugs or attempt to pass items off as drugs or contraband;
- abuse the student's own prescription drug, give or sell a prescription drug to another student, or possess or be under the influence of another person's prescription drug on school property or at a school-related event;
- abuse over-the-counter drugs;
- be under the influence of prescription or over-the-counter drugs that cause impairment of the physical or mental faculties;
- have or take prescription drugs or over-the-counter drugs at school other than as provided by District policy;
- possess, give, sell or use any item or substance that is used to simulate the effects or use of any illegal substance;
- possess, use, give away, or sell items or substances not suitable for human consumption that are used to simulate the effects of illegal drug use;
- be under the influence of any intoxicating or mind-altering substance; or
- possess, use, or be under the influence of CBD oil that contains any amount of THC (unless otherwise authorized under the Health and Safety Code)

## **Possession of Telecommunication or Other Electronic Devices**

Students shall not:

- display, turn on, or use a cellular telephone or other telecommunication device or wireless device on school property during the school day in violation of District and campus rules.

## **Misuse of Technology Resources and the Internet**

Students shall not:

- violate the District's computer or electronic communication device use policies or rules, or agreements (Responsible Use Guidelines) signed by the student or his/her parents regarding the use of technology resources;
- attempt to access or circumvent passwords or other security-related information of the District, students, or employees or upload or create computer viruses, including off school property if the conduct causes a substantial disruption to the educational environment;
- attempt to alter, destroy, or disable District technology resources including but not limited to computers and related equipment, District data, the data of others, or other networks connected to the District's system, including off school property if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school;
- use the Internet or other electronic communications to threaten District students, employees, board members, **visitors**, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school;
- send, post, deliver, or possess electronic messages that are abusive, obscene, sexually oriented threatening, harassing, damaging to another's reputation, or illegal, including engaging in cyberbullying and "sexting" either on or off school property if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school; or
- use the Internet or other electronic communication to engage in or encourage illegal behavior or to threaten school safety, including off school property if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.

## Safety Transgressions

Students shall not:

- possess published or electronic material that is designed to promote or encourage illegal behavior that could threaten school safety;
- engage in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, **a visitor, a volunteer**, or school property;
- make false accusations or perpetrate hoaxes regarding school safety;
- engage in conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence;
- throw objects that can cause bodily injury or property damage; or
- discharge a fire extinguisher without valid cause.

## Miscellaneous Offenses

Students shall not:

- violate dress and grooming standards as communicated in the student handbook and/or campus rules (this prohibition extends to masks, shields, or other face coverings);
- cheat, copy the work of another, or improperly obtain and use or give to another teacher tests or answer keys, or forge any document or signature;
- gamble;

- falsify records, passes, or other school-related documents;
- possess, give, sell or use on campus or at any school-sponsored or school-related activity any tobacco product, electronic cigarettes, or any smoking paraphernalia, **including but not limited to** matches, lighters, pipes, or rolling papers;
- engage in actions or demonstrations that substantially disrupt or materially interfere with school activities;
- engage in academic dishonesty, which includes but is not limited to cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination;
- repeatedly violate other communicated campus or classroom standards of conduct;
- knowingly provide false information to a District employee about the student's own conduct, or the conduct of another student or RISD employee; or
- knowingly make false allegations or accusations of misconduct or mistreatment by another student or district employee.

The District may impose campus rules in addition to those found in the *Student Code of Conduct*. These rules may be posted in classrooms or given to students and may or may not constitute violations of the *Code*.

### **Discipline Management Techniques for All Category Offense Levels**

District staff shall approach student behavior management from a positive and equitable standpoint to help students learn and internalize standards of appropriate responsible behavior and will administer discipline when necessary to protect students, employees, volunteers, visitors, property, and to maintain order. Staff will treat students fairly and in an equitable manner. Campus leadership will regularly review student discipline data to evaluate the need for additional training and resources in areas such as disproportionalities, campus trends, and any other areas that may affect overall student performance and well-being. Discipline, when required, shall be administered based on careful assessment of the circumstances. In general, discipline will be designed to improve conduct or correct misconduct and encourage all students to adhere to their responsibilities as citizens of the school community. Teachers and administrators shall draw on their professional judgment and discretion from a range of discipline management techniques, which may include restorative discipline practices, in assigning disciplinary consequences.

Disciplinary action shall be based on the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the effect of the misconduct on the school environment and other persons, any statutory requirements, and other relevant factors.

In deciding whether to order suspension, removal to a Disciplinary Alternative Education Program (DAEP), or expulsion (regardless of whether the action is mandatory or discretionary) for any student, the District will consider:

- i. whether the student's actions were in self-defense;

- ii. the student's intent or lack of intent when he/she engaged in the conduct;
- iii. the student's disciplinary history;
- iv. a disability, if any, that substantially impairs the student's capacity to appreciate the wrongfulness of his/her conduct;
- v. a student's status in the conservator of the Department of Family and Protective Services (foster care); and/or
- vi. a student's status as homeless.

Where conduct falls into more than one category, the administrator/campus behavior coordinator will consider all relevant information, including these mitigating factors, to determine which category is most appropriate.

~~The discipline of students with disabilities is subject to applicable state and federal law in addition to the *Student Code of Conduct*. To the extent any conflict exists, state and/or federal law will prevail. As required by the *Texas Education Code*, a student enrolled in a special education program may not be disciplined for conduct meeting the definition of bullying, cyberbullying, harassment, or making hit lists until the ARD committee meeting has been held to review the conduct.~~

The campus behavior coordinator or campus principal will notify a student's parent verbally or in writing of any violation of the *Student Code of Conduct* that may result in a suspension, removal to a DAEP, or expulsion. Notification will be made as soon as practicable but no later than three (3) school days after the administrator becomes aware of the violation.

Infractions for which the consequences listed below may be assigned are generally considered to be minor violations and the teacher is not required to make an office referral. Repeated violations of campus or classroom rules may be considered persistent misbehavior and can result in placement in an alternative educational program, In-School Suspension (ISS) and/or Out-of-School Suspension (OSS).

The following positive behavioral intervention strategies and discipline management techniques may be used - alone, in combination, or as a part of progressive interventions to address behavior prohibited by the *Student Code of Conduct* or by campus or classroom rules:

- Completion of discipline matrix information;
- Verbal redirection;
- Reminders and review about behavioral expectations to ensure understanding;
- Oral or written correction;
- Conference with student;
- Conference with parent/family group;
- Counseling with teachers, school counselors, special services, or administrative personnel;
- Peer mediation;
- Behavior coaching;
- Anger management classes;
- Classroom circles;

- Altering the educational environment such as changing seating assignments in the classroom or on vehicles owned or operated by the District, or class schedule changes where appropriate;
  - Penalties identified in individual student organizations' extracurricular standards of behavior;
  - Cooling-off time or a brief "time out" period in accordance with law;
  - Physical redirection;
  - Physical restraint (if necessary to avoid harm to the student or others and in accordance with applicable law);
  - Confiscation of prohibited items or items that disrupt the educational environment;
  - Behavioral contracts and/or school administered probation;
  - Demerits or rewards;
  - Detention, including outside regular school hours\*;
  - Assignment of school duties at the discretion of the principal;
  - **Restorative Learning Classroom Placement;**
  - In-School Suspension (ISS) as specified in the ISS section (page 39) ;
  - Expulsion as specified in the expulsion section of the *Student Code of Conduct*;
  - Opportunity to participate in educational activities designed to increase awareness and understanding about the misbehavior (*e.g.*, special seminars related to vaping, alcohol abuse, cultural competency, healthy dating relationships, etc.)
  - Grade reduction for cheating, plagiarism, or other academic dishonesty, and as otherwise permitted by policy;
  - Withdrawal of campus privileges, including but not limited to participation in extracurricular activities, eligibility for seeking and holding honorary offices, or memberships in school-sponsored clubs and organizations;
  - Sending the student to the office or other assigned area;
  - Transferring the student to another campus;
  - Referral to outside agency or authority for criminal conduct;
  - Repair of, or restitution for, damaged materials, equipment, furniture, or other property;
  - Withdrawal or restriction of District transportation privileges;
  - School-assessed and school-administered probation;
  - Out of school suspension, as specified in the OSS section (page 95);
  - Placement in a DAEP, as specified in the DAEP section (page 39);
  - Placement and/or expulsion in an alternative education setting as specified in Placement and/or Expulsion for Certain Offenses (page 41);
  - Expulsion as specified in the Expulsion section (page 40);
  - Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district;
  - Other strategies and consequences as determined by school officials, including specific strategies designed to address prohibited behaviors that occur during virtual learning.
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- Before assigning detention outside regular school hours to a student under 18, the appropriate administrator shall give notice to the student's parent regarding the reason for the detention and permit arrangements for necessary transportation.

RISD policy prohibits administering corporal punishment to students. Documented repeated violations of District, campus, or classroom rules may rise to the level of persistent misbehavior, which may result in the removal of the student to a DAEP, OSS, and/or expulsion.

**Suspension.** Students may be suspended in- or out-of-school for any behavior listed in the *Student Code of Conduct* as a general conduct violation, DAEP offense, or expellable offense. In deciding whether to order out of-school suspension, the District shall take into consideration: self-defense, intent or lack of intent at the time the student engaged in the conduct, and the student's disciplinary history, and disability, if any, that substantially impairs the student's capacity to appreciate the wrongfulness of the conduct, a student's status in the conservator of the Department of Family and Protective Services (foster care), and a student's status as homeless. Students below grade 3 or a student who is homeless shall not be assigned to out-of-school suspension except for certain violent or weapons offenses or drug or alcohol-related conduct.

**Notification.** The campus behavior coordinator or other appropriate administrator shall promptly notify a student's parent by telephone, or in person of any violation that may result in in-school suspension, out-of-school suspension, placement in a DAEP, expulsion, or placement in a JJAEP. The campus behavior coordinator also shall notify a student's parent if the student is taken into custody by a law enforcement officer under the disciplinary provisions of the *Texas Education Code*.

**Questions/Appeals.** Questions from parents regarding disciplinary measures should be addressed to the teacher or campus administrator, as appropriate. Appeals or complaints regarding the use of specific discipline management techniques (other than referral to DAEP or expulsion which have separate appeal procedures described in this *Student Code of Conduct*, or ISS or OSS, which are appealable only to the campus principal) should be addressed in accordance with policy FNG (Local). The policy is available from the principal's office or through the District's website at <http://www.risd.org>. Disciplinary consequences shall not be deferred pending the outcome of a grievance or appeal. In an instance where a student is accused of conduct that meets the definition of sexual harassment as defined by Title IX, the District will comply with applicable federal law, including the Title IX formal complaint process. (See policy FFH.)

**Students with Disabilities.** The discipline of students with disabilities is subject to applicable state and federal law in addition to the *Student Code of Conduct*. To the extent any conflict exists, state and/or federal law shall prevail. In accordance with the *Texas Education Code*, a student who is enrolled in a special education program may not be disciplined for conduct meeting the statutory definition of bullying, cyberbullying, harassment, or making hit lists until an ARD committee meeting has been held to review the conduct.

**Removal from the School Bus.** A bus driver may refer a student to the principal's office or the campus behavior coordinator's office to maintain effective discipline on the bus. A principal or campus behavior coordinator must employ additional management techniques, as appropriate, which may include seat reassignments and restricting or revoking a student's bus riding privileges.

RISD's primary responsibility in transporting students in District vehicles is to do so as safely and efficiently as possible. Student misbehavior cannot be allowed to disrupt or distract the driver from focusing on driving. Thus, when appropriate disciplinary management techniques fail to improve

student behavior or when a specific instance of misconduct warrants removal, the principal or campus behavior coordinator may restrict or revoke a student's transportation privileges, in accordance with applicable law.

### **Prohibited Aversive Techniques for All Category Offense Levels**

Aversive techniques are prohibited for use with students. An "aversive technique" is a technique or intervention intended to reduce the reoccurrence of a behavior by intentionally inflicting significant physical or emotional discomfort or pain. Aversive techniques include:

- using techniques designed or likely to cause physical pain;
- using techniques designed or likely to cause physical pain by electric shock or any procedure involving pressure points or joint locks;
- directed release of noxious, toxic, or unpleasant spray, mist, or substance near a student's face;
- denying adequate sleep, air, food, water, shelter, bedding, physical comfort, supervision, or access to a restroom facility;
- ridiculing or demeaning a student in a manner that adversely affects or endangers the learning or mental health of the student or constitutes verbal abuse;
- employing a device, material, or object that immobilizes all four extremities, including prone or supine floor restraint;
- impairing the student's breathing, including applying pressure to the student's torso or neck or placing something upon, or over the student's mouth or nose or covering the student's face;
- restricting the student's circulation;
- securing the student to a stationary object while the student is standing or sitting;
- inhibiting, reducing, or hindering the student's ability to communicate;
- using chemical restraints;
- using time-out in a manner that prevents the student from being able to be involved in and program appropriately in the required curriculum or any applicable individualized education program (IEP) goals, including isolating the student by the use of physical barriers;
- depriving the student of one or more of the student's senses, unless the technique does not cause the student discomfort or conflict with the student's IEP or behavior intervention plan (BIP).

# 2022-2023 STUDENT CODE OF CONDUCT

## ~~REMOVAL FROM THE REGULAR EDUCATIONAL SETTING~~

### ~~CATEGORY II~~

### CATEGORY II VIOLATIONS

Students who engage in conduct characterized as a general misconduct violation (Category I) will be disciplined by the appropriate administrator. Category I violations generally are less serious than offenses listed as Category II or Category III violations. However, a student who persistently engages in Category I violations may be subject to removal to a Disciplinary Alternative Education Program (DAEP), suspension, or expulsion. Mandatory DAEP placements are set forth by the Texas Education Code. Discretionary DAEP placements are determined by the Richardson Independent School District. The totality of circumstances is considered to determine disciplinary placement.

#### Mandatory DAEP Placement

Students shall be assigned to a DAEP under the following circumstances:

1. A student shall be removed from class and placed in a DAEP if the student commits any of the following conduct on or within 300 feet of school property (as measured from any point on the school's real property boundary line) or while attending a school-sponsored or school-related activity on or off school property:
  1. Engages in conduct punishable as a felony.
  2. Commits an assault involving bodily injury under § 22.01(a)(1), *Texas Penal Code* (intentionally, knowingly, or recklessly causes bodily injury to another, including the person's spouse, and assault of a pregnant woman).
  3. Sells, gives, or delivers to another person, or possesses, uses, or is under the influence of:
    1. marijuana;
    2. a controlled substance, as defined by Chapter 481, *Texas Health and Safety Code*, or 21 U.S.C. § 801, et seq.; or
    3. a dangerous drug (in an amount not constituting a felony), as defined by Chapter 483, *Texas Health and Safety Code*. (School-related felony drug offenses are addressed in the Category III – Expulsion section of the *Student Code of Conduct*.) *Note*: A student with a valid prescription for low-THC cannabis as authorized by chapter 487 of the *Health and Safety Code* does not violate this provision if he/she possesses, uses, or is under the influence of the low-THC cannabis in accordance with the District's prescription policies. Except as authorized by the

Health and Safety Code, a student who is in possession of any amount of THC violates this provision.

- d. Sells, gives, or delivers to another person an alcoholic beverage as defined by § 1.04, *Texas Alcoholic Beverage Code*; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of an alcoholic beverage, if the conduct is not punishable as a felony. (School-related felony alcohol offenses are addressed in the Category III Expulsion section of the *Student Code of Conduct*.)
- e. Engages in conduct that contains the elements of an offense relating to an abusable volatile chemical under § 485.031 - § 485.034, *Texas Health and Safety Code*.
- f. Engages in conduct that contains the elements of the offense of public lewdness under § 21.07, *Texas Penal Code*, or indecent exposure under § 21.08, *Texas Penal Code*. (Reference: *Texas Education Code* § 37.006)
- g. Engage in conduct that contains the elements of the offense of harassment against an RISD employee under § 42.07(a)(1), (2), (3), or (7), *Texas Penal Code*

A student shall be removed from class and placed in a DAEP if, on or off school property, the student:

- a. Engages in conduct relating to a false alarm or report (including a bomb threat) or terroristic threat involving a public school. (Reference: *Texas Penal Code* § 42.06 & § 22.07)
  - b. Engages in conduct that contains the elements of the offense of retaliation against any school employee or volunteer on or off school property. (Reference: *Texas Penal Code* § 36.06) (Committing retaliation in combination with an expellable offense is addressed in Category III.)
  - c. Engages in expellable conduct and is between six and nine years of age.
  - d. Commits a federal firearm violation and is younger than six years of age.
3. A student shall be removed from class and placed in a DAEP if the student engages in conduct punishable as aggravated robbery or a felony listed under Title 5 of the *Texas Penal Code* when the conduct occurs off school property and not at a school-sponsored or school-related activity, and:
- a. the student receives deferred prosecution;
  - b. a court or jury finds that the student has engaged in delinquent conduct under § 54.03, *Texas Family Code*; or
  - c. the superintendent or designee has a reasonable belief that the student has engaged in the conduct and the student's continued presence in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.

### **Discretionary DAEP Placement**

A student may be assigned to a DAEP for the following conduct:

1. Communicating reckless speech, including threats to District students, employees, or volunteers, regardless of whether the student intends to carry out the plan, scheme, or threat.
2. Using/Possessing a knife that is not a location-restricted knife as defined by *Penal Code* § 46.01(6) at school or while attending or participating in a school-related or school-sponsored activity or while in any District-provided transportation.
3. Intentionally, knowingly, or recklessly possessing a club or knuckles on school grounds.

4. Engaging in conduct defined as a felony offense other than aggravated robbery or those defined in Title 5, *Texas Penal Code*; off school property and while the student is not in attendance at a school-sponsored or school-related activity, if superintendent/designee has a reasonable belief that the student's presence in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.
5. Involvement in a public school fraternity, sorority, secret society or gang, including participating as a member, or soliciting another person to become a pledge or member of a public school fraternity, sorority, secret society, or gang.
6. **Documented involvement** in criminal street gang activity.
7. Bullying, harassment (including sexual or gender-based harassment), hazing, intimidation, or making a hit list.
8. Engaging in non-expellable conduct that constitutes dating violence (or stalking), including the intentional use of physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate or control another person with whom the student has or has had a dating relationship.
9. Inappropriately exposing private body parts that does not constitute public lewdness or indecent exposure.
10. Engaging in offensive or unwelcome verbal or physical conduct of a sexual nature which may include requests for sexual favors, or other intimidating or unwelcome sexual conduct directed toward another student.
11. Sexting or sending via computer or telecommunication device nude or sexually graphic or suggestive images of one's self or another student if the conduct is not punishable as a felony.
12. Using any device that permits recording the voice or image of another in any way that either disrupts the educational environment, invades the privacy of others, or is made without the prior consent of the individual(s) being recorded.
13. Possessing, distributing, or downloading any pornographic material at school or during a school-sponsored activity or event whether on a school or personal device.
14. Selling, delivering to another person, possessing or using drug paraphernalia.
15. Selling, delivering, using, possessing, or knowingly ingesting prescription or non-prescription medication (exception: medication possessed and taken in accordance with the Health Services section of the *Student and Parent Guidebook and Student Code of Conduct* and as directed by a doctor's prescription or label directions).
16. Possessing an unauthorized prescription medication.
17. Possessing, giving, selling or using tobacco, tobacco products, E-liquids, electronic cigarettes, e-cigarettes, or other products or paraphernalia to smoke or simulate smoking (regardless of whether they contain nicotine), including personal vaporizers and electronic nicotine delivery systems or components.
18. Possess, using, giving away, or selling items or substances suitable or not suitable for human consumption that are used or held out to simulate the effects or use of illegal drug use.

19. Vandalizing, damaging, setting fire to, or stealing property owned by the District, other students, or District employees, volunteers, or visitors while attending a school-sponsored or school-related activity on or off school property.
20. Engaging in serious misbehavior that affects the orderly environment of the school, not excluding conduct listed in Category I.
21. Exhibiting persistent misbehavior (*see* "Glossary") including repeated, documented violations of standards of student conduct listed in Category I in the *Student Code of Conduct*. Provided, however, a student who previously has attended the District's DAEP-Christa McAuliffe Learning Center (CMLC) within a particular school year for continued persistent or serious misbehavior, must repeat the District's stated disciplinary process before being returned to CMLC.
22. Using the District's technology resources, including the Internet or intranet, or any technology equipment, to obtain a benefit from; defraud or harm another; or alter, damage or delete property or information from the system without permission, or to download or transmit prohibited content, including without limitation pornographic or sexually graphic material.
23. Violating the District's Responsible Use Guidelines or Electronic Communication and Data Management Policy.
24. Engaging in unwelcome verbal or physical harassment on the basis of a person's sex, age, race, color, religion, disability, or national origin.
25. Engaging in criminal mischief not punishable as a felony.
26. Using/Possessing a "look-alike" weapon, stun gun or other incapacitating device, or using any object to threaten or cause bodily harm **or that causes a substantial disruption to the learning environment.**
27. Using/Possessing an air rifle, air pistol or pellet gun of any description that is capable of discharging any object by means of compressed air, gas, springs, or other means **that causes a substantial disruption to the learning environment.**
28. Possessing a "look-alike" explosive **that causes a substantial disruption to the learning environment.**
29. Committing assault that does not involve bodily injury including an assault with threat of imminent bodily injury and/or assault by offensive or provocative physical contact (*See* "Glossary").
30. Using, selling, possessing, or delivering any amount of alcohol or any other illegal substance on school premises or while attending or participating in a school-sponsored or school-related activity at any location that does not rise to the level of a mandatory removal.
31. Engaging in bullying that encourages a student to commit or attempt to commit suicide.
32. Inciting violence against a student through group bullying.
33. Releasing or threatening to release intimate visual material of a minor or a student who is 18 years of age or older without the adult student's consent.

If during the term of placement in a DAEP the student engages in additional conduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the appropriate administrator may enter an additional disciplinary order as a result of those proceedings.

An administrator may, but is not required, to place a student in a DAEP for off-campus conduct for which DAEP placement is required by state law if the administrator does not have knowledge of the conduct before the first anniversary of the date on which the conduct occurred.

**Sexual Assaults and Campus Assignments.** If a student has been convicted of continuous sexual abuse of a young child or disabled individual or convicted of or placed on deferred adjudication for sexual assault or aggravated sexual assault against another student on the same campus, and if the victim's parent (or other person with authority to act on behalf of the victim) requests that the board transfer the offending student to another campus, the District shall transfer the offending student to another RISD campus. If there is no other RISD campus serving the grade level of the offending student, he/she shall be placed in DAEP.

### **Disciplinary Alternative Education Program (DAEP)**

In addition to application of other discipline management strategies, students who engage in conduct characterized as a Category II offense, as described in the *Student Code of Conduct*, may be removed from the regular educational setting and placed in a Disciplinary Alternative Education Program (DAEP). RISD has designated the *Christa McAuliffe Learning Center (CMLC)*, located at 900 S. Greenville Avenue, Richardson, Texas 75081, 469-593-5800, as its DAEP. Refer to the section titled "Removal from the Regular Education Setting – Procedures" in this *Student Code of Conduct* for more detailed information about DAEP placement.

The terms of placement for a Category II offense must prohibit the student from attending or participating in a school-sponsored or school-related activity or non-curricular activity during the period of DAEP placement. This prohibition includes but is not limited to athletic events, competitions, performances, practices, school dances, pep rallies, graduation ceremonies and activities, and school-sponsored trips (local or out of town). During the period of DAEP assignment, a student should not be present at his or her home campus, or other district locations except CMLC, without specific authorization from the campus principal or designee.

**Graduation.** For a senior student assigned to a DAEP at or near the end of the school year who is eligible to graduate, if the terms of the placement continue through graduation, the student will not be allowed to attend or participate in the graduation ceremony and any related graduation activities. (*Reference: Texas Education Code § 37.006*)

**Age and Grade Considerations.** By law, students under the age of six cannot be removed from class and placed in a DAEP unless they commit a federal firearms offense. An elementary student may not be placed in a DAEP with another student who is not an elementary school student. Elementary classification shall be kindergarten – grade 6 and secondary classification shall be grades 7-12.

**Summer Programs.** Summer programs provided by the District shall serve students assigned to a DAEP (if any) in conjunction with other students.

**Transportation.** Transportation will not be provided for a student assigned to DAEP unless he or she is an elementary student or a student with a disability whose IEP designates transportation as a related service. The District may provide a DART bus pass to secondary students.

**Students with Disabilities.** Within ten (10) school days of any administrative decision to change the placement of a student with a disability because of a violation of the *Student Code of Conduct*, the student's ARD or Section 504 committee should conduct a Manifestation Determination meeting. The school should promptly contact the Licensed Specialist in School Psychology or Educational Diagnostician assigned to the school for assistance. If the committee determines that the behavior was a manifestation of the student's disability, the committee must conduct (or review) a Functional Behavior Assessment (FBA) and implement a Behavior Intervention Plan (BIP) for the student; or review/modify a current BIP. Appropriate parental consent must be sought to conduct an FBA. Additionally, the student should return to the previous placement unless the committee mutually agrees to change the placement or if the student was being removed due to one of the three special circumstances. If the committee determines the behavior was **not** a manifestation of the student's disability, the student's placement may be changed. An FBA and/or BIP is not required if the behavior is not a manifestation of the student's disability, but could be conducted if the committee felt it was necessary.

**Other Considerations.** In deciding whether to place a student in a DAEP, regardless of whether the placement is mandatory or discretionary, the District will consider self-defense, intent or lack of intent at the time the student engaged in the conduct, the student's disciplinary history, any disability that substantially impairs the student's capacity to appreciate the wrongfulness of his/her conduct, the student's status in the conservatorship of the Department of Family and Protective Services, and the student's status as homeless. For purposes of a DAEP placement, in determining whether there is a reasonable belief that a student has engaged in conduct defined as a felony offense by the *Texas Penal Code*, the superintendent or his/her designee may consider all available information, including information furnished under Article 15.27 of the *Texas Code of Criminal Procedures*.

**Notice to Noncustodial Parents.** A noncustodial parent may request in writing directed to the student's campus principal that the District provide the noncustodial parent with a copy of any written notification relating to student misconduct that results in DAEP placement that the District generally provides to the custodial parent/guardian. Such written request is effective for the remainder of the school year in which it is received. Nothing in this paragraph entitles a parent to receive information that is not authorized under applicable court order.

# 2022-2023 STUDENT CODE OF CONDUCT

## ~~REMOVAL FROM THE REGULAR EDUCATIONAL SETTING-~~

### ~~CATEGORY III~~

### CATEGORY III VIOLATIONS

A student who persistently engages in serious disciplinary violations may be subject to removal to a Disciplinary Alternative Education Program (DAEP), suspension, or expulsion. Mandatory and discretionary expulsions are set forth by the Texas Education Code. The totality of circumstances is considered to determine disciplinary placement.

#### **Mandatory Expulsion**

A student shall be expelled for any of the following offenses that occur on school property or while attending a school-sponsored or school-related activity on or off school property:

1. Firearms
  1. Federal law: Bringing to school or possessing at school, including any setting under RISD's control or supervision for the purpose of a school activity, a firearm as defined by federal law. (Note – Mandatory expulsion under the *Gun-Free School Act* does not apply to a firearm lawfully stored in a locked vehicle, or to firearms used in approved activities when the District has adopted appropriate safeguards to ensure student safety.)
  2. State law: Unlawfully carrying of a handgun on or about the student's person in the manner prohibited by *Texas Penal Code § 46.02* (and except where such possession/use occurs at an approved target range located off school premises while participating in a school-sponsored shooting competition or educational activity that is sponsored/supported by the Parks and Wildlife Department, or a shooting sport sanctioning organization working with the Department).
2. Other weapons
  - a. Unlawfully carrying on one's person, in the manner prohibited by *Texas Penal Code § 46.02*, a location-restricted knife or club.
  - b. Engaging in conduct that contains the elements of an offense related to prohibited weapons under *Texas Penal Code § 46.05* by intentionally or knowingly possessing, manufacturing, transporting, repairing, or selling: an explosive weapon, a machine gun, short-barrel firearm, knuckles, armor-piercing ammunition, chemical dispensing device, zip gun, tire deflation device, improvised explosive device, or firearm silencer.

3. Engaging in conduct that contains the elements of the following offenses under the *Texas Penal Code*:

- a. Aggravated assault (*Penal Code § 22.02*), sexual assault (*Penal Code § 22.011*), or aggravated sexual assault (*Penal Code § 22.021*).
- b. Arson (*Penal Code § 28.02*) (See “Glossary”).
- c. Murder (*Penal Code § 19.02*), capital murder (*Penal Code § 19.03*), or criminal attempt to commit murder or capital murder (*Penal Code § 15.01*).
- d. Indecency with a child (*Penal Code § 21.11*).
- e. Aggravated robbery (*Penal Code § 29.03*).
- f. Aggravated kidnapping (*Penal Code § 29.03*).
- g. Manslaughter (*Penal Code § 19.04*) or criminally negligent homicide (*Penal Code § 19.05*).
- h. Continuous sexual abuse of a young child or a disabled individual (*Penal Code § 21.02*).

4. Engaging in the following conduct if it is punishable as a felony:

- a. Using, possessing, being under the influence of, or selling, giving, or delivering to another person marijuana, a dangerous drug (*Health and Safety Code Chapter 483*), a controlled substance (*Health and Safety Code Chapter 481*; 21 U.S.C. § 801), or an alcoholic beverage (*Alcoholic Beverage Code § 1.04*).
- b. Committing a serious act or offense while under the influence of alcohol.

5. Engaging in retaliation against a school employee or volunteer combined with one of the above listed mandatory expulsion offenses.

### **Discretionary Expulsion: Student Conduct That May Result in Expulsion from School**

A student **may** be expelled for:

1. Engaging in the following conduct, no matter where it takes place:
  1. Conduct that contains the elements of assault under *Texas Penal Code § 22.01(a)(1)* in retaliation against a school employee or volunteer.
  2. Criminal mischief, if punishable as a felony.
  3. Conduct that contains the elements of breach of computer security under *Texas Penal Code § 33.02* if the conduct involves accessing a computer, computer network or system owned or operated by or on behalf of a school district and the student knowingly alters, damages, or deletes district information or property or commits a breach of any other computer, computer network or system.
  4. Bullying that encourages a student to commit or attempt to commit suicide.
  5. Inciting violence against a student through group bullying.
  6. Releasing or threatening to release intimate visual material of a minor or a student who is 18 years of age or older without the adult student’s consent.
  7. Breach of computer security.

2. Engaging in conduct that contains the elements of one of the following offenses against another student, no matter where the conduct occurs:

1. Aggravated assault.
2. Sexual assault.
3. Aggravated sexual assault.
4. Murder or capital murder.
5. Criminal attempt to commit murder or capital murder.
6. Aggravated robbery.

3. Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school (*Texas Penal Code* § 42.06 or § 22.07).

4. Committing any of the following offenses on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

- a. Selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, or a dangerous drug, if the conduct is not punishable as a felony. A student with a valid prescription for low-THC cannabis as authorized by chapter 487 of the *Texas Health and Safety Code* does not violate this provision if he/she possesses, uses, or is under the influence of the low- THC cannabis in accordance with the District's prescription policies. Except as provided in the *Texas Health and Safety Code*, a student who is in possession of any amount of THC violates this provision.
- b. Selling, giving, or delivering to another person, or possessing, using, or being under the influence of alcohol; or committing a serious act or offense while under the influence of alcohol, if the conduct is not punishable as a felony.
- c. Engaging in conduct that contains the elements of an offense relating to abusable volatile chemicals.
- d. Engaging in deadly conduct (under *Texas Penal Code* § 22.05).
- e. Engaging in conduct that contains the elements of assault (under *Texas Penal Code* § 22.01(a)(1)) against an employee or a volunteer.

5. Engaging in the following conduct while within 300 feet of school property, as measured from any point on the school's real property boundary line:

1. Unlawfully carrying on the student's person a firearm, including but not limited to a handgun, or a location-restricted knife.
2. Possessing, manufacturing, transporting, repairing, or selling prohibited weapons.
3. Aggravated assault, sexual assault, or aggravated sexual assault.
4. Arson.
5. Indecency with a child, aggravated kidnapping, manslaughter, criminally negligent homicide, or aggravated robbery.
6. Murder, capital murder, or criminal attempt to commit murder or capital murder.
7. Continuous sexual abuse of a young child or disabled individual.

8. Felony, drug-related, or alcohol-related offense.
  9. Possession of a firearm, as defined by federal law.
6. Committing any offense that is a state-mandated expellable offense if the offense is committed on the property of another district in Texas or while the student is attending a school-sponsored or school-related activity of a school in another district in Texas.
7. Engaging in documented serious misbehavior (*See "Glossary"*) that violates the District's *Student Code of Conduct*, despite documented behavioral intervention, while placed in a DAEP. For purpose of discretionary expulsion from DAEP, "serious misbehavior" means:
- a. Deliberate violent behavior that poses a direct threat to the health or safety of others;
  - b. Extortion, meaning the gaining of money or other's property by force or threat;
  - c. Conduct that constitutes coercion, as defined by *Texas Penal Code § 1.07*; or
  - d. Conduct that constitutes the offense of:
    1. Public lewdness under *Penal Code § 21.07*;
    2. Indecent exposure under *Penal Code § 21.08*;
    3. Criminal mischief under *Penal Code § 28.03*;
    4. Hazing under *Education Code 37.152*; or
    5. Harassment under *Penal Code § 42.07(a)(1)* of a student or RISD employee.

Individual administrators will consider all relevant factors when making a referral for an expulsion. Except as otherwise required by law, the duration of an expulsion usually will be 90 days, unless a longer period is required by law.

## **Expulsion**

RISD will expel (remove from RISD enrollment) students who commit Category III infractions as described in the *Student Code of Conduct* and under § 37.007 of the *Texas Education Code*. A student who is expelled from an RISD campus will be referred to the Dallas County Juvenile Justice Alternative Education Program (DCJJAEP) unless the Campus Behavior Coordinator, in conference with Student Services, determines another educational placement is more appropriate under the circumstances. Expelled students will be afforded due process within RISD as provided by District policy and federal and state law. Refer to the section titled "Removal from the Regular Education Setting – Procedures" in the *Student Code of Conduct* for more detailed information about expulsion.

The campus behavior coordinator must notify Student Services immediately when a student engages in conduct that constitutes an expellable offense under Category III (mandatory or discretionary).

Other Considerations. In deciding whether to order expulsion, regardless of whether the expulsion is mandatory or discretionary, the campus behavior coordinator shall consider self-defense, intent or lack of intent at the time the student engaged in the conduct, the student's disciplinary history, a disability, if any, that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct, a student's status in the conservatorship of the Department of Family and Protective Services (foster care), or a student's status as homeless.

Expelled students are prohibited from being on school grounds or attending school-sponsored or school-related activities during the period of expulsion, including, but not limited to: athletic events; competitions; performances; school dances; graduation ceremonies or festivities; and school-sponsored trips (local or out of town). If during the period of expulsion the student engages in additional misconduct for which DAEP placement or expulsion is required or permitted, RISD may conduct additional procedures, which may result in additional disciplinary consequences.

**Student Age.** The *Texas Education Code* prohibits a school District from expelling students under the age of ten (10) unless the student commits a federal firearms offense and is between five and ten years of age. If a student under age ten (10) engages in other expellable conduct, the student must be assigned to a DAEP. (Reference: *Education Code* § 37.007(h); § 37.007(e)(2); § 37.006(f))

**Students with Disabilities.** If a student with a disability commits a Category III offense for which the campus behavior coordinator or other appropriate administrator determines expulsion is appropriate, the student may be placed in an interim alternative education setting until an ARD meeting or Section 504 meeting, as appropriate, can be convened to conduct a Manifestation Determination.

Within ten (10) school days of any administrative decision to change the placement of a student with a disability because of a violation of the *Student Code of Conduct*, the student's ARD or Section 504 committee should conduct a Manifestation Determination. The school should promptly contact the Licensed Specialist in School Psychology or Educational Diagnostician assigned to the school for assistance.

If the ARD or Section 504 committee determines that the behavior **was** a manifestation of the student's disability then the committee must conduct (or review) a Functional Behavior Assessment (FBA) and implement a Behavior Intervention Plan (BIP) for the student; or review/modify a current BIP. Appropriate parental consent must be sought to conduct an FBA. Additionally, the student should return to the previous placement unless the ARD or Section 504 committee mutually agrees to change the placement or if the student was being removed due to one of the three special circumstances that occurred at school, on school premises, or at a school function (carried/possessed dangerous weapon, knowingly possessed/used illegal drugs or sold or solicited sale of controlled substance, or inflicted serious bodily injury upon another person). If the committee determines the behavior **was not** a manifestation of the student's disability, then the student's placement may be changed. An FBA and/or BIP is not required if the behavior is not a manifestation of the student's disability, but could be conducted if the ARD or Section 504 committee felt it was necessary. Students with disabilities may be expelled on the same basis as non-disabled students, provided the student's ARD or Section 504 committee determines that the misconduct is not a manifestation of the student's disability and/or the result of inappropriate placement. During the period of expulsion, the student's IEP or Section 504 plan must continue to be implemented in a way which provides a program individually designed to meet the student's unique learning needs and provides a free, appropriate, public

education. A representative of the DCJJAEP will be invited to any expulsion ARD or Section 504 meeting as a non-consensus member.

**Notice to Noncustodial Parents.** A noncustodial parent may request in writing directed to the student's campus principal that the District provide the noncustodial parent with a copy of any written notification relating to student misconduct that results in expulsion that the District generally provides to the custodial parent/guardian. Such written request is effective for the remainder of the school year in which it is received. Nothing in this paragraph entitles a parent to receive information that is not authorized under any applicable court order.

# 2022-2023 STUDENT CODE OF CONDUCT

## PLACEMENT AND/OR EXPULSION FOR CERTAIN SERIOUS OFFENSES

This section includes two categories of serious offenses for which the *Education Code* provides unique procedures and specific consequences.

*Note: Information about procedures and appeals for students placed or expelled under this section are included within this section. The general procedures and appeals for Category II and III offenses do not apply to offenses described in this section.*

### Registered Sex Offenders

1. Notice – Upon receiving notification in accordance with state law that a student is currently required to register as a sex offender, the administration must remove the student from the regular classroom and determine appropriate placement unless the court orders JJAEP placement.

If the student is already assigned to a DAEP for any reason when the District receives notification that the student is required to register as a sex offender, the DAEP, in conjunction with the student's home school, must promptly determine the appropriate placement for the student as provided below.

If the student is under any form of court supervision, including probation, community supervision, or parole, the placement will be in either a DAEP or the JJAEP for at least one semester.

If the student is not under any form of court supervision, the placement may be in a DAEP or the JJAEP for one semester or the placement may be in a regular classroom. The placement may not be in the regular classroom if the Board or its designee determines that the student's presence:

- a. threatens the safety of other students or teachers,
- b. will be detrimental to the educational process, or
- c. is not in the best interest of the District's students.

2. Review Committee – At the end of the first semester of a student's placement in an alternative educational setting and before the beginning of each school year for which the student remains in an alternative placement, the District shall convene a committee, in accordance with state law, to review the student's placement. The committee will recommend whether the student should return to the regular classroom or remain in the placement. Absent a special finding, the board or its designee must follow the committee's recommendation.

The placement review of a student with a disability who receives special education services must be made by the ARD committee.

3. Newly Enrolled Student – If a student enrolls in the District during a mandatory placement as a registered sex offender, the District may count any time already spent by the student in a

placement or may require an additional semester in an alternative placement without conducting a review of the placement.

4. Appeal – A student or the student’s parent may appeal the placement by requesting a conference between the Board or its designee, the student, and the student’s parent. The conference is limited to the factual question of whether the student is required to register as a sex offender. Any decision of the board or its designee under this section is final and may not be appealed.

## **Title 5 Felonies**

1. DAEP Placement – DAEP placement is required for students who engage in conduct characterized as a Title 5 felony offense as described in the Mandatory DAEP Placement section. Notwithstanding this section, however, a student may be expelled and placed in JJAEP or DAEP in accordance with *Texas Education Code* § 37.008, if the Board or campus behavior coordinator makes certain findings and the following circumstances exist in relation to aggravated robbery or a felony offense under Title 5 (*See “Glossary”*) of the *Texas Penal Code*. The student must have:
  1. received deferred prosecution for conduct defined as a Title 5 felony offense;
  2. been found by a court or jury to have engaged in delinquent conduct for the conduct defined as aggravated robbery or a Title 5 felony offense;
  3. been charged with engaging in conduct defined as aggravated robbery or a Title 5 felony offense;
  4. been referred to a juvenile court for allegedly engaging in delinquent conduct defined as aggravated robbery or a Title 5 felony offense; or
  5. received probation or deferred adjudication or have been arrested for, charged with, or convicted of aggravated robbery or a Title 5 felony offense.
2. Expulsion – The District may expel the student and order placement under these circumstances regardless of:
  - ~~a.~~b. the date on which the student’s conduct occurred;
  - ~~b.~~c. location at which the conduct occurred;
  - ~~c.~~d. whether the conduct occurred while the student was enrolled in the District; or
  - ~~d.~~e. whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.
3. Hearing and Required Findings – The student must first have a hearing before the Board or its designee, who must determine that in addition to the circumstances above that allow for the expulsion, the student’s presence in the regular classroom:
  1. threatens the safety of other students or teachers;
  2. will be detrimental to the educational process; or
  3. is not in the best interest of the District’s students.

*Note:* Any decision of the Board or the Board’s designee under this section is final and may not be appealed.

4. Length of Placement – The student is subject to the placement until:

- a. the student graduates from high school;
  - b. the charges are dismissed or reduced to a misdemeanor offense; or
  - c. the student completes the term of placement or is assigned to another program.
5. Placement Review – A student placed in DAEP or JJAEP is entitled to a review of his/her status, including academic status, by the Campus Behavior Coordinator or board’s designee in intervals not to exceed 120 days. In the case of a high school student, the student’s program toward graduation and the student’s graduation plan shall also be reviewed. At the review, the student or his/her parent(s)/legal guardian shall have the opportunity to present arguments for the student’s return to the regular classroom or campus.
6. Newly Enrolled Students – A student who enrolls in the District before completing a placement under this section from another school district must complete the term of the placement.

# **2022-2023 STUDENT CODE OF CONDUCT**

## **REMOVAL FROM THE REGULAR EDUCATIONAL SETTING - PROCEDURES**

RISD intends to administer discipline under the *Student Code of Conduct* in an equitable and consistent manner and to provide students with the due process that is required by federal or state standards, according to the nature of the disciplinary consequences that may be imposed. Disciplinary consequences, including assignment to a DAEP or expulsion, will not be delayed pending the outcome of any proceedings through the criminal justice system and RISD's disciplinary consequences are not dependent upon outcomes through the criminal justice system. RISD administrators will take into consideration the mitigating factors prior to any removal from the regular educational environment.

Mitigating Factors. In considering whether to assign a student in- or out-of-school suspension, placement in the DAEP, or expulsion (regardless of whether the action is mandatory or discretionary), the campus behavior coordinator/other appropriate administrator shall consider;

- self-defense;
- intent or lack of, intent at the time the student engaged in the conduct;
- the student's disciplinary history;
- any disability that substantially impairs the student's capacity to appreciate the wrongfulness of the conduct;
- a student's status in the conservatorship of the Department of Family and Protective Services (foster care); and
- a student's status as homeless.

### **Suspension**

Before issuing an order of In-School Suspension (ISS) or Out-of-School Suspension (OSS), the campus behavior coordinator or designee will have an informal conference to advise the student of the conduct of which he or she is accused and the student will have an opportunity to explain his or her version of the incident before the administrator's decision is made.

The length of an OSS is left to the campus behavior coordinator or designee's discretion based on the seriousness of the offense, the student's age and grade level, the frequency of the misconduct, the student's attitude, and statutory requirements, but will not exceed three school days. There is no limit on the number of times a student may be suspended in a semester or school year except when an OSS would result in a change of placement for a student with a disability.

A student who is assigned to ISS or OSS may not attend or participate in any school-sponsored or school-related extracurricular activities or noncurricular school activities during the disciplinary assignment. This prohibition includes but is not limited to: athletic events; competitions; practices;

performances; group, club, or team meetings; school dances; pep rallies; ceremonies and related activities; and school-sponsored trips (local or out of town).

ISS: The exclusion from extracurricular and noncurricular school activities begins at the start of the school day on the first day of assignment and ends at the end of the school day on the final day of the ISS assignment (*e.g.*, student receives a two-day ISS assignment for Tuesday and Wednesday; exclusion ends at the end of the school day on Wednesday and student may participate beginning Wednesday after school).

OSS: The exclusion from extracurricular and noncurricular school activities ends on the school day on which the student returns to regular classes following the completion of the OSS assignment (*e.g.*, student receives a two-day OSS assignment for Thursday and Friday; student may resume participation on the following Monday).

The District will not use out-of-school suspension for students below grade 3 or who are homeless unless the student's conduct meets the requirements established by law (described below).

A student below grade 3 or who is homeless may not be placed in out-of-school suspension unless, while on school property or while attending a school-sponsored or school-related activity on or off school property, the student engages in:

- Conduct that contains the elements of a weapons offense under *Texas Penal Code* § 46.02 or § 46.05;
- Conduct that contains the elements of assault, sexual assault, aggravated assault, aggravated sexual assault under the *Texas Penal Code*; or
- Selling, giving, or delivering to another person or possessing, using, or being under the influence of any amount of marijuana, an alcoholic beverage, or a controlled substance or dangerous drug as defined by state or federal law.

The District shall use a positive behavior program that meets the requirements of state law as a disciplinary alternative for students below grade 3 who commit general misconduct violations instead of suspension or DAEP placement.

### **Disciplinary Alternative Education Program (DAEP)/Christa McAuliffe Learning Center (CMLC)**

When a student engages in conduct permitting or requiring placement in a DAEP, within three school days, the campus behavior coordinator/designee will schedule a conference with the student and his/her parent/guardian to discuss the incident. If the conduct also resulted in removal from class by a teacher pursuant to § 37.002(d) of the *Texas Education Code*, the teacher also will attend. At the conference, the campus behavior coordinator/designee will inform the student of the reason(s) for removal, explain the basis of the removal, and give the student and/or the student's parent/guardian an opportunity to respond to the reason(s) for removal. Following unsuccessful, valid attempts to secure the parent/guardian's attendance at the conference, the campus behavior coordinator/designee may hold the conference and make a placement decision regardless of whether the student or his/her parent/guardian attends.

Restrictions During Placement: A student who is assigned to the DAEP may not attend or participate in any school-sponsored or school-related extracurricular activities or noncurricular school activities

during the disciplinary assignment. This prohibition includes but is not limited to: athletic events; competitions; practices; performances; group, club, or team meetings; school dances and banquets; pep rallies; ceremonies and related activities; honorary activities (including graduation); and school-sponsored trips (local or out of town). A student may not be present on his/her home campus or other District premises except CMLC during a DAEP placement without specific prior authorization from the principal/designee. These restrictions apply to a student who withdraws before a DAEP order is completed.

Coursework Notice: The campus behavior coordinator/designee shall give the student's parent/guardian notice of the student's opportunity to complete a foundation curriculum course in which the student was enrolled at the time of removal and which is required for graduation at no cost to the student. The notice shall include information regarding all methods for completing the coursework. The campus also will discuss with the student and parent any opportunities for completion of other coursework.

Emergencies: When an emergency placement is necessary because the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with classroom or school operations, the student will be given oral notice of the reason for the action. Not later than the 10th school day after the date of the emergency placement, the student will be given the appropriate conference required for assignment to a DAEP.

Notice to Parent or Guardian: After the conference, if a placement decision is made placing the student in a DAEP under *Texas Education Code* §§ 37.001, 37.002, or 37.006, the campus behavior coordinator/designee will prepare a placement order and give or send a copy to the student and his/her parents **at the conclusion of the hearing or** not later than the second business day after the conference. § 52.04 representative of the Student Services Department shall deliver to the juvenile court a copy of the placement order and all information required by *Texas Family Code* § 52.04. Students are expected to enroll in the assigned DAEP as indicated in the assignment order.

Length of Placement: The campus behavior coordinator/designee will determine the duration of a student's placement on a case-by-case basis, considering all relevant factors including, without limitation, the seriousness of the offense, the student's age/grade, the frequency of misconduct, the student's attitude, and any statutory requirements. The DAEP placement will usually be between 40 school days to one semester of good behavior. To minimize disruption to the student's education, the campus behavior coordinator/designee may consider the beginning and ending of grading periods in relation to the ending of the DAEP assignment. In addition, to encourage good behavior, students assigned to CMLC shall have the opportunity to earn a reduction of up to 10 days from the DAEP assignment period for good behavior by maintaining prompt and regular attendance and earnestly complying with the *Student Code of Conduct* and the DAEP campus rules. Days on which a student is absent (for any reason) do not count toward completion of the DAEP assignment. If the length of the student's DAEP placement is inconsistent with these guidelines, the placement order shall give notice of the inconsistency.

The maximum period of placement in the DAEP shall be one calendar year except when a review by the District determines that:

- i. the student is a threat to the safety of other students or to District employees;

- ii. extended placement is in the best interest of the student; or
- iii. the placement resulted from the Board's decision to place a student who engaged in sexual assault of another student in the DAEP so the students are not assigned to the same campus.

The statutory limitations on the length of a DAEP placement do not apply to a placement resulting from the Board's decision to place a student who engaged in sexual assault of another student so that the students are not assigned to the same campus.

If the placement extends beyond the sooner of 60 days or the end of the next grading period, a student's parents will be given notice of the opportunity to participate in a proceeding before the Board or designee.

The District shall administer any required pre- and post-assessments for students assigned to DAEP for a period of 90 days or longer in accordance with its procedures for administering other diagnostic and benchmark assessments.

Before RISD may place a student in a DAEP for a period that extends beyond the end of the school year, the Board or designee must determine that (i) the student's presence in the regular classroom program or at the student's regular campus presents a danger of physical harm to the student or another individual; or (ii) the student has engaged in serious or persistent misbehavior that violates the *Student Code of Conduct*. However, students who commit offenses requiring placement in a DAEP at or near the end of one school year may be required to continue that placement at the start of the next school year to complete the assigned term of placement.

#### Transportation

Elementary students placed in a DAEP will be provided transportation to and from the home campus unless the parent desires to provide transportation. Secondary students placed in a DAEP will not be provided transportation unless he or she is a student with a disability who has transportation designated or a related service in his or her IEP. Secondary students may request a temporary DART bus pass.

#### Withdrawal During Placement Process

If a student who has engaged in conduct permitting or requiring placement in a DAEP withdraws from RISD before a placement order is completed, the campus behavior coordinator will complete the proceedings and issue a placement order. If the student re-enrolls in RISD, the District will enforce the order at that time, less any period of the placement that the student has completed in another district.

#### Newly Enrolled Students

A student who was assigned to a DAEP in another Texas school district or an open-enrollment charter school, and enrolls in RISD prior to completing any period of the DAEP assignment in the prior district, will be required to complete the DAEP assignment in RISD. The RISD home campus will place the student directly at CMLC upon enrollment or upon learning of the unserved DAEP assignment. A newly enrolled student with a DAEP placement from a district in another state will be placed as any other newly enrolled student if the behavior committed is a reason for DAEP placement in RISD. If the other state's placement exceeds one year, RISD, as required by Texas law, will reduce the

placement to one year unless a review determines that the student is a threat to the safety of other students or employees or the extended placement is in the best interest of the student.

### **Additional Misconduct**

If during the term of placement in a DAEP a student engages in additional misconduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted and the campus behavior coordinator may enter an additional disciplinary order as a result of those proceedings.

### **DAEP Status Review**

A student placed in a DAEP shall be provided a review of the student's status at the DAEP, including a review of the student's academic status, by the CMLC principal at intervals not to exceed 120 days. For high school students, the review also will include the student's progress towards meeting high school graduation requirements. A specific graduation plan shall be established for the student; however, RISD is not required to provide a course in DAEP except as is required by *Texas Education Code § 37.008(l)*. At the review, the student/parent will have an opportunity to present arguments for the student's return to the regular classroom or campus. The student may not be returned to the classroom of a teacher who removed the student without that teacher's consent.

### **Notice of Criminal Proceedings**

The office of the prosecuting attorney will notify the District if a student was placed in a DAEP for certain offenses including any felony, unlawful restraint, indecent exposure, assault, deadly conduct, terroristic threats, organized crime, certain drug offenses, or possession of a weapon, and:

1. prosecution of the student's case was refused for lack of prosecutorial merit or insufficient evidence and no formal proceedings, deferred adjudication, or deferred prosecution will be initiated; or
2. the court or jury found a student not guilty or made a finding that the student did not engage in delinquent conduct, or conduct indicating a need for supervision, and the case was dismissed with prejudice.

No later than the third day after receiving such notice from the prosecutor, the superintendent or her designee will review the student's placement and schedule a conference with the student's parents. The student may not be returned to the classroom pending the review. After reviewing the notice and receiving information from the student's parents, the superintendent/designee may continue the placement if there is reason to believe that the student's presence in the regular classroom threatens the safety of other students or teachers.

The student or his/her parents may appeal the superintendent's decision to the Board of Trustees by making a written request to Student Services, and the student may not be returned to the classroom pending the appeal. The Board will hear the requested appeal at the next scheduled meeting for which appropriate notice may be posted following receipt of the appeal. The Board will review the notice from the prosecutor and receive information from the student, his/her parents, and the superintendent/designee. The Board shall make a record of the proceedings. If the Board upholds the superintendent's decision, the student may appeal to the Commissioner of Education. The student may not be returned to the classroom pending the appeal.

### **Transition Plan**

In accordance with law and district procedures, campus staff shall develop a transition plan for a student returning to the regular classroom from an alternate education program, including a DAEP. See policy *FOCA(Legal)* for more information.

### **Expulsion**

When school officials believe a student has committed an expellable offense, the campus behavior coordinator/designee will schedule a hearing within a reasonable time. The Board of Trustees delegates to the campus principal/designee the authority to conduct hearings and expel students. The student's parents will be invited, in writing, to attend the hearing. While the campus behavior coordinator/designee will attempt to cooperate with the student's parents to schedule the hearing for a mutually convenient time and to give the student adequate time to prepare for the hearing, the District may hold the hearing after providing notice of the hearing to the student and parent, regardless of whether the student or the student's parent attends.

Until a hearing can be held, the campus behavior coordinator/designee may place the student in another appropriate classroom, ISS, OSS, or a DAEP. At the hearing, the student may be represented by his or her parent/legal guardian or another adult representative, who is not an employee of RISD, who may assist the student. The student will have the opportunity to present evidence and witnesses on his/her behalf, and to examine and question evidence presented by the administration. An expulsion hearing is not a court proceeding and rules of evidence do not apply. Hearsay is admissible and the hearing officer may choose to assign weight to hearsay evidence and will assess the credibility of the witnesses. There is no right to subpoena a witness to the hearing.

The campus behavior coordinator/designee will reach a determination regarding the recommendation for expulsion at the end of the hearing and, if expulsion is ordered, will promptly deliver to the student and his/her parent a copy of the order of expulsion. Not later than the second business day after expulsion is ordered, the District shall deliver to the juvenile court a copy of the expulsion order and the information required by the *Texas Family Code*. Before ordering expulsion (whether mandatory or discretionary), the campus behavior coordinator/designee will consider:

- self-defense;
- intent or lack of intent at the time the student engaged in the conduct;
- the student's disciplinary history;
- any disability that substantially impairs the student's capacity to appreciate the wrongfulness of his/her conduct;
- a student's status in the conservatorship of the Department of Family and Protective Services (foster care); and
- a student's status as homeless.

**Emergency Expulsion.** When emergency expulsion is necessary to protect persons or property from imminent harm, the student will be given oral notice of the reason for expulsion. Within ten (10) days

after the date of the emergency expulsion, the student will be given appropriate due process required for a student facing expulsion.

**Length of Expulsion.** Each expulsion will be considered on a case-by-case basis and all relevant factors will be considered. The length of an expulsion will be correlated to the seriousness of the offense, the student's age, grade level, the frequency of misbehavior, the student's attitude, and any statutory requirements. In most cases, an expulsion will not exceed 90 days, unless a longer period is required by law. If the period of expulsion is inconsistent with these guidelines, the expulsion order must give notice of the inconsistency. State and federal law require a student to be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm, as defined by federal law, to school. However, the superintendent may modify the length of the expulsion on a case-by-case basis. An expulsion may not exceed one year unless, after review, the District determines that:

1. the student is a threat to the safety of other students or to District employees; or
2. extended expulsion is in the best interest of the student.

Students who commit offenses that require expulsion at the end of one school year may be expelled into the next school year to complete the term of expulsion.

If during the expulsion, the student engages in additional conduct for which DAEP placement or expulsion is required or permitted, additional proceedings may be conducted, and the administrator or the board may issue an additional disciplinary order as a result of those proceedings.

Students do not earn District academic credit for work missed during the period of expulsion unless the student is enrolled in a JJAEP or another District-approved program.

### **Withdrawal During Expulsion Process**

If a student who has committed an expellable offense withdraws from the District before the expulsion hearing takes place, the campus behavior coordinator/designee will conduct the hearing after sending written notice to the parent and student and issue an expulsion order, if appropriate. If the student re-enrolls in RISD during the same or subsequent school year, RISD will enforce the expulsion order at that time. The period of expulsion may be decreased by any period of expulsion the student completed for the incident in another district.

### **Students Under Age 10**

When a student under the age of 10 engages in expellable behavior, the student shall not be expelled, but shall be placed in a DAEP.

A student under age six shall not be placed in a DAEP unless he or she commits a federal firearm offense.

### **Newly Enrolled Students**

RISD will continue the expulsion of any newly enrolled student who was expelled from another Texas school district or an open-enrollment charter school until the period of expulsion is completed. If a student expelled in another state enrolls in RISD, the District will continue the expulsion under the terms of the expulsion order. If the out-of-state expulsion order expels the student for more than one

year, RISD will reduce the order so that the entire period does not exceed one year, unless after review the District determines that:

1. the student is a threat to the safety of other RISD students or employees; and
2. extended placement is in the best interest of the student.

### **Restrictions During Expulsion**

An expelled student is prohibited from being on school grounds for any reason and may not attend or participate in any school-sponsored or school-related extracurricular activities or noncurricular school activities during the period of expulsion. This prohibition includes but is not limited to athletic events; competitions; practices; performances; group, club, or team meetings; school dances and banquets; pep rallies; ceremonies and related activities (including graduation); honorary activities; and school-sponsored trips (local or out of town). During a period of expulsion, a student may not be present at any District facility without specific authorization from his/her campus behavior coordinator/designee. These restrictions apply, as well, to a student who withdraws from enrollment before an expulsion hearing takes place and remains in effect until the period of expulsion is actually completed.

### **DAEP Placement of Expelled Students**

RISD may provide educational services to any expelled student in DAEP; however, educational services in DAEP must be provided if the student is less than 10 years of age.

### **Transition Services**

In accordance with law and district procedures, campus staff shall provide transition services for a student returning to the regular classroom from placement in an alternative education program, including DAEP or JJAEP. See policies *FOCA(Legal)* and *FODA(Legal)* for more information.

# 2022-2023 STUDENT CODE OF CONDUCT

## REVIEWS AND APPEALS

### **Students with Disabilities**

When considering placement in an In-School Suspension (ISS), Out-of-School Suspension (OSS) without special education services, Disciplinary Alternative Education Placement (DAEP), or expulsion, the ARD committee will not provide for a recess of up to ten (10) school days in the absence of mutual agreement. Parents should be given a copy of *An Explanation of Rights and Procedural Safeguards of a Parent with a Child with Disabilities in School*.

A parent of a minor student with a disability or an adult student with a disability who disagrees with a decision regarding placement or manifestation determination has the right to request an expedited hearing through the special education hearing process as outlined in the *Notice of Procedural Safeguards*.

### **In-School Suspension (ISS)**

A student who is assigned to ISS for a period of ten (10) days or less may appeal only to the campus behavior coordinator/designee. The decision of the campus behavior coordinator/designee is final and not subject to further appeal.

### **Out-of-School Suspension (OSS)**

A student who has been suspended for up to three (3) school days may appeal only to the campus behavior coordinator/designee. The decision of the campus behavior coordinator/designee is final and not subject to further appeal.

### **DAEP/Christa McAuliffe Learning Center (CMLC)**

Note: These appeal procedures do not apply to a DAEP assignment that arises out of the District's investigation and determination of responsibility related to a formal complaint of sexual harassment under Title IX as described in policy FFH. Any appeal of a disciplinary removal under the Title IX procedures will be governed by the FFH policy and guidelines.

An adult student or the parent of a student who is assigned to the DAEP/CMLC may request a review of the campus behavior coordinator/designee's decision as follows:

#### **Level 1: Administrative Committee**

Requests for appeal of the campus behavior coordinator/designee's decision to place a student in DAEP/CMLC must be made in writing, **hand-delivered** and ~~delivered to~~ **received by no later than the close of business of the third (3rd) school day** of the campus behavior coordinator/designee's decision. **Delivery must be made to Student Services at 1500 International Parkway, Richardson, Texas 75081.** Untimely appeals will not be considered unless the District has agreed in writing in advance to extend the appeal deadline. The assignment to CMLC **will not** be deferred pending the outcome of any appeal.

Within five (5) school days after receiving the request for a review, RISD Student Services will convene a conference with a panel of three (3) administrators with no prior involvement in the case. At the informal conference, a school representative will present information regarding the placement. The student, parent, and/or adult representative may offer relevant information in the student's defense. Student Services will attempt to schedule the administrative committee conference at a time convenient for the parent but the conference will not be delayed beyond the five (5) school day period except in extraordinary circumstances. The committee may conduct the conference without the parent's presence if the parent has been given appropriate notice of the **conference**. The Administrative Committee may uphold the campus behavior coordinator's decision, modify the campus behavior coordinator's placement decision by reducing the period of assignment, or overturn the decision and reinstate the student to regular classes. The Administrative Committee's decision will be communicated to the parent or adult student the next school day after the committee reaches its decision.

A parent or adult student who does not agree with the decision of the Administrative Committee may appeal to the Executive Committee as provided below.

### **Level 2: Executive Committee**

**An adult student or parent may request a review of the Administrative Committee's decision.** The Executive Committee will consist of three administrators with no prior involvement in the incident. **Requests for an appeal of the Administrative Committee's decision must be made in writing, hand-delivered and delivered to received by no later than the close of business of the third (3rd) school day of the campus behavior coordinator/designee's decision. Delivery must be made to Student Services at 1500 International Parkway, Richardson, Texas 75081. Untimely appeals will not be considered unless the District has agreed in writing in advance to extend the appeal deadline. The assignment to CMLC will not be deferred pending the outcome of any appeal.**

~~Within three (3) school days after receiving the Administrative Committee's decision, the adult student or parent may request a review of that decision by an Executive Committee. The request must be made in writing and delivered to *Student Services at 1500 International Parkway Richardson, Texas 75081.* Untimely appeals will not be considered unless the District has agreed in advance in writing, to extend the appeal timeline. Within five (5) school days, an informal conference will be held with the Executive Committee, student, parent, and a school representative to discuss the placement. Student Services will attempt to schedule the committee conference at a time convenient for the parent but the conference will not be delayed beyond the five (5) school day period except in extraordinary circumstances. The committee may conduct the conference without the parent's presence if the parent has been given appropriate notice of the **conference**. The Executive Committee may uphold the~~

campus behavior coordinator's decision, modify the campus behavior coordinator's placement decision by reducing the period of assignment, or overturn the decision and reinstate the student to regular classes. The Executive Committee's decision will be communicated to the parent or adult student the next school day after the committee reaches its decision.

The decision of the Executive Committee is final and concludes the appeal process for placement at a DAEP.

*Note: See page 39 for a discussion of a student's appeal rights following the District's receipt of Notice of Criminal Proceeding from a prosecuting attorney.*

## **Expulsion**

These appeal procedures do not apply to an expulsion order that arises out of the District's investigation and determination of responsibility related to a formal complaint of sexual harassment under Title IX as described in policy FFH. Any appeal of an expulsion order under the Title IX procedures will be governed by the FFH policy and guidelines. An adult student or the parent of a student who has been expelled from school may appeal the campus behavior coordinator/designee's decision following the expulsion hearing as follows:

### **Level 1: Administrative Committee**

Requests for appeal of the campus behavior coordinator/designee's decision to expel a student may be made to the Administrative Committee. The request shall be made in writing to the Student Services office within three

(3) school days of the principal's notification of expulsion (*c/o Student Services, 1500 International Pkwy, Richardson, Texas 75081 469-593-0816*). Untimely appeals will not be considered unless the District has agreed in advance in writing to extend the appeal timeline. The expulsion **will not** be deferred pending the outcome of any appeal.

Within five (5) school days after receiving the request for a review, a conference will be held with a panel of three (3) administrators who were not involved in the underlying matter. At the informal conference, a school representative will present information regarding the placement. The student, parent, and/or adult representative may offer relevant information in the student's defense. Student Services will attempt to schedule the administrative committee conference at a time convenient for the parent but the conference will not be delayed beyond the five school day period except in extraordinary circumstances. The committee may conduct the hearing without the parent's presence if the parent has been given appropriate notice of the hearing.

The Administrative Committee may uphold the school's decision, modify the school's decision and alter placement, or overturn the expulsion and reinstate the student to regular classes.

The Administrative Committee's decision will be communicated to the parent or adult student the following school day after conclusion of the hearing. A parent or adult student who does not agree with the decision of the Administrative Committee may appeal to the Executive Committee as provided below.

### **Level 2: Executive Committee**

A request to appeal the decision of the Administrative Committee shall be made to the Executive Committee. The request shall be made in writing to the Student Services office within three (3) school days of notification of the committee's decision (*c/o Student Services, 1500 International Pkwy; Richardson, Texas 75081; 469-593-0 0816*). Untimely appeals will not be considered unless the District has agreed in advance in writing to extend the appeal timeline. Within five (5) school days of receipt of the request for a hearing, a hearing shall be held. The Director of Student Services shall chair the committee for the appeal. The appeal will be heard by three (3) different administrators who were not involved in the underlying matter. At the hearing, the student and his/her representative, if any, may present evidence and witness statements. The school may respond to the student's evidence and may present its own evidence. Student Services will attempt to schedule the committee conference at a time convenient for the parent but the conference will not be delayed beyond the five--school day period except in extraordinary circumstances. The committee may conduct the hearing without the parent's presence if the parent has been given appropriate notice of the hearing. The committee may ask questions for clarification. The committee may uphold the campus behavior coordinator's decision, modify the campus behavior coordinator's decision, or overturn the expulsion and reinstate the student to regular classes. Written notification of the results will be delivered to the parent/guardian or adult student the following school day after the conclusion of the hearing.

A parent or adult student who does not agree with the Executive Committee's decision may appeal to the Board of Trustees as provided below. However, if the Executive Committee modified the expulsion by placing the student at CMLC, the Executive Committee's decision is final and may not be appealed.

### **Level 3: Board of Trustees**

A request for the Board of Trustees to review a decision by the Executive Committee to uphold the expulsion of a student shall be made in writing to the Superintendent's office within three (3) school days after receipt of the written decision. Untimely appeals will not be considered unless the District has agreed in advance in writing to extend the appeal timeline. The Superintendent or her designee shall provide the parent written notice of the date, time, and place of the appeal/hearing. Before the hearing, the Superintendent or designee will notify the parent and student and the Administrator's representative of the appeal/hearing guidelines.

At the hearing, the Board shall review the record of the expulsion hearing in a closed meeting unless the parent or adult student requests in writing that the matter be heard in an open meeting. The Board also may hear statements from the student and/or parent(s) (or their representatives) and from the Administration's representative(s). Witnesses shall not be called.

The Board shall base its decision on evidence reflected in the records and any statements made by the parties at the hearing. The Board may make and communicate its decision orally at the conclusion of the presentation. If the decision is to uphold the expulsion, the Board shall direct the Superintendent to issue the expulsion order within three (3) school days after the conclusion of the hearing. The Board's decision is final.

~~When a one-year expulsion (as mandated by federal law) is ordered by the campus behavior coordinator/designee because the student was in possession of a firearm on campus or at a school-related activity, the parent/guardian may appeal the campus behavior coordinator/designee's decision~~

~~directly to the Board, by passing the administrative and executive levels of appeal. Prior to the board meeting, the parent/guardian shall meet informally with the Superintendent or designee to discuss the situation and to attempt to informally resolve the dispute. If a hearing is still requested after the meeting, within five (5) school days the Superintendent shall send a notice stating the time, place, and date of the board hearing.~~

## **Appeal of Placement and/or Expulsion for Certain Serious Offenses**

Refer to appeal procedures related to placement or expulsion for certain serious offenses in that section of the *Student Code of Conduct*.

## **Other Concerns**

Specific District procedures have been put into place to address other student **concerns** such as:

- student rights and responsibilities, student and parent complaints;
- denial of credit for excessive absences;
- instructional materials selection and adoption;
- publications;
- intra-district transfers;
- sexual harassment and sexual abuse;
- other unlawful discrimination;
- gifted and talented;
- special education;
- section 504; and
- religious practices.

For more information, please contact Student Services at 469-593-0373 or refer to Board Policies located on our website at <http://www.risd.org>.

## **PLACEMENT IN A JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAM (JJAEP)**

### **Dallas County Juvenile Justice AEP (DCJJAEP)**

The RISD Board of Trustees has entered into an agreement with the Dallas County Juvenile Board (DCJB) outlining the Juvenile Board's responsibilities concerning the establishment and operation of the DCJJAEP. (Details of this relationship are specified in an annual Memorandum of Understanding available for public inspection upon request to the Office of Records Management. (request.publicinformation@risd.org))

Students may be placed in the DCJJAEP under the following conditions:

- Upon expulsion from RISD schools for Category III infractions under Chapter 37 of the *Texas Education Code* and as specified in RISD's *Student Code of Conduct*.
- As ordered by the juvenile court when the student is expelled from school pursuant to the provisions of the *Texas Education Code* § 37.007 and/or the *RISD Student Code of Conduct*, and the

student is found to have engaged in delinquent conduct under Title 3 of the *Texas Juvenile Justice Code*.

- When the juvenile court orders such placement pursuant to its authority under the *Texas Juvenile Justice Code*.

- When the student is expelled for certain serious offenses described in the *Student Code of Conduct*. Any student who has been expelled from school may be referred for placement in either the DCJJAEP or in the appropriate school district alternative educational program upon recommendation of the Dallas County Case Review Committee.

The Dallas County Case Review Committee may recommend to the DCJB, a juvenile court, or a school district that any student who has been expelled from school be placed in an RISD Disciplinary Alternative Education Program (DAEP) or the DCJJAEP.

Students who are expelled from school pursuant to *Texas Education Code* § 37.007 and are placed in the DCJJAEP by order of the juvenile court must remain in the program for the full period ordered by the juvenile court unless the student's school district agrees to accept the student before the date ordered by the juvenile court. The juvenile court may not order a period of placement in the DCJJAEP that exceeds the term of any probation ordered by the juvenile court. At the conclusion of the student's term of probation and any other requirement imposed by the juvenile court, and if the student meets the requirements for admission into the public schools established by law, the school district in which the student resides must readmit the student, but may assign such student to the school district DAEP.

## GLOSSARY

The glossary provides legal and locally established definitions and is intended to assist readers in understanding terms related to the *Student and Parent Guidebook and the Student Code of Conduct*.

**Abuse** (as to an inanimate object or substance) – improper or excessive use.

**Aggravated Robbery** (*See Penal Code § 29.03(a)*) – When a person commits robbery and:

1. causes serious bodily injury to another;
2. uses or exhibits a deadly weapon; or
3. causes someone bodily injury to another person or threatens or places another person in fear of imminent bodily injury or death if the other person is
  1. 65 years of age or older; or
  2. a disabled person.

**Armor-piercing Ammunition** (*See Penal Code § 46.01*) – Handgun ammunition used in pistols and revolvers and is designed primarily for the purpose of penetrating metal or body armor.

**Arson** (*See Penal Code § 28.02*) – A crime that involves:

1. starting a fire or causing an explosion with the intent to destroy or damage
  1. any vegetation, fence, or structure on open space land; or
  2. any building, habitation, or vehicle knowing that it:
    1. is within the border of an incorporated city or town;
    2. is insured against damage or destruction;
    3. is subject to a mortgage or other security interest; or
    4. is located on or within property belonging to another; or
    5. has located within it property belonging to another; or
  - c. any building, habitation, or vehicle when the person starting the fire is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.

recklessly starting a fire or explosion while manufacturing or attempting to manufacture a controlled substance and the fire or explosion damages any building, habitation, or vehicle; or

intentionally starting a fire or causing an explosion and in so doing recklessly:

- . damages or destroys a building belonging to another; or
- a. causes another person to suffer bodily injury or death.

**Assault** - Intentionally or knowingly or recklessly causing bodily injury to another, or intentionally or knowingly threatening another with imminent bodily injury; or intentionally or knowingly causing

physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative. (*See Penal Code § 22.01(a)(1-3)*)

**Battery** - The act of battering or beating. Unlawfully beating or using force on a person.

**Behavior** - The way a person acts.

**Blackmail** - Obtaining money or other object **anything of value** from an unwilling person or forcing a person to act, or refrain from acting, through the use of force, threat of force, threat, or intimidation.

**Boycott** - Collective action to refuse to have any dealings with an item or event or activity.

**Breach of Computer Security** – Knowingly accessing a computer, computer network, or computer system without the effective consent of the owner if the conduct involves accessing a computer, computer network, or computer system owned by or operated on behalf of a school district; and the student knowingly alters, damages, or deletes school property or information; or commits a breach of any other computer, computer network, or computer system.

**Bullying** (see *Texas Education Code § 37.0832*) – A single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression through electronic means, or physical conduct that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to his/her person or damage to his/her property;
2. Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
3. Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
4. Infringes on the rights of the victim at school.

Bullying includes cyberbullying (see definition below). The state law on bullying prevention applies to:

1. Bullying that occurs on or is delivered to school property or to the site of a school-sponsored/related activity on or off school property;
2. Bullying that occurs on a publicly or privately-owned school bus or vehicle used for the transportation of students to/from school or a school-sponsored/related activity; and
3. Cyberbullying that occurs off school property or outside of a school-sponsored/related activity if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored/related activity.

*Note:* Not all offensive conduct between students rises to the level of bullying. Conduct that may not constitute bullying as defined above still may violate expected standards of conduct and may subject the actor to disciplinary measures.

**Chemical Dispensing Device** (*See Penal Code § 46.01*) – A device designed, made, or adapted for the purpose of dispensing a substance capable of causing an adverse psychological or physiological effect

on a human being. A small chemical dispenser sold commercially for personal protection is not in this category.

**Class Disruption** - Any behavior that violates the rules of a particular classroom and interferes with the teacher's opportunity to deliver instruction, present material or the other students' opportunity to concentrate on the material or their assignments.

**Club** - An instrument specifically designed, made or adapted for the purpose of inflicting serious bodily injury or death. (*e.g.*, blackjack, mace, nightstick, and tomahawk)

**Coercion** - Forcing another person to act or think in a given way by pressure, threats, or intimidation.

**Contract** - An agreement between two or more people to do something or to refrain from certain conduct.

**Controlled Substance** – A substance, including a drug, an adulterant, and a dilutant, listed in Schedules I-V or Penalty Group 1, 1-A, 2, 2-A, 3 or 4 of the Texas Controlled Substances Act. The term includes the aggregate weight of any mixture, solution, or other substance containing a controlled substance. The term does not include hemp, as defined by Agriculture Code 121.001, or the tetrahydrocannabinols (THC) in hemp.

**Copy (as to academic work)** - To reproduce or otherwise use all or part of the work of another with intent to represent it as one's own.

**Criminal Street Gang** (see *Penal Code § 71.01*) - Three or more persons having a common or identifying sign or symbol or an identifiable leadership who continuously or regularly associate in the commission of criminal activities.

**Cyberbullying** (See *Education Code 37.0832*) – Bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

**Dangerous Drug** (see *Health and Safety Code § 483.001*) – A device or drug that is unsafe for self-medication and that is not included in Schedules I-V or Penalty Groups 1-4 of the Texas Controlled Substances Act. The term includes a device or drug that federal law prohibits dispensing without prescription or restricts to use by or on the order of a licensed veterinarian.

**Dating Violence** (See *Family Code § 71.0021*) – Occurs (i) when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person who is or was in the relationship; and (ii) when a person commits the acts described above against a person in a marriage or dating relationship with an individual who is or once was in a marriage or dating relationship with the person committing the offense.

**Deadly Conduct** (See *Penal Code § 22.05*) - Occurs when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury, such as knowingly discharging a firearm in the direction of an individual, a group of people, habitation, building, or vehicle.

**Defacing School Property** - Destroying, damaging, or stealing school property, including buses, either during school hours, out-of-school hours, or during vacation time.

**Deferred Adjudication or Deferred Prosecution** - Alternatives to seeking a conviction in court that may be offered to a juvenile for delinquent conduct or conduct indicating a need for supervision.

**Delinquent Conduct** – Conduct that violates either statute or federal law and is punishable by imprisonment or confinement in jail. It includes conduct that violates certain juvenile court orders, including probation orders, but does not include violation of traffic laws.

**Discretionary** - An act or decision that is left to or regulated by a local decision maker.

**Disruption on School Bus/Private Bus** - Disobedience or misbehavior on a school or private bus.

**E-cigarette** - An electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substance to the individual inhaling from the device. The term includes any device that is manufactured, distributed, or sold as an e-cigarette, e-cigar, e-pipe, or under another product name or description and a component, part, or accessory for the device, whether the component, part, or accessory is sold separately from the device.

**Excused Absence** -

- Legitimate days of personal illness. (The principal may require a doctor’s statement after a student is absent four (4) consecutive days of illness or at any other time when, in the principal’s discretion, the student absences are excessive).
- Any other unusual cause for absence that is acceptable to the teacher, principal, or superintendent, including approved school-sponsored activities, including death in the student’s immediate family and extreme family emergency.
- Other absences excused by law or District policy.

**Explosive Weapon** (*See Penal Code § 46.01*) - Any explosive or incendiary bomb, grenade, rocket, or mine and/or its delivery mechanism that is designed, made or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror. This term includes any device designed, made or adapted for delivery or shooting an explosive weapon.

**Extortion** - The act or an instance of obtaining money or anything of value by coercive means, such as threats or intimidation.

**False Alarm or Report** (*See Penal Code § 42.06*) - When a person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that the person knows is false or baseless and that would ordinarily (i) cause action by an official or volunteer agency organized to deal with emergencies; (ii) place a person in fear of imminent serious bodily injury; or (iii) prevent or interrupt the occupation of a building, room, or place of assembly.

**Firearm** (*See Federal law 18 U.S.C. § 921(a)*) – Any device (including a starter gun) that is designed to, made, adapted to, or will expel a projectile through a barrel by the action of an explosive; the frame or receiver of a weapon described above; a firearm, muffler or firearm weapon; or any other destructive device, such as any explosive, incendiary, or poison gas bomb or grenade. Such term does not include an antique firearm.

**Firearm** (See *State law Penal Code § 46.01(3)*) – Any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use. (Excludes antique firearms manufactured before 1899 or replicas of an antique firearm if it does not use rimfire or centerfire ammunition.)

**Firearm Silencer** (See *Penal Code § 46.01*) – Any device designed, made, or adapted to muffle the report of a firearm.

**Forgery/Forging** - Imitating/copying an original piece of writing or other work with the intent to deceive.

**Gambling** - Betting money or any other item of value on the outcome of any event, game, or contest.

**Graffiti** – Includes markings with paint, indelible pen or marker, or an etching, or engraving device on tangible property without the effective consent of the owner. The markings may include inscriptions, slogans, drawing, scribbling, or painting.

**Handgun** (See *Penal Code § 46.01*) – Any firearm that is designed, made, or adapted to be fired with one hand.

**Harassment - Includes -**

- Unwelcome conduct that meets the definition set out in policy DIA (Local) and FFH (Local);
- Unwelcome conduct that threatens to cause harm or bodily injury to another person, including a District student, employee, board member, or volunteer; is sexually intimidating; causes physical damage to the property of another student; subjects another student to physical confinement or restraint; or maliciously and substantially harms another student’s physical or emotional health or safety (*See Education Code 37.001(b)(21)*); or
- Conduct that is punishable as a crime under *Penal Code § 42.07*, including the following types of conduct if carried out with the intent to harass, annoy, alarm, abuse, torment, or embarrass another:
  - i. Initiating communication and, in making a comment, request, suggestion, or proposal that is obscene, as defined by law;
  - ii. Threatening, in a manner reasonably likely to alarm the person receiving the threat, to inflict bodily injury on the person or to commit a felony against the person, a member of the person’s family or household, or the person’s property;
  - iii. Conveying in a manner reasonably likely to alarm the person receiving the report, a false report, which the speaker knows to be false, that another person has suffered death or serious bodily injury; and
  - iv. Sending repeated electronic communications in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another.

**Hazing** (See *Education Code § 37.151*) - An intentional, knowing, or reckless act by one person or a group of persons directed against a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in a student organization if the act meets the elements of *Education Code § 37.151* including:

- any type of physical brutality;

- an activity that subjects the student to an unreasonable risk of harm or that adversely affects the student’s mental or physical health, such as sleep deprivation, exposure to the elements, confinement to small spaces, calisthenics, or consumption of food, liquids, drugs, or other substances;
- an activity that induces, causes, or requires the student to perform a duty or task that violates the Penal Code; or
- coercing a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe the student is intoxicated.

**Hit List** (See *Education Code § 37.001(b)(3)*) - A list of people named or targeted to be harmed, using a firearm, knife, or any other object to be used with intent to cause bodily harm.

**Home-based Instruction** - An unsupervised educational setting in which students are provided assignments to be completed at home.

**Immoral Conduct** - Lewd, lascivious or indecent acts including indecent sexual propositions, indecent exposure, or obscene gestures.

**Improvised Explosive Device** (See *Penal Code § 46.01*) – A completed and operational bomb designed to cause serious bodily injury, death, or substantial property damage that is fabricated in an improvised manner using nonmilitary components.

**Indecent Exposure** (See *Penal Code § 21.08*) – An offense that occurs when a person exposes his/her anus or any part of his/her genitalia with intent to arouse or gratify the sexual desire of any person, and is reckless about whether another is present who will be offended or alarmed by the act.

**Insubordination** - Persisting in serious acts of disobedience, defying authority of school personnel, or unprovoked display of disrespect toward school personnel.

**Intimate Visual Material** (See *Texas Civil Practice and Remedies Code § 98B.001 and Penal Code § 21.16*) – Visual material that depicts a person with the person’s intimate parts exposed or engaged in sexual conduct. “Visual Material” means any film, photograph, videotape, negative, or slide of any photographic reproduction or any other physical medium that allows an image to be displayed on a computer or other video screen and any image transmitted to a computer or other video screen.

**Intimidation** - Actions or words intended to or having the effect of threatening or forcing a person to act or refrain from acting by inducing fear of harm or adverse consequences.

**Knife** - Any bladed hand instrument that is capable of inflicting serious bodily injury or death by cutting or stabbing.

**Knuckles**– Any instrument consisting of finger rings or guards made of a hard substance and designed or adapted for inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

**Lewdness (public)** - Defined by a listing of specific overt sexual acts in § 21.07 of the *Penal Code*.

**Location-Restricted Knife** (See *Penal Code § 46.01*) – Any knife with a blade over five and one-half inches.

**Loitering** - Lingering about the school premises in an aimless fashion with no authorized reason to be present.

**Look-alike Weapon** – An item that resembles a weapon but is not intended to be used to cause serious bodily injury.

**Machine Gun** (*See Penal Code § 46.01*) – Any firearm that is capable of more than two shots automatically, without manually reloading, by a single function of the trigger.

**Mandatory** - Something that is obligatory, or required because of an authority.

**Misbehavior** - Behavior that is contrary to expectations stated in the *Student Code of Conduct*, local school policies, or administrative directives, or behavior that prevents the teacher from carrying out the teaching process, or interferes with student learning.

**Obscene Material** - Material that is offensive to the acceptable standards of the majority in a community.

**Offense** - An act of misbehavior that is stated in the *Student Code of Conduct* or local school rules or which may be implied from the examples in the code.

**Offensive Language** - Oral statements that are outside the standards of acceptable language of the majority of persons in the community.

**Paraphernalia** - Any equipment, apparatus, or furnishing that can be used for inhaling, ingesting, injecting, or otherwise introducing a controlled substance into a human body.

**Parents** - Includes biological or adoptive parents, legal guardian, or person in lawful control of the student.

**Penalty** - A consequence for failure to comply with the *Student Code of Conduct* or local school rule.

**Persistent Misbehavior** - More than three documented violations of the *Student Code of Conduct* (even if not listed below) typically within the same semester and includes but is not limited to:

- Behavior that is grounds for permissible expulsion or mandatory DAEP placement;
- Behavior identified by the District as grounds for discretionary DAEP placement;
- Actions or demonstrations that substantially or materially disrupt or interfere with school activities;
- Refusal to attempt or complete school work as assigned;
  
- Insubordination;
- Profanity, vulgar language, or obscene gestures;
- Leaving school grounds without permission;
- Falsification of records, passes, or other school related documents; or
- Refusal to accept discipline assigned by a teacher, principal, or campus behavior coordinator.

**Possession** - To have an item in or on one's personal being or property, including without limitation: clothing, purse, backpack, any private vehicle, motorcycle or bicycle, used for transportation to or from school or school-related events, telecommunication or electronic devices, or any school property used by the student such as a desk, locker, or cubby-hole.

**Prohibited Weapon** (*See Penal Code § 46.05*) –

1. The following items unless registered with the U.S. Bureau of Alcohol, Tobacco, Firearms, and Explosives or otherwise not subject to that registration requirement or unless the item is classified as a curio or relic by the U.S. Department of Justice:
  - a. an explosive weapon;
  - b. a machine gun;
  - c. a short barrel firearm;
  5. Armor-piercing ammunition;
  6. A chemical dispensing device;
  7. A zip gun;
  8. A tire deflation device;
  9. An improvised explosive device; or
  10. A firearm silencer, unless classified by the U.S. Department of Justice as a curio or relic or the actor otherwise possesses, manufactures, transports, repairs, or sells the silencer in compliance with federal law.

**Public Lewdness** (*See Penal Code § 21.07*) – An offense that occurs when a person knowingly engages in an act of sexual intercourse, deviate sexual intercourse, or sexual contact in a public place or, if not in a public place, is reckless about whether another is present who will be offended or alarmed by the act.

**Public School Fraternity, Sorority, Secret Society, or Gang** – An organization composed wholly or in part of students that seeks to perpetuate itself by taking additional members from the students enrolled in a school based on a decision of its membership rather than on free choice of a qualified student. Educational organizations described in § 37.121(d) of the *Education Code* are excepted from this definition.

**Reasonable Belief** – That which an ordinary person of sound mind would believe. Chapter 37 of the Education Code requires certain disciplinary decisions when the superintendent or designee has a reasonable belief that a student engaged in conduct punishable as a felony offense. In forming such a reasonable belief, the superintendent or designee may use all available information, including the notice of a student's arrest furnished under Article 15.27 of the *Code of Criminal Procedure*.

**Reckless Speech** - Making verbal or written statements that communicate or describe a plan, scheme, or threat to violate any law; commit an act of violence to any person; disrupt or disturb a school, class, or school-related activity; or damage or destroy any school building or property, regardless of the speaker's intent to carry out such plan, scheme, or threat.

**Restitution** - Making payment of money or other allowance designed to make good or restore objects that have been lost, stolen or damaged, or to return property to its former condition, or reimbursing the owner for the cost of repairing or replacing damaged or stolen property.

**School Property** - Any property owned by the School District or over which the School District or its personnel exert lawful authority, including property visited by students in connection with a school-sponsored activity, such as a field trip or extracurricular activity.

**Self-Defense** - The use of force against another to the degree a person reasonably believes the force is immediately necessary to protect him or herself from violence or harm.

**Serious Misbehavior –**

- Deliberate violent behavior that poses a direct threat to the health or safety of others;
- Extortion, meaning the gaining of money or other property by force or threat;
- Conduct that constitutes coercion, as defined by § 1.07, *Penal Code*; or
- Conduct that constitutes the offense of:
  - Public lewdness under § 21.07, *Penal Code*;
  - Indecent exposure under § 21.08, *Penal Code*;
  - Criminal mischief under § 28.03, *Penal Code*;
  - Personal hazing under § 37.152, *Penal Code*; or
  - Harassment of a student or District employee under § 42.07(a)(1), *Penal Code*.

A student's serious misbehavior while he/she is assigned to DAEP may result in expulsion.

**Sexting** – Intentionally or knowingly (i) sending or otherwise transmitting by electronic means, visual material depicting any person, including the actor, engaging in sexual conduct or depicting the breast, genitals, or anus of any person or otherwise depicting lewd or sexually graphic acts; or (ii) possessing in electronic format visual material depicting another person engaging in sexual conduct or any other lewd or sexually graphic act, or depicting the breasts, genitals, or anus of another person.

**Sexual Harassment** - Engaging in unwelcome conduct of a sexual nature to another person that is severe, or pervasive and interferes with the student's participation in or benefit for the educational environment (refer also to definition of harassment).

**Short-barrel Firearm** (*See Penal Code § 46.01*) – A rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from an altered shotgun that, as altered, has an overall length of less than 26 inches.

**Stealing** - Acquiring property or services by theft.

**Switchblade** - Any knife with a blade that folds, closes, or retracts into the handle or sheath and that opens automatically by pressing a button or by the force of gravity or centrifugal force. The term does not include a knife that has a spring, detent, or other mechanism designed to create a bias toward closure that requires exertion applied to the blade by hand, wrist, or arm to overcome the bias toward closure and opens the knife.

**Terroristic Threat** (*See Penal Code § 22.07*) - A threat of violence to any person or property that the issuer knows, reasonably should know or intends to (i) cause a reaction of any type by an official or volunteer agency organized to deal with emergencies; (ii) place any person in fear of imminent serious

bodily injury; (iii) prevent or interrupt the occupation a building, room, place of assembly or place to which the public has access, place of employment, aircraft, vehicle, or other form of conveyance, or other public place; (iv) cause impairment or interruption of public communication, public transportation, public water, gas or power supply or other public service (v) place the public or substantial group of the public in fear of serious bodily injury; or (vi) influence that conduct or activity of a branch or agency of the federal government, the state, or a political subdivision of the state (including the District).

**Theft** - Unauthorized taking of the property of another without the consent of the owner with the intent of depriving the owner of the property.

**Tire Deflation Device** (See *Penal Code § 46.01*) – A device, including a caltrop or spike strip, that, when driven over, impedes or stops the movement of a wheeled vehicle by puncturing one or more of the vehicle's tires.

**Title 5 Felonies** – Serious crimes listed in Title 5 of the *Penal Code* that typically involve injury to a person and may include:

- Murder, manslaughter, or homicide (*Penal Code § 19.02-.05*);
- Kidnapping (*Penal Code § 20.03*);
- Trafficking of persons (*Penal Code § 20A.02*);
- Smuggling or continuous smuggling of persons (*Penal Code § 20.05-.06*);
- Assault (*Penal Code § 22.01*);
- Aggravated assault (*Penal Code § 22.02*);
- Sexual assault (*Penal Code § 22.011*);
- Aggravated sexual assault (*Penal Code § 22.021*);
- Unlawful restraint (*Penal Code § 20.02*);
- Continuous sexual abuse of a young child or children (*Penal Code § 21.02*);
- Bestiality (*Penal Code § 21.09*);
- Improper relationship between educator and student (*Penal Code § 21.12*);
- Voyeurism (*Penal Code § 21.17*);
- Indecency with a child (*Penal Code § 21.11*);
- Invasive visual recording (*Penal Code § 21.15*);
- Disclosure/promotion of intimate visual material (*Penal Code § 21.16*);
- Sexual coercion (*Penal Code § 21.18*);
- Injury to a child, an elderly person, or a person with a disability of any age (*Penal Code § 22.04*);
- Abandoning or endangering a child (*Penal Code § 22.014*);
- Deadly conduct (*Penal Code § 22.05*);
- Terroristic threat (*Penal Code § 22.07*);
- Aiding a person to commit suicide (*Penal Code § 22.08*);
- Tampering with a consumer product (*Penal Code § 22.09*)

**Trespassing** - Entering or remaining on or in school property without permission or right.

**Unexcused Absences** - Absences for reasons other than those authorized by law or District policy, personal sickness, sickness or death in the family, quarantine, weather or road conditions making

travel dangerous, or any other unusual cause acceptable to teacher, principal or superintendent of the school in which the student is enrolled.

**Under the Influence** - Lacking the normal use of mental or physical faculties Impairment of a person's physical or mental faculties may be evidenced by a pattern of abnormal or erratic behavior, the presence of physical symptoms of drug or alcohol use, or by admission. A student "under the influence" need not be legally intoxicated to trigger disciplinary action.

**Vandalism** - Willful action which results in destruction, damage, or defacement of property belonging to or rented by the District.

**Use (Substance)** - Voluntarily introducing into one's body, by any means, a prohibited substance.

**Use (Object)** - To bring into action or service or apply to a given purpose.

**Violation** - Failure to comply with or observe the correct forms of behavior as stated in the *Student Code of Conduct* or school rules.

**Walk-outs** - Abrupt departure of organized groups of students from class, assembly, or campus without permission.

**Weapons** - Instruments used to cause bodily harm or destruction of property. Weapons are identified in two categories:

- Articles commonly used or designed to inflict bodily harm and/or intimidate. Examples are firearms, "knuckles," switchblades, knives, chains and clubs.
- Articles designed for other purposes, but which could easily be used to inflict bodily harm and/or to intimidate. Examples are belt, comb, pencil, file, compass or metal hair rake. "Look alike" weapons will be treated as weapons when used to threaten or cause bodily harm, or destruction of property.

**Zip Gun** (*See Penal Code § 46.01*) - A device or combination of devices, not originally a firearm, but adapted to expel a projectile through a barrel by using the energy generated by a burning substance.

# APPENDICES

# Options and Requirements

## For Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the District's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts to meet the needs of all struggling students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the District must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The District must complete the evaluation and the report within the time prescribed by law once the District receives the written consent for testing. The District must give a copy of the report to the parent.

If the District determines that the evaluation is not needed, the District will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the District. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities*. Additional information regarding the IDEA is available from the District in a companion document, *A Guide to the Admission, Review, and Dismissal Process*.

The following websites provide information to those who are seeking information and resources specific to students and their families:

- Texas Project First (<http://www.texasprojectfirst.org>)
- Partners Resource Network (<http://prntexas.org/>)

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is:

**Contact Person:** Executive Director Special Student Services  
**Phone Number:** 469-593-7500

***RISD District-Wide Junior High School Guidelines for Extracurricular  
Students:  
Alcohol & Illegal Drugs***

*(Revised March 2017)*

RISD expects that all students, including students who participate in any Extracurricular Activities (Extracurricular Students) will conduct themselves at all times in an exemplary manner that brings honor to the District, their school, and themselves. Participation in extracurricular activities is a privilege and is conditioned on the student's compliance with all rules and regulations of the activity and District policies and guidelines, including these guidelines. The use, possession, sale, or furnishing to others of alcohol or drugs of any kind and/or being under the influence of alcohol or illegal substances is strictly prohibited (the Prohibition). Any student who violates the Prohibition is not in compliance with the rules of extracurricular participation and will be subject to disciplinary measures, which could result in removal from the extracurricular activities in which the student participates.

These guidelines and statements of consequences apply to all extracurricular activities sponsored by the Richardson Independent School District and to all Extracurricular Students. The purpose of these guidelines is to deter and eliminate any use, possession, sale, or the furnishing to others of alcohol or other drugs, help students avoid drug and alcohol use, establish consistency in consequences across all activities for students who do not comply with the Prohibition, promote a high quality educational experience in all activities and assist RISD in maintaining order and a safe learning environment, and to promote a high level of civic and individual responsibility among students.

Extracurricular students are subject to these guidelines at all times throughout the twelve-month calendar year, whether the extracurricular activity is "in season" or inactive, and on weekends and during school holidays. Refer also to Board Policy FO (Local). Students transitioning from eighth to ninth grade who, during the summer, engage in conduct that violates the Prohibition will be subject to the High School Guidelines.

To ensure consistency among activities, these guidelines shall be used by all extracurricular groups. However, nothing in these guidelines prohibits an extracurricular activity sponsor from developing activity guidelines and rules to address topics other than alcohol or illegal drug activities.

The following definitions will apply to these guidelines:

- *Leadership Position* – A position or office an Extracurricular Student holds in an organization or group either by election or appointment. Such positions may include without limitation: captain, officer, squad leader, drum major, section chair.
- *In Proximity* – To be captured via still picture, video, internet site, social media feed, site, etc., or any other electronic capture where the school determines based on reasonable evidence that the student knows or should know he/she is (i) in a place where alcohol, illegal substances, and/or drug paraphernalia are present, and/or (ii) possessing, using, and/or being under the influence of alcohol, illegal substances, and/or drug paraphernalia. (e.g., Facebook posts shows student at social event where alcohol is visible and being consumed; Facebook post shows student posing in front of cases of unopened beer; Student captured holding and/or consuming alcohol or illegal substances at a sporting event; Picture of student holding a drug pipe).
- *Parent* – A student's biological or adoptive parent or parents, legal guardian, or other person in lawful control of the student.
- *Period of removal* – Period of time during which an Extracurricular Student is excluded from any participation in an extracurricular activity due to violation of the Prohibition. During a period of removal, an Extracurricular Student may not wear his/her uniform, travel with the team or organization, or otherwise act as a representative of the team or organization.

- *Prescription Drugs* – A drug authorized by a licensed healthcare provider specifically for that student. A student who uses a prescription drug in a manner prescribed by the student’s healthcare provider and who has followed school policies in such use shall not be considered to have violated this policy.
- *Possession* – To have an item in or on one’s personal being or property, including without limitation, clothing, purse, backpack, private vehicle, motorcycle, or bicycle used for transportation to or from school or school-related events, telecommunication or electronic device, or other property used by the student such as a desk, locker, or cubby-hole.
- *Use (Alcohol/Substance)* – Voluntarily introducing into one’s body, by any means, a prohibited substance. For example, and without limitation, consuming or ingesting alcohol in any manner is “use” of alcohol; smoking or ingesting marijuana, an unlawful derivative or look-alike of marijuana, or other illegal substances is “use” of marijuana or other illegal substance.
- *Extracurricular Activities* – School-sponsored activities including but not limited to Dance & Drill Teams, Bell Guards, Cheerleaders, Spirit Groups, Sports, Fine Arts, Clubs, UIL governed Activities, Mock Trial, AC DEC, and other school- sponsored student activities unique to a campus.

An Extracurricular Student violates the Prohibition if he or she:

- Uses, possesses, sells, or furnishes alcohol or illegal substances to another;
- Receives an MIP (Minor in Possession), MIC (Consumption of Alcohol by a Minor), DWI (Driving While Intoxicated), DUI (Driving Under the Influence of an Illegal Substance), or other citation for the illegal use or possession of alcohol/drugs, or furnishing alcohol/drugs to another in a non-school setting;

*Note:* An Extracurricular Student who receives an MIP, MIC, DUI, DWI, or other alcohol/drug citation shall promptly notify the activity sponsor. An Extracurricular Student who fails to do so may be subject to further disciplinary action once the activity sponsor or administrator learns of the offense.

- Is observed by a faculty or staff member using, possessing, or furnishing to another student any drugs, including alcohol, on or off school property (observation via internet site, video, still picture, or other media will be considered);
- Receives any citation for, or is arrested for, illegal alcohol/drug activity or substance on or off school property; (*See Note* above)
- Performs or participates in an extracurricular activity while under the influence of alcohol or other drugs; or
- Is determined to be In Proximity to alcohol, illegal substance, and/or drug paraphernalia.

**Process:** When an activity sponsor or campus administrator learns that an Extracurricular Student has violated the Prohibition, the sponsor or administrator will attempt to gather as much information as is available about the suspected violation and shall immediately communicate with the student and his/her parents to review the information. The sponsor or administrator will take reasonable steps to ensure the student and his/her parents are notified of the suspected violation of the Prohibition and to offer the student and his/her parents a meeting with the administrator and/or sponsor and give them an opportunity to provide information about the student’s suspected actions. Parents and/or students who refuse to promptly meet with the sponsor or administrator forfeit their opportunity for a conference. The administrator or sponsor will determine the start date for the consequence and will notify the student and his/her parent in writing of the start date and reasons for any consequences imposed.

When a student self-reports a violation of these guidelines that does not result in the issuance of a citation or other penalty from law enforcement before the District otherwise learns of the student’s actions, the District may, in its sole discretion, consider the student’s self-report as a mitigating factor to support a reduced probationary period for a first offense.

A student or parent who is not satisfied with the outcome of the conference or the principal's decision may appeal the decision through the District's Student and Parent Complaint Policy (FNG (Local)), but the consequence will not be delayed during any appeal. Copies of the policy are available on the District's website or may be obtained from the school.

## **CONSEQUENCES**

All Extracurricular Students are expected to comply with these guidelines. An Extracurricular Student who does not do so is subject to disciplinary action. While some offenses may be so severe that they will result in immediate removal from the extracurricular activity and/or Disciplinary Alternative Education Program (DAEP) placement, where appropriate, the District will consider allowing a student who violates the Prohibition to serve a last chance probationary period if the violation is the first instance in which the student has failed to comply with these guidelines.

### **First Offense: Probationary Removal**

Except where the severity or circumstance of a student's offense is so severe that immediate removal to DAEP or expulsion is required, a student's first violation of the Prohibition will result in the Extracurricular Student's (i) removal for the remainder of the school year from all leadership positions he or she holds, including any such positions that the student might seek or be appointed to later in the school year; and (ii) except where the first violation also results in DAEP placement or expulsion, removal from all extracurricular activities for 20 school days or UIL Competition dates. (*\*See below*)

- The 20 school days or UIL Competition dates removal period starts at the parent/student/principal conference. If the parent/student forfeits the conference, the principal will determine the start date.
- During the 20-school day removal period, the student and the parent must attend and successfully complete the RISD alcohol/drug educational program. Students may be required to have follow-up sessions with the Intervention Specialist on campus. The student is responsible for all fees associated with the program. A student and parent must complete the educational program before the student will be reinstated after the removal period.
- If the leadership position from which the student is removed is connected with a credit-bearing class, the student may continue to remain enrolled in the class and the sponsor will determine appropriate activities for the student.
- Students must participate in practices for the extracurricular activities while on probation.
- Students may not wear or display identifying team or activity uniforms, attire, or accessories.

*\*If competition or performance is scheduled during the summer or on a school holiday (excluding weekends), any days on which the student's team or group actually competes or performs will be counted toward completion of the 20-day probation period.*

- "UIL Competition Date" means a day on which the individual or group actually competes or performs in a UIL or non-UIL sponsored activity when the school is represented.
- If the conduct results in the student's placement in a DAEP, the period of removal will be for the duration of the DAEP placement.

If the student violated the Prohibition due to him/her being determined to be In Proximity without possession, use or being under the influence, and the student has not already violated the Prohibition due to being In Proximity, the student may avoid the applicable consequence (Probationary Removal or Removal) for the In Proximity violation provided the student and his/her parent/guardian (i) participate in an administrative conference with the principal, and (ii) successfully complete the alcohol/drug program by the date assigned along

with any follow up with the campus intervention specialist as determined by the principal. A second Violation due to the student being In Proximity will be treated as a first or second offense and subject to the applicable consequence (Probationary Removal or Removal).

An Extracurricular Student can receive only **one** probation period for violating the Prohibition during the student's 7-8 junior high school career.

### **Second Offense or Subsequent Offenses: Removal**

A second offense, or subsequent offenses, will result in removal from all (i) extracurricular activities; and (ii) leadership positions for the remainder of the school year.

- If the infraction occurs and/or is discovered 60 or less days prior to the end of the school year, the student will be removed from all extracurricular activities and leadership positions for at least 60 school days or UIL Competition dates. The removal days may extend into the next school year at the current school or continue at the high school setting.
  - When a second or subsequent infraction occurs after the end of the school year, the consequence will go into effect at the conference with the principal and parent/legal guardian, unless the conference has been forfeited and the principal will determine the start date.
  - The student will be removed from all extracurricular activities for the entire up-coming school year.
- 
- Students may not wear or display identifying team or activity uniforms, attire, or accessories.
  - Students may not travel with the team or organization, or otherwise act as a representative of the team or organization.
  - At the beginning of a new school year, an Extracurricular Student is eligible to participate in extracurricular activities and to pursue future leadership positions after a second offense, if the student has “sat out” of all extracurricular activities for no less than 60 school days or UIL Competition days and has otherwise complied with all conditions of his/her removal for the second offense.

***RISD District-Wide High School Guidelines for Extracurricular  
Students:  
Alcohol & Illegal Drugs***

*(Revised March 2017)*

RISD expects that all students, including students who participate in any Extracurricular Activities (Extracurricular Students) will conduct themselves at all times in an exemplary manner that brings honor to the District, their school, and themselves. Participation in extracurricular activities is a privilege and is conditioned on the student's compliance with all rules and regulations of the activity and District policies and guidelines, including these guidelines. The use, possession, sale, or furnishing to others of alcohol or drugs of any kind and/or being under the influence of alcohol or illegal substances is strictly prohibited (the Prohibition). Any student who violates the Prohibition is not in compliance with the rules of extracurricular participation and will be subject to disciplinary measures, which could result in removal from the extracurricular activities in which the student participates.

These guidelines and statements of consequences apply to all extracurricular activities sponsored by the Richardson Independent School District and to all Extracurricular Students. The purpose of these guidelines is to deter and eliminate any use, possession, sale, or the furnishing to others of alcohol or other drugs, help students avoid drug and alcohol use, establish consistency in consequences across all activities for students who do not comply with the Prohibition, promote a high quality educational experience in all activities and assist RISD in maintaining order and a safe learning environment, and to promote a high level of civic and individual responsibility among students.

Extracurricular students are subject to these guidelines at all times throughout the twelve-month calendar year, whether the extracurricular activity is "in season" or inactive, and on weekends and during school holidays. Refer also to Board Policy FO (Local). Students transitioning from eighth to ninth grade who, during the summer, engage in conduct that violates the Prohibition will be subject to the High School Guidelines.

To ensure consistency among activities, these guidelines shall be used by all extracurricular groups. However, nothing in these guidelines prohibits an extracurricular activity sponsor from developing activity guidelines and rules to address topics other than alcohol or illegal drug activities.

The following definitions will apply to these guidelines:

- *Leadership Position* – A position or office an Extracurricular Student holds in an organization or group either by election or appointment. Such positions may include without limitation: captain, officer, squad leader, drum major, section chair.
- *In Proximity* – To be captured via still picture, video, internet site, social media feed, site, etc., or any other electronic capture where the school determines based on reasonable evidence that the student knows or should know he/she is (i) in a place where alcohol, illegal substances, and/or drug paraphernalia are present, and/or (ii) possessing, using, and/or being under the influence of alcohol, illegal substances, and/or drug paraphernalia. (e.g., Facebook posts shows student at social event where alcohol is visible and being consumed; Facebook post shows student posing in front of cases of unopened beer; Student captured holding and/or consuming alcohol or illegal substances at a sporting event; Picture of student holding a drug pipe).
- *Parent* – A student's biological or adoptive parent or parents, legal guardian, or other person in lawful control of the student.
- *Period of removal* – Period of time during which an Extracurricular Student is excluded from any participation in an extracurricular activity due to violation of the Prohibition. During a period of removal, an Extracurricular Student may not wear his/her uniform, travel with the team or organization, or otherwise act as a representative of the team or organization.

- *Prescription Drugs* – A drug authorized by a licensed healthcare provider specifically for that student. A student who uses a prescription drug in a manner prescribed by the student’s healthcare provider and who has followed school policies in such use shall not be considered to have violated this policy.
- *Possession* – To have an item in or on one’s personal being or property, including without limitation, clothing, purse, backpack, private vehicle, motorcycle or bicycle used for transportation to or from school or school-related events, telecommunication or electronic device, or other property used by the student such as a desk, locker, or cubby-hole.
- *Use (Alcohol/Substance)* – Voluntarily introducing into one’s body, by any means, a prohibited substance. For example, and without limitation, consuming or ingesting alcohol in any manner is “use” of alcohol; smoking or ingesting marijuana, an unlawful derivative or look-alike of marijuana, or other illegal substances is “use” of marijuana or other illegal substance.
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- *Note:* An Extracurricular Student who receives an MIP, MIC, DUI, DWI, or other alcohol/drug citation shall promptly notify the activity sponsor. An Extracurricular Student who fails to do so may be subject to further disciplinary action once the activity sponsor or administrator learns of the offense;
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### **First Offense: Probationary Removal**

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- If the leadership position from which the student is removed is connected with a credit-bearing class, the student may continue to remain enrolled in the class and the sponsor will determine appropriate activities for the student.
- Students must participate in practices for the extracurricular activities while on probation.
- Students may not wear or display identifying team or activity uniforms, attire, or accessories.

*\*If competition or performance is scheduled during the summer or on a school holiday (excluding weekends), any days on which the student's team or group actually competes or performs will be counted toward completion of the 20-day probation period.*

- "UIL Competition Date" means a day on which the individual or group actually competes or performs in a UIL or non-UIL sponsored activity when the school is represented.
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If the student violated the Prohibition due to him/her being determined to be In Proximity without possession, use or being under the influence, and the student has not already violated the Prohibition due to being In Proximity, the student may avoid the applicable consequence (Probationary Removal or Removal) for the In Proximity violation provided the student and his/her parent/guardian (i) participate in an administrative

conference with the principal, and (ii) successfully complete the alcohol/drug program by the date assigned along with any follow up with the campus intervention specialist as determined by the principal. A second Violation due to the student being In Proximity will be treated as a first or second offense and subject to the applicable consequence (Probationary Removal or Removal).

An Extracurricular Student can receive only **one** probation period for violating the Prohibition during the student's high school career.

### **Second Offense or Subsequent Offenses: (Removal)**

A second offense or subsequent offenses will result in removal from all (i) extracurricular activities; and (ii) leadership positions for the remainder of the school year.

- If the infraction occurs and/or is discovered 60 or less days prior to the end of the school year, the student will be removed from all extracurricular activities and leadership positions for at least 60 school days or UIL Competition dates. The removal days may extend into the next school year.
- When a second or subsequent infraction occurs after the end of the school year, the consequence will go into effect at the conference with the principal and parent/legal guardian, unless the conference has been forfeited and the principal will determine the start date.
- The student will be removed from all extracurricular activities for the entire up-coming school year.
- Students may not wear or display identifying team or activity uniforms, attire, or accessories.
- Students may not travel with the team or organization, or otherwise act as a representative of the team or organization.
- At the beginning of a new school year, an Extracurricular Student is eligible to participate in extracurricular activities and to pursue future leadership positions after a second offense if the student has “sat out” of all extracurricular activities for no less than 60 school days or UIL Competition days and has otherwise complied with all conditions of his/her removal for the second offense.

# **2022-2023 Extracurricular Activity Acknowledgment and Agreement Form**

## **Student Statement:**

My signature below certifies that I have read and understand the RISD District-Wide Guidelines for Extracurricular Students: Alcohol & Illegal Drugs. I agree to comply with all rules and regulations in these guidelines and any additional rules adopted by my school as a condition of participation as a member of an extracurricular activity. I understand that my failure to comply with these guidelines may result in disciplinary action, including dismissal from all extracurricular activities.

Printed Name of Student

Student Signature      Date Signed

## **Parent/Legal Guardian Statement (for students under 18 years of age):**

My signature below certifies that I have read and understand the RISD District-Wide Guidelines for Extracurricular Students: Alcohol & Illegal Drugs. I understand that my student must comply with all rules and regulations written in these guidelines and any additional rules adopted by my student's school as a condition of participation in an extracurricular activity. I understand that his or her failure to comply may result in disciplinary action, including dismissal from all extracurricular activities.

Printed Name of Parent or Legal Guardian

Signature of Parent or Legal Guardian      Date Signed

## **Family Education Rights and Privacy Act (FERPA) Notice of Parent and Student Rights**

Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the Richardson Independent School District (RISD or the District) receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The principal or other school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the RISD to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by RISD to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of  
Education 400  
Maryland Avenue,  
SW Washington, DC  
20202

The information below describes the disclosures of student records that RISD may make without consent:

FERPA permits disclosure without consent to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

In addition, upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

FERPA also permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in the FERPA regulations. RISD may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This category includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided certain conditions are met.
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released.
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36.
- Information the school has designated as "directory information" under § 99.37.

## Responsible Use Guidelines and Agreement for Technology Resources

Richardson Independent School District **2022-2023**

### Technology Mission Statement

The Richardson Independent School District (RISD or the District), in partnership with the greater community, will, through the use of information and communication technologies, engage, nurture, and challenge all learners to achieve academic and future excellence.

### Purpose

The Responsible Use Guidelines support the District's technology mission statement and vision, promote a strong sense of digital citizenship, and help ensure effective, safe, productive, and instructionally sound use of the technology resources.

### Application of Guidelines

The District's technology resources include (without limitation) Internet and wireless connectivity, network devices, telecommunication devices, and software. These guidelines apply to all users of RISD's computer networks, including the resources made available by them, and all devices connected to those networks. No user may harm others through their access and use of District technology resources. ~~including BYOD technology.~~

These guidelines include access to any RISD electronics system while on or near school property, in school vehicles and at school-sponsored activities, and includes the appropriate use of District technology resources via off-campus remote access.

### General Expectations

- The purpose of an RISD user account is to allow the user to engage in connected learning and shared opportunities via facilitated access to the RISD network.
- RISD user accounts are owned by the District. Data in any account that constitutes public information may be subject to disclosure pursuant to the Texas Public Information Act.
- RISD may retrieve all digital files associated with any user account any time without prior notice and without the permission of any user. RISD reserves the right to monitor all accounts and any content stored in, created, received, or sent through the RISD computer network to maintain system integrity as well as to ensure responsible use. *See Board Policy CQ.*
- Student privacy controls that control the disclosure of information that could identify a student are necessary to ensure compliance with the *Family Educational Rights and Privacy Act (FERPA)* and state law. Parents/guardians provide the appropriate RISD permissions concerning disclosure of student directory information via the enrollment card. These permissions must be followed with no exceptions.
- RISD has put in place a *Children's Internet Protection Act (CIPA)*-compliant, content filtering solution to prevent access to certain sites that may contain material that is inappropriate or of non-educational value, including gaming sites. RISD is not responsible for content accessed by users who connect to the internet via their own mobile wifi type service or personal data plan (smartphones, air-cards, etc.). Visit <https://goo.gl/GbzgrM> for the complete Federal Communications Commission of the CIPA rule.

- The *Children’s Online Privacy Protection Act (COPPA)* should be followed when using any district technology resource. Visit <https://goo.gl/v9EQrq> for the complete Federal Trade Commission’s COPPA rule.
- Student web publishing may occur only under the direct supervision of a classroom teacher or school administrator and shall follow all guidelines established in Board Policy CQ. Supervising teachers and administrators are responsible for all material students post to a District or school sponsored website.
- All data and information contained in the RISD technology resource systems remain the property of RISD.
- Electronic mail transmissions and other use of RISD technology resource systems and cloud-based solutions, including Internet access and data storage shall not be considered a user’s personal information or property and may be monitored by authorized individuals at any time to ensure appropriate use for educational purposes.

### **Digital Citizenship**

Users of RISD technology resources should practice appropriate digital citizenship. All information transmitted digitally is public and permanent. Appropriate digital citizenship includes, without limitation:

**Respecting Yourself.** When applicable, select online names that are appropriate. Use appropriate language/content in all online posts, as users continuously represent RISD whenever and wherever they use online communications.

**Protecting Yourself.** Users will not publish personally identifiable information or data for themselves or anyone else. Users are the custodians of their accounts and are responsible for all activity initiated by and/or performed under their accounts. It is the responsibility of each user to appropriately secure account credentials (user IDs/passwords) and to maintain and back up all of their data. If a user is uncertain whether a specific computer activity is permitted or appropriate, he/she should ask a teacher/administrator before engaging in the activity.

Users should only use online resources whose terms of service fall within the age requirement of their or their students’ age. Many resources specifically state the resource is for students 13 years and older.

**Respecting Others.** Users will not use technology resources to bully, harass or tease other people. Users will not make an audio or video recording of any student, teacher, or administrator without prior permission from the subject. No user will pose as someone else or pose as a user other than him or herself when online. Users will not access, download, or modify accounts, files, or data belonging to others.

**Protecting Others.** Users will help maintain a safe computing environment by notifying appropriate campus officials of inappropriate behavior, vulnerabilities, risks, and breaches involving campus technology. Users will respect the privacy of others throughout the RISD network and on the Internet and not share or access Users’ folders, files, or data without authorization.

**Respecting and Protecting Intellectual Property.** Users will adequately cite any and all websites, books, media, etc. used in creating homework or other school projects. Users will respect all copyrights, requesting permission for the use of software, media, and the intellectual property of others.

### **Google Workspace for Education**

RISD offers Google Workspace for Education and all the tools it provides, including district-wide emails for students in grades 2-12. A parent/guardian signature on the annual Acknowledgement for the *Student and Parent Guidebook and Student Code of Conduct* serves as the parent's consent for his/her student(s) to have access to these services under school district supervision.

### **Bring Your Own Device (BYOD)**

~~RISD permits students, teachers, and staff to bring their own device for use during the school day. BYOD users should use the RISDBYOD network for internet access. A parent/guardian signature on the annual Acknowledgment for the *Student and Parent Guidebook and Student Code of Conduct* serves as the parent's consent for his/her student(s) to bring their own personal device to school and that the parent/student assumes personal liability for the use, care, and technical support of the device. Students may use their personal device at the direction of campus teachers, administrators, and staff. For a list of FAQs about the District's BYOD policy, visit the District's website. For campus specific guidelines related to BYOD, contact campus administration.~~

### **District Account Management**

Students and staff may be required to have accounts in third party systems (SchoolWires, GAFE, Scholastic, Discovery Education, etc.) managed by RISD. These RISD accounts will be used at school for instructional purposes, but also may be accessed outside of school. These tools are deemed relevant to achieving the District's vision, mission, and goals set forth within the curriculum and instructional objectives. In addition, the use of these accounts will help users master effective and proper online skills as required in the Technology Application Standards. The third parties may collect information that is subject to the Children's Online Privacy Protection Act (COPPA). A parent's signature on the Acknowledgement authorizes the District to provide consent to those third parties under COPPA. Information provided to third parties for such accounts will be limited to a student's name, unique username, student ID number, District-provided email address and birthdate (if required).

### **Single Sign On (SSO)**

RISD maintains a Single Sign-On (SSO) solution to better serve the District's digital sign-on needs. The SSO portal consists of easy to use links to district sites and affiliated programs, tailored for each individual. Authentication to these sites is bypassed in the single sign-on environment. This allows both teachers and students to have faster access to common district tools without the need for multiple passwords.

- Students PK through 12 will have access to the SSO portal using their Google credentials. (PK - 2 will have Google credentials to use SSO but will not retain access to gmail.)
- Staff will access SSO using their current Active Directory domains accounts.

### **Electronic Media Guidelines for Communication with Students**

In accordance with the administrative regulations, a certified or licensed employee may use electronic media to communicate with currently enrolled students about matters within the scope of the employee's professional responsibilities. Social media usage must be responsible and follow the terms of use, including age, of the individual social media tool. Employees may only use District-approved resources for communication with students.

As role models for the District's students, staff and faculty are responsible for their public conduct even when they are not acting as District employees. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public content. *See* Board Policy CQ.

### **Appropriate Use**

- Users must only open, view, modify, and delete their own computer files.
- Internet use in the district must be directly related to educational responsibilities.
- Users will be assigned individual email and network accounts and must use only those accounts and passwords that they have been granted permission by the District to use. All account activity should be for educational purposes only.
- Users must immediately report threatening messages or discomfoting Internet files/sites to an administrator.
- Users must at all times use the District's electronic communications system, including email, wireless network access, and online tools/resources to communicate only in ways that are kind and respectful.

Users are responsible at all times for their use of the District's electronic communications system and must assume personal responsibility to behave ethically and responsibly, even when technology provides them freedom to do otherwise.

### **Inappropriate Use\***

The following actions are not permitted and could result in the consequences outlined in the Student Code of Conduct.

- Users may not attempt to disable or bypass the RISD content filter, including the use of wireless internet cards or personal hotspots.
- Users may not install unauthorized network access points, or other connections that may not effectively integrate with existing infrastructure.
- Users may not launch denial of services attacks using personal or work technology, hack or engage in behavior that attacks the network or internet access.
- Users may not illegally access or manipulate the information of a private database/system such as grade books and other student information systems.
- Users may not send, save, view, forward, or create harassing or offensive content/messages.
  - The District's policies against harassment, bullying, and discrimination for students and employees apply to the use of technology. *See* Board Policy CQ; *see also* Board Policies DIA, FB, FFH, and FFI.
- Users may not use their accounts for non-school related activities including but not limited to:
  - Using the Internet for financial gain, personal advertising, promotion, non-government related fundraising, or public relations.
  - Using District technology resources for political advertising, or religious proselytizing.
- Using RISD email or District-provided/managed services for personal gain, to engage in actions deemed inappropriate to others subject to District policy.
- Users should not allow anyone to use a device specifically issued to them.

\*In addition to the behavior described above, the Chief Technology Officer, Campus Administrator, or Executive Director of Network Services, is responsible for determining what is considered to be inappropriate use of the RISD computer network. They may request to disable a user's account or network access at any time. Student discipline will be referred to campus administration, while staff behavior will be referred to the employee's supervisor and Human Resources.

### **Acknowledgment and Agreement**

I have read and will abide by these Responsible Use Guidelines. I understand that if I fail to comply with these Guidelines, I will be subject to appropriate disciplinary consequences which could include suspension of my user account(s) and network access as well as other disciplinary/legal action including but not limited to: discharge from employment, criminal prosecution and/or penalty under appropriate state and federal laws. My signature on the Acknowledgment in the *Employee Handbook* or *Student and Parent Guidebook* and *Student Code of Conduct* as appropriate, confirms my receipt of these Guidelines and my agreement to follow them as a condition of access to District Technology Resources.

## Important Addresses and Telephone Numbers

### **RISD Administration Building (469) 593-0000**

400 South Greenville Avenue, Richardson 75081, <http://www.risd.org>

### **RISD Administration**

**Annex.....**

420 South Greenville Avenue, Richardson 75081

### **High Schools**

#### **Berkner High School and STEM Academy**

1600 E. Spring Valley Rd., Richardson 75081

**(469) 593-7000**

FAX (469) 593-7085

#### **Lake Highlands High School**

9449 Church Rd., Dallas 75238

**(469) 593-1000**

FAX (469) 593-1030

HOTLINE (469) 593-1001

#### **J.J. Pearce High School**

1600 N. Coit Rd., Richardson 75080

**(469) 593-5000**

FAX (469) 593-5169

#### **Richardson High School**

**Arts/Law/Science Magnet (housed at RHS)**

1250 E. Belt Line Rd., Richardson 75080

**(469)-593-3000**

**(469) 593-3038**

FAX (469) 593-3010

### **Nontraditional High School Program**

#### **Memorial Park Academy**

410 S. Greenville Ave., Richardson 75081

**(469) 593-0450**

### **Alternative Education Program**

#### **Christa McAuliffe Learning Center**

900 S. Greenville Ave., Richardson 75081

**(469) 593-5800**

FAX (469) 593-5805

### **Junior High Schools**

#### **Apollo Junior High**

1600 Apollo Rd., Richardson 75081

**(469) 593-7900**

FAX (469) 593-7911

#### **Forest Meadow Junior High**

9373 Whitehurst Dr., Dallas 75243

**(469) 593-1500**

FAX (469) 593-1461

#### **Lake Highlands Junior High**

10301 Walnut Hill Ln., Dallas 75238

**(469) 593-1600**

FAX (469) 593-1606

#### **Liberty Junior High**

10330 Lawler Rd., Dallas 75243

**(469) 593-7888**

FAX (469) 593-7764

#### **Parkhill Junior High**

**(469) 593-5600**

16500 Shadybank Dr., Dallas 75248

**Richardson North Junior High**  
1820 N. Floyd Rd., Richardson 75080

**Richardson West Junior High (Arts and Technology Magnet)**  
1309 Holly Dr., Richardson 75080

**Westwood Junior High (Math, Science, & Leadership Magnet)**  
7630 Arapaho Rd., Dallas 75248

FAX (469) 593-5500

**(469) 593-5400**  
FAX (469) 593-5434

**(469) 593-3700**  
FAX (469) 593-3666

**(469) 593-3600**  
FAX (469) 593-3508

## Elementary Schools

**Aikin Elementary**  
12300 Pleasant Valley Dr., Dallas 75243

**Arapaho Classical Magnet**  
1300 Cypress Dr., Richardson 75080

**Audelia Creek Elementary**  
12600 Audelia Rd., Dallas 75243

**Big Springs Elementary**  
3301 W. Campbell Rd., Garland 75044

**Bowie Elementary**  
7643 La Manga Dr., Dallas 75248

**Brentfield Elementary**  
6767 Brentfield Dr., Dallas 75248

**Canyon Creek Elementary**  
2100 Copper Ridge Dr., Richardson 75080

**Carolyn G. Bukhair Elementary**  
13900 Maham Rd., Dallas 75240

**Dartmouth Elementary**  
417 Dartmouth Ln., Richardson 75081

**Dobie Pre-Kindergarten School**  
14040 Rolling Hills Ln., Dallas 75240

**Dover Elementary**  
700 Dover Dr., Richardson 75080

**Forest Lane Academy**  
9663 Forest Lane, Dallas 75243

**Forestridge Elementary**  
10330 Bunchberry Dr., Dallas 75243

**Greenwood Hills Elementary**  
1313 West Shore Dr., Richardson 75080

**Hamilton Park Pacesetter Magnet**  
8301 Towns St., Dallas 75243

**Jess Harben Elementary**  
600 S. Glenville Dr., Richardson 75081

**Lake Highlands Elementary**

**(469) 593-1820**  
FAX (469) 593-1763

**(469) 593-6400**  
FAX (469) 593-6448

**(469) 593-2900**  
FAX (469) 593-2901

**(469) 593-8100**  
FAX (469) 593-8114

**(469) 593-6000**  
FAX (469) 593-6066

**(469) 593-5730**  
FAX (469) 593-5710

**(469) 593-6500**  
FAX (469) 593-6511

**(469) 593-4900**  
FAX (469) 593-4901

**(469) 593-8400**  
FAX (469) 593-8408

**(469) 593-4100**  
FAX (469) 593-4011

**(469) 593-4200**  
FAX (469) 593-4201

**(469) 593-1850**  
FAX (469) 593-1919

**(469) 593-8500**  
FAX (469) 593-8502

**(469) 593-6100**  
FAX (469) 593-6111

**(469) 593-3900**  
FAX (469) 593-3950

**(469) 593-8800**  
FAX (469) 593-8801

**(469) 593-2100**

9501 Ferndale Rd., Dallas 75238

**Mark Twain Elementary**

1200 Larkspur Dr., Richardson 75081

**Math Science Technology Magnet**

450 Abrams, Richardson 75081

**Merriman Park Elementary**

7101 Winedale Dr., Dallas 75231

**Mohawk Elementary**

1500 Mimosa Dr., Richardson 75080

**Moss Haven Elementary**

9202 Moss Farm Ln., Dallas 75243

**Northlake Elementary**

10059 Ravensway Dr., Dallas 75238

**Northrich Elementary**

1301 Custer Rd., Richardson 75080

**Northwood Hills Elementary**

14532 Meandering Way, Dallas 75254

**O. Henry Elementary**

4100 Tynes Dr., Garland 75042

**Prairie Creek Elementary**

2120 E. Prairie Creek Dr., Richardson 75080

**Prestonwood Elementary**

6525 La Cosa Dr., Dallas 75248

**Richardson Heights Elementary**

101 N. Floyd Rd., Richardson 75080

**Richardson Terrace Elementary**

300 N. Dorothy Dr., Richardson 75081

**Richland Elementary**

550 Park Bend, Richardson 75081

**RISD Academy Elementary**

13630 Coit Rd., Dallas 75240

**Skyview Elementary**

9229 Meadowknoll Dr., Dallas 75243

**Spring Creek Elementary**

7667 Roundrock Rd., Dallas 75248

**Spring Valley Elementary**

13535 Spring Grove Ave., Dallas 75240

**Springridge Elementary**

1801 E. Spring Valley Rd., Richardson 75081

**Stults Road Elementary**

8700 Stults Rd., Dallas 75243

**Thurgood Marshall Elementary**

FAX (469) 593-2088

**(469) 593-4800**

FAX (469) 593-4799

**(469) 593-7300**

FAX (469) 593-7301

**(469) 593-2800**

FAX (469) 593-2751

**(469) 593-6600**

FAX (469) 593-6610

**(469) 593-2200**

FAX (469) 593-2158

**(469) 593-2300**

FAX (469) 593-2309

**(469) 593-6200**

FAX (469) 593-6201

**(469) 593-4300**

FAX (469) 593-4301

**(469) 593-8200**

FAX (469) 593-8221

**(469) 593-6300**

FAX (469) 593-6308

**(469) 593-6700**

FAX (469) 593-6712

**(469) 593-4400**

FAX (469) 593-4401

**(469) 593-8700**

FAX (469) 593-8780

**(469) 593-4650**

FAX (469) 593-4654

**(469) 593-3300**

FAX (469) 593-3307

**(469) 593-2400**

FAX (469) 593-2423

**(469) 593-4500**

FAX (469) 593-4501

**(469) 593-4600**

FAX (469) 593-4609

**(469) 593-8600**

FAX (469) 593-8603

**(469) 593-2500**

FAX (469) 593-2521

**(469) 593-6800**

7666 Ferris Branch Blvd., Dallas 75243

**Wallace Elementary**

9921 Kirkhaven Dr., Dallas 75238

**White Rock Elementary**

9229 Chiswell Rd., Dallas 75238

**Yale Elementary**

1900 E. Collins Blvd., Richardson 75081

FAX (469) 593-6801

**(469) 593-2600**

FAX (469) 593-2610

**(469) 593-2700**

FAX (469) 593-2706

**(469) 593-8300**

FAX (469) 593-8362

# Intradistrict Transfer Guidelines

## Neighborhood School Concept

The Richardson Independent School District (RISD) is committed to the neighborhood school concept. Where a student resides determines the schools he or she will attend. The District maintains a comprehensive student assignment plan that is designed to support the neighborhood schools concept, promote balanced enrollment and efficient use of facilities, and comply with legal requirements. Any student, kindergarten through twelfth grade, who wishes to attend an RISD school outside of his/her neighborhood attendance area (the "home school") must complete an *Intradistrict Transfer Request* and obtain District approval to change schools. Board of Trustees delegates to the Superintendent or his or her designee the authority to accept or reject any transfer requests, provided that such an action is without regard to economic status, mobility, language, disabling conditions, race, religion, color, sex, disability, or national origin. *Interdistrict* transfers are accepted under Exceptions (see guidelines).

Separate processes exist for assignments to magnet schools and for transfers pursuant to special provisions of the *Texas Education Code* or federal law (*e.g.*, school safety choice transfer, victim of sexual assault transfer, bullying victim transfer, low- performing school transfer, and/or disabled student sibling transfer).

## Procedures for Intradistrict Transfer Request

Transfer request forms are available on the District website at <http://www.risd.org>. Parents desiring an intradistrict transfer must complete the request form and submit it via email for processing. Incomplete forms will be returned for completion. Families should complete online enrollment prior to requesting a transfer. Every effort should be made to provide transfer support in the families' first language. Transfer requests must be approved by the principals of the home and receiving schools and the superintendent's designee before a student may change schools. A condition of every approved transfer is the requirement that the student maintain prompt and regular attendance, that the student maintain good behavior, and that the parent cooperates with the receiving school (see Rescissions).

## Considerations of Transfer Request

In evaluating each transfer request, RISD will consider:

- individual needs of the student and reason provided on the transfer request;
- student's behavior and attendance history;
- overall effect the transfer will have on the home and receiving school;<sup>See Note</sup>
- student's need for special instructional services not provided at the home school;
- medical condition of the student as described in a letter from the student's medical provider (letter must be submitted with the transfer request);
- a family request to have similar age siblings attend the same school;
- building capacity and any planned renovation projects;
- current enrollment, growth projections, and boundary issues;
- a request to allow a student who has moved to another RISD school attendance area to continue to remain in the current school he/she has been attending;
- teacher allocations and class size; and/or
- other factors relevant to a particular transfer request

## Procedures for Transfer Continuance

Students currently on a transfer who are transitioning into a Learning Community that is not within their home school boundaries from *elementary to junior or junior to high school* may be offered a Continuance Transfer for the Upcoming Fall. This transfer document will be sent home with transfer students in the spring. The document

is only available through campus office staff. Students must be in good standing with the current campus to be eligible for a continuance and should complete the Continuance Contract provided on the transfer document.

## **Procedures for Interdistrict Transfer Request**

1. Children of full-time District Employees may be allowed to attend District schools in accordance with DEB (Local).
  - As a benefit for employees, the RISD Board of Trustees has authorized the District to accept for enrollment school-aged children of employees who reside outside the District while the employee remains in full-time employment by the District. Children of nonresident employees must comply with all other rules applicable to transfer students.
  - Full-time professional contract employees, as well as noncontract, paraprofessional and classified employees, are eligible for this benefit immediately upon their full-time employment. “Child” means a school aged student who lives with the employee and is the employee’s natural or legally adopted offspring or a school-aged child for whom a court or other authority has designated the employee as the legal guardian. “Child” also includes the natural or legally adopted offspring of an employee who does not live with the employee if the employee is a noncustodial conservator of the child and the employee had the legal authority to make educational decisions for the child.
2. Resident students who become nonresidents during the course of a semester may be permitted to continue in attendance tuition-free for the remainder of the current grading period, provided academic, disciplinary, and attendance records are satisfactory.
3. A senior student who becomes ineligible for tuition-free attendance at the end of his or her junior year may be permitted to continue in attendance tuition-free throughout the senior year, provided academic, disciplinary, and attendance records are satisfactory.
4. A student residing outside the District may be enrolled at the beginning of a semester if the parent/guardian has purchased a residence in the District that will be completed or occupied within 90 days of enrollment and proof of purchase (e.g., contract, loan document, bill of sale, etc.) is provided.

Students seeking an interdistrict transfer must complete a Non–Resident Student Transfer Application form and provide any additional information as may be required by the District. Out–of–District Transfers. Employees may access the form on the RISD Intranet. Any individual that is not an employee should obtain the form at their campus. The District shall assume no responsibility for tuition required of students transferring out of Richardson Independent School District. The District shall accept no responsibility for transportation for transfer students, except as provided by statute or policy.

*School Placement:* The employee may indicate a school of choice; however, the Superintendent or designee shall determine the school to which the transferee will be assigned. Such determination will be made on the basis of: availability of space at the desired campus and the effect of additional students in the grade levels; the campus nearest or most convenient to the employee’s work assignment; and other relevant factors affecting campus assignment. Once assigned to a campus, the student shall be responsible for the student’s transportation.

*Tuition:* The Board of Trustees shall determine, annually and within statutory limits, the amount of tuition, if any, to be charged.

*Waivers:* The Board of Trustees may waive tuition for a student upon written application by the student or parent or guardian, upon the recommendation of the Superintendent.

*Non–Payment:* 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.

*Renewals:* Employees should complete the transfer process each year by checking the renewal box to confirm eligibility.

### **Rescission of Inter/Intradistrict Transfers**

A Transfer request is a privilege. Approved transfers may be rescinded by the principal where the student is enrolled due to the following reasons:

- Student becomes a disruption to school operation and/or a detriment to the learning of other students.
- Student fails to maintain good conduct and behavior.
- Student has excessive tardies and/or absences.
- Lack of parental cooperation.
- Change of the student’s residence.
- Falsification of residency, transfer, or enrollment documents.
- Other relevant reasons determined by the building principal.

### **General Transfer Information**

The superintendent's designee(s) will attempt to make a decision on a transfer request within sixty (60) days after a completed request is received. However, the District may delay a decision when the District determines a delay is necessary to properly consider relevant information and operational needs. The receiving school principal will notify the parent of approved requests. The home school principal will notify the parent of a denied request.

The Board has delegated to the Superintendent/Designee(s) the authority to accept or reject a transfer request

### **Timelines**

Transfer Requests Accepted	Spring Transfers Requests Accepted	Grade Levels
April 15 - August 12	October 1 - December 15	Elementary
March 1 - August 12	October 1 - December 15	Junior High
March 1 - August 1	October 1 - December 15	High School

\*Transfer requests outside this timeline will be considered only under extenuating circumstances.

\*Employee renewals may be submitted in the Spring during Upcoming School Year Enrollment

### **Change of Residence**

Transfer forms must be completed when a student moves into a new RISD home school area but wants to remain in the school he or she has been attending. A student is considered a transfer student subject to the transfer rules beginning at the time a request is approved. A new transfer is required when a student wants to change schools.

### **Athletic and Other Extracurricular Participation**

A student may not transfer for the purpose of participation in extracurricular activities.

*Athletics*—Transfer students are not eligible for varsity athletic participation (per UIL regulations) for one year from the date the student begins in attendance at the new school. Transfer students will be eligible for sub-varsity athletics provided the transfer is not for athletic purposes and the UIL "Previous Athletic Participation Form" is

signed by both the sending and receiving schools. Transfers must be completed prior to the start of practices for sports in question. If the transfer takes place after the start of the season, the athlete will be placed in off-season. *Academic/Performing Arts Programs*—To be eligible for other extracurricular activities, transfer students must be enrolled and attending the transfer school fifteen calendar days prior to the application deadline for tryouts or election.

*Other*— Eligibility for activities not regulated by UIL will be determined by RISD guidelines for the specific program and/or any national or state regulations of the activity or organization.

### **Staffing and Class Sizes**

RISD will not increase staffing allocations to accommodate transfer requests. Consideration of the effect of the transfer may differ at elementary and secondary schools:

*Elementary*—To ensure space is available at a campus for students who reside in the attendance area, RISD generally will deny a request seeking a transfer to campuses where the affected grade level enrollments are projected at 90 percent or greater of class size expectations (grades K-4, 22 students per class; grades 5-6, 28 students per class).

*Secondary*— A variety of factors will be considered to determine whether the transfer would negatively affect the particular campus's ability to maintain reasonable class sizes and any other situations associated with transfer request.

### **Transportation**

RISD does not provide transportation for transfer students unless otherwise required by law. Parents whose transfer requests are approved will be responsible for providing transportation to and from the campus.

### **Appeal of Denial of Transfer Request**

A parent/legal guardian who is not satisfied with a decision regarding a transfer request may appeal the decision by submitting a letter describing the reasons for appeal to the appropriate Assistant Superintendent of Administrative Services. A review committee from the RISD Student Services Department will consider the appeal. Appeals must be submitted in writing no later than three (3) school days of the initial denial. A parent who is not satisfied with the decision of the appeal committee must follow *Board Policy* FNG to seek further review of the administrative decision.

## **RICHARDSON INDEPENDENT SCHOOL DISTRICT Guidelines:**

### **Freedom from Bullying and Harassment – Ref: Board Policy FFI**

#### **BULLYING PROHIBITED**

RISD prohibits the bullying, which includes cyberbullying, of any student, prohibits retaliation against any person who in good faith reports bullying or otherwise is involved in an investigation of a complaint of bullying or harassment, and establishes procedures for responding to reports of bullying. This document is designed to provide guidance to District administrators who implement the Board's policy and to persons who report complaints of bullying and harassment.

Campus principals are expected to implement and monitor school-wide, classroom, and individual practices that teach and support positive student behaviors and to provide appropriate consequences for students who engage in bullying type behaviors.

All staff members will participate in the process of implementing practices for consistently teaching respectful behavior, preventing and stopping bullying on their respective campuses, and encouraging the prompt reporting of such behavior. In addition, principals will train their staff on how to respond to complaints of bullying from parents, students, or third parties.

*Questions concerning these guidelines may be directed to the campus principal or the Director of Prevention Programming (469-593-0800).*

#### **DEFINITION OF “BULLYING”**

Texas law defines **bullying** as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct [which occurs in situations over which the school has jurisdiction] and (i) has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; (ii) is sufficiently severe, persistent or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student; (iii) materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or (iv) infringes on the rights of the victim at school; and includes cyberbullying.

Cyberbullying is bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

*Note:* RISD's policies apply to

- bullying that occurs on or is delivered to school property or to the site of a school-sponsored/related activity on or off school property;
- bullying that occurs on a publicly or privately-owned school bus or vehicle being used for student transportation to/from school or a school-sponsored/related activity; and
- cyberbullying that occurs off school property or outside of a school sponsored/related activity if the cyberbullying (i) interferes with a student's educational opportunities, or (ii) substantially disrupts the orderly operation of a classroom, school, or school-sponsored/related activity.

Not all offensive conduct between students rises to the level of bullying. Conduct that may not constitute bullying as defined above still may violate expected standards of conduct and may subject the actor to disciplinary measures.

## **REPORTING ALLEGED BULLYING**

RISD takes all reports of bullying and harassment seriously and will conduct an appropriate investigation to address any such reports and will take appropriate actions designed to stop any current incidents of bullying and prevent future incidents.

Student training and campus procedures should emphasize the importance of promptly reporting alleged bullying and harassment to an appropriate adult. Any student who believes that he or she has been bullied or suspects that another student has been bullied should immediately report the conduct to the principal, counselor, or teacher.

Any District employee who receives a report of, witnesses, learns of, or suspects an incident of bullying involving students anywhere on campus, at an off campus school-related activity, or in a District vehicle shall immediately report the information to the principal. The report may be made orally or in writing. A report also may be made anonymously. The principal shall ensure an oral report is reduced to writing.

Any staff member who witnesses an incident of suspected bullying or other inappropriate behavior should take appropriate steps to stop the inappropriate behavior in addition to reporting the incident.

### **NOTIFICATION TO PARENT/GUARDIAN**

The parent/guardian of the alleged victim of an incident of bullying must be notified on or before the third business day after the date the incident is reported.

The parent/guardian of the alleged bully must be notified within a reasonable amount of time after the alleged incident.

*Note:* These timelines reflect the maximum period for providing parental notification in compliance with the Education Code. In most cases, notification of the parents of both students should occur on the same or next school day of the incident.

### **INVESTIGATING REPORTS OF BULLYING**

An appropriate District official will conduct an investigation of a report of suspected bullying. The scope and nature of the investigation shall rest within the discretion of the official based on the nature of the allegations.

The District will, to the greatest extent possible, maintain the privacy of the complainant, persons against whom a complaint is filed, and witnesses or other persons who provide information in an investigation. Limited disclosure of information may be necessary to conduct a thorough investigation.

The campus should promptly notify the Director of Prevention Programming (X30800) upon receipt of an allegation of bullying. The Director will assist the campus through the investigation.

Classroom Investigations. These guidelines are not intended to replace the normal classroom management procedures each classroom teacher employs to manage and maintain student behavior. When a teacher observes or otherwise becomes aware of alleged bullying behavior during class time, the teacher should do the following:

1. Separate the alleged victim from the alleged bully.
2. Speak separately with each of the students involved to give them the opportunity to present their stories about what occurred.
3. Speak with any witnesses or bystanders who may have been present or involved to determine what they observed, heard, or know. Encourage them to speak up directly on behalf of the alleged victim if they should witness further incidents or to get help from school personnel.
4. If the teacher believes the conduct meets the definition of bullying (which includes cyberbullying), he/she shall immediately refer the matter to the principal. Otherwise, the teacher should administer logical and

appropriate consequences at the classroom level. A teacher who has any question whether alleged conduct constitutes bullying should immediately contact the principal.

5. In accordance with customary campus practices and expectations, contact the parents of the students involved and explain what happened and what was done in response to the incident.
6. The classroom teacher should record the incident in the student's discipline notebook, folder, or other classroom document where classroom discipline information is maintained, and/or otherwise follow campus procedures for reporting student disciplinary concerns (e.g., office referral, principal referral, etc.).

#### Campus Administrator Investigative Procedures.

1. The principal or other campus administrator who receives a report of bullying should first take any appropriate steps to immediately protect the student from the alleged situation or any retaliation. Remind the complainant that the District takes all complaints of bullying seriously and does not tolerate bullying, harassment, retaliation, or discrimination.
2. Determine the specific allegation of bullying – *What is the specific conduct the complainant alleges against the accused student(s)?* Talk to the alleged victim separately to determine, who, what, where, and when the complaint of conduct allegedly occurred. Keep an open mind as you gather information. Avoid reaching conclusions before you have all of the evidence.
3. Interview and obtain a written statement from the alleged victim when possible. If the alleged victim is unable or unwilling to provide a written statement, the investigator should carefully document all allegations of bullying behavior. The *Bullying/Harassment/Retaliation: Report Investigation Documentation Form* (the *Investigation Form*) also should be completed which also requires the investigator to describe the alleged bullying.
4. Consider and investigate the specific allegations in the complaint and take such steps that you, as the investigator, determine are reasonably necessary to thoroughly and carefully investigate the complaint. Investigation steps may include (without limitation):
  - Interview the accused student (present all allegations and allow him/her to respond; remind student of prohibition against retaliation)
  - Interview student witnesses
  - Interview employees who may have relevant knowledge
  - Obtain written statements from persons interviewed on an age appropriate basis
  - Review pertinent documents (e.g., communications between students, written, oral, and/or electronic, etc.)
  - If the allegations involve electronic communications, attempt to obtain hard copies of the evidence (texts, emails, photos, screen shots, etc.)
  - Evaluate consistencies and inconsistencies in the statements and other evidence
  - If property damage is alleged, inspect damaged property (take photographs of damage if appropriate)
  - If physical injury is alleged, review medical records if available. Ensure student is referred to the nurse for examination and further referral, as appropriate
  - Gather tangible evidence, if any
  - Inspect the scene of the alleged incident if relevant
  - Determine whether any alleged incidents were recorded by school video surveillance. If so, document the date/time/camera number and ensure captured image is retained
5. Witnesses should be interviewed separately. Remind witnesses that no person who provides information in an investigation will be subject to any retaliation for his or her participation and to notify the investigator immediately if any retaliation occurs. Further remind the witnesses that the investigation is confidential and to respect the privacy of his/her fellow students by not discussing the matter with other students.

6. After completing all investigatory activities the investigator believes are reasonably necessary to fairly and thoroughly address the allegations, the investigator should analyze all information obtained and make a determination whether the alleged conduct meets the definition of bullying (Board Policy FFI) or harassment or other prohibited conduct (Board Policy FFH).
7. Determine appropriate school disciplinary consequences for the accused student. Refer to the *Student Code of Conduct*. School consequences may be appropriate even if bullying did not occur if the conduct violated other school rules.
8. A student who is the victim of bullying based on the investigation and who used reasonable self-defense in response to the bullying may not be subject to disciplinary action.
9. If the accused student is a student with a disability and bullying is found, any disciplinary consequences must comply with the student's IEP or § 504 Plan and applicable procedural safeguards.
10. Depending on the alleged conduct, referrals to law enforcement or CPS may be appropriate. If illegal conduct is suspected or alleged, immediate referrals to outside agencies may be appropriate.
11. Identify any other corrective action or interventions that may be necessary and appropriate to address the current situation and eliminate future bullying incidents. Refer to the sample strategies and interventions included below.
12. The parent/guardian of the alleged victim and alleged bully should be notified of the outcome of the investigation.
13. Keep notes and dates of interviews and other investigatory activities. Investigation should be documented via the Investigation Form.
14. Keep the original forms and investigatory materials and bullying documentation on campus and send copies to the appropriate Executive Director for your campus.

*Note:* Suspected bullying also may include the elements of discrimination, prohibited harassment, sexual harassment, dating violence, and/or retaliation. Officials investigating allegations of inappropriate interactions should refer to Policy FFI *Student Welfare Freedom from Bullying*, and Policy FFH *Student Welfare Freedom from Discrimination, Harassment, and Retaliation* when conducting their investigation.

### **SAMPLE INTERVENTIONS, STRATEGIES, AND CORRECTIVE ACTION TO ADDRESS INCIDENTS OF BULLYING**

- Conference separately with alleged victim and alleged bully and include parents of each as appropriate
- Monitor situation closely, particularly if specific allegation cannot be corroborated
- Meet periodically with alleged victim
- Meet periodically with alleged bully
- Refer complainant, accused student, and witnesses to campus counselor
- Administer disciplinary consequences as outlined in the *Student Code of Conduct*
- Administer consequences as outlined in any applicable extracurricular code of conduct
- Loss or limitation of technology privileges at school and limited access to District-provided electronic devices if cyberbullying occurred
- Work with counselor to develop appropriate strategies to minimize interactions between involved students
- Issue administrative directives to students concerning expected conduct
- Refer matter to District police or outside law enforcement agency or Child Protective Services as appropriate
- Change schedule/class for alleged bully

- Change schedule/class for alleged victim
- Change school rules
- Provide additional training to the involved students, class, grade level, and/or entire school
- Provide additional staff training
- Transfer alleged bully or alleged victim to another campus (FDB Legal) (Refer to Transfer section below)

## **TRANSFER OF STUDENTS INVOLVED IN BULLYING**

RISD desires to retain students in their neighborhood schools where possible. However, either a student who has been found to have been subjected to bullying or a student found to have engaged in bullying may transfer to another campus under appropriate circumstances. This transfer option has significant implications, including disruption in the educational process, and may only be considered after a variety of interventions and disciplinary consequences have been applied unsuccessfully.

**Transportation. RISD does not provide transportation to a student transferred because of bullying unless such transportation is otherwise required by law.**

Transfer of Students Who Engage in Bullying. The campus principal may recommend to the appropriate Executive Director or Assistant Superintendent that a student found to have engaged in bullying be transferred to another campus under the following circumstances:

- The campus administrator's thorough investigations concluded that the student engaged in bullying as defined herein on at least two separate occasions during the last 12 months. A single, egregious instance of bullying (particularly involving multiple students or significant disruption of the school) also may support a recommendation to transfer.
- Campus strategies and interventions, including appropriate discipline under the Student Code of Conduct, have been documented but have been unsuccessful to eliminate the bullying.
- Campus administrator(s) have communicated with the student's parent/guardian on more than two occasions to address the student's inappropriate conduct.
- *Note:* Campus administrators must provide documentation of all strategies and interventions, discipline, campus investigations, and parent contacts along with the request for administrative transfer.

The appropriate Executive Director and/or Assistant Superintendent will make the final decision concerning a request to transfer, including the school to which the student may transfer. At the time a student is transferred under this section, a Student Support Plan shall be developed to outline appropriate positive behavioral supports for the student and to identify further disciplinary steps to consider if the bullying behavior persists.

Students Who Are Subjected to Bullying. The parent/legal guardian of a student found to have been subjected to bullying may request that the student be transferred to another campus. A request under this section will only be considered under the following circumstances:

- The campus administrator's thorough investigation concluded that the student was subjected to bullying as defined herein on at least one occasion.
- After a reasonable period of time, the campus-based strategies and interventions have not been effective to stop the bullying conduct as evidenced by campus documentation.
- A parent/guardian who seeks a transfer under this section must complete an Intradistrict Transfer Request Form. The form is available at the campus or on the website at [www.risd.org](http://www.risd.org) under the Student Services page.

The appropriate Executive Director and/or Assistant Superintendent will make the final decision concerning a request to transfer, including the school to which a student may transfer.

Special Circumstances. Notwithstanding the foregoing, some incidents of bullying may be so severe or pervasive that immediate transfer or other interventions may be appropriate.

# Bullying Complaint Process

**Step 1** - Report of bullying received (*complaint form, e-mail, call, conference, letter, student/teacher/parent report, direct observation, anonymous report, etc.*)

**Step 2** - Take immediate steps to ensure student is safe from the alleged bullying

**Step 3** - Investigate allegations in a timely manner (usually within 10 school days)

**Step 4** - Notify parent of alleged victim no later than three business days after report of incident and notify parent of alleged bully within a reasonable time after the incident

**Step 5** - Determine whether bullying occurred. Bullying is:

a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct [which occurs in situations over which the school has jurisdiction]

## AND

(i) has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; (ii) is sufficiently severe, persistent or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student; (iii) materially and substantially disrupts the educational process or the orderly operation of a classroom or school; *or* (iv) infringes on the rights of the victim at school.

Bullying includes **cyberbullying** which is bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

**Step 6** - Determination is made and appropriate action is taken:

Behavior does not meet the definition of bullying: apply consequences and/or action plans as appropriate and notify parents of findings.

Behavior does meet the definition of bullying: apply consequences, implement corrective actions and notify parents of findings.

## NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
  8. Income, other than as required by law to determine program eligibility.
  
- *Receive notice and an opportunity to opt a student out of*–
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
  
- *Inspect*, upon request and before administration or use of–
  1. Protected information surveys of students and surveys created by a third party;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Richardson Independent School District maintains policies, developed in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. RISD will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. RISD also will notify directly, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. RISD will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents also will be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

**Student Privacy Policy Office**  
*(formerly) Family Policy Compliance Office*  
**U.S. Department of Education**  
**400 Maryland Avenue, SW**  
**Washington, D.C. 20202**

**BOARD OF TRUSTEES Richardson  
Independent School District  
Richardson, Texas**

**Date:** August 11, 2022

**Department:** District Operations

**Submitted by:** Sandra Hayes, Assistant Superintendent

## **INFORMATION ITEM**

**TOPIC:** Update on Summer Construction Projects

**INFORMATION:**

Facility projects are planned on a five year cycle using funding from bonds. Tonight we are bringing information regarding current year projects. These funds come from the May 2021 Bond. Summer of projects include HVAC, roofing, plumbing, flooring and new construction projects taking place across the district.

**SUPERINTENDENT'S RECOMMENDATION:**

The Superintendent presents the information concerning the status of facility projects for your information and review.



# RISD SUMMER 2022 CONSTRUCTION UPDATE

SANDRA HAYES  
JAMES WATSON

AUGUST 11, 2022

212



# BIG SPRINGS ES



**Newly remodeled PASS classrooms (new FF&E has not arrived yet!)**





# BIG SPRINGS ES



**Existing spaces with new paint, flooring and ceramic tile.**





# BIG SPRINGS ES



**Existing classrooms with new paint and flooring.**





# BIG SPRINGS ES



**Existing restrooms with new fixtures and finishes.**





# BRENTFIELD ES



Newly remodeled classroom (new FF&E has not arrived yet!)

Newly remodeled classroom (new FF&E has not arrived yet!)





# BRENTFIELD ES

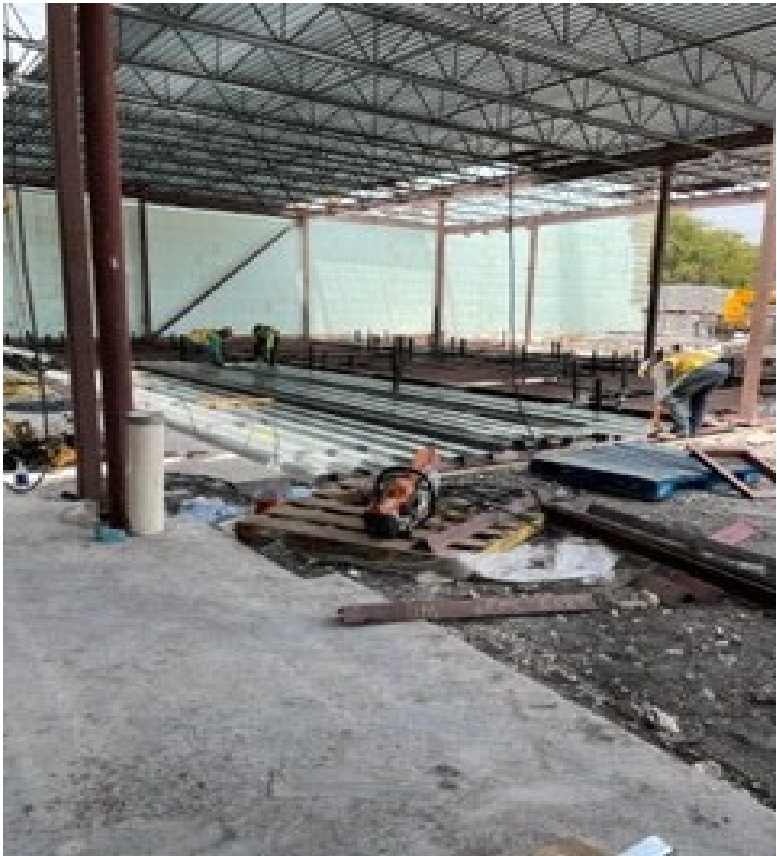


**Temporary walkway between buildings**

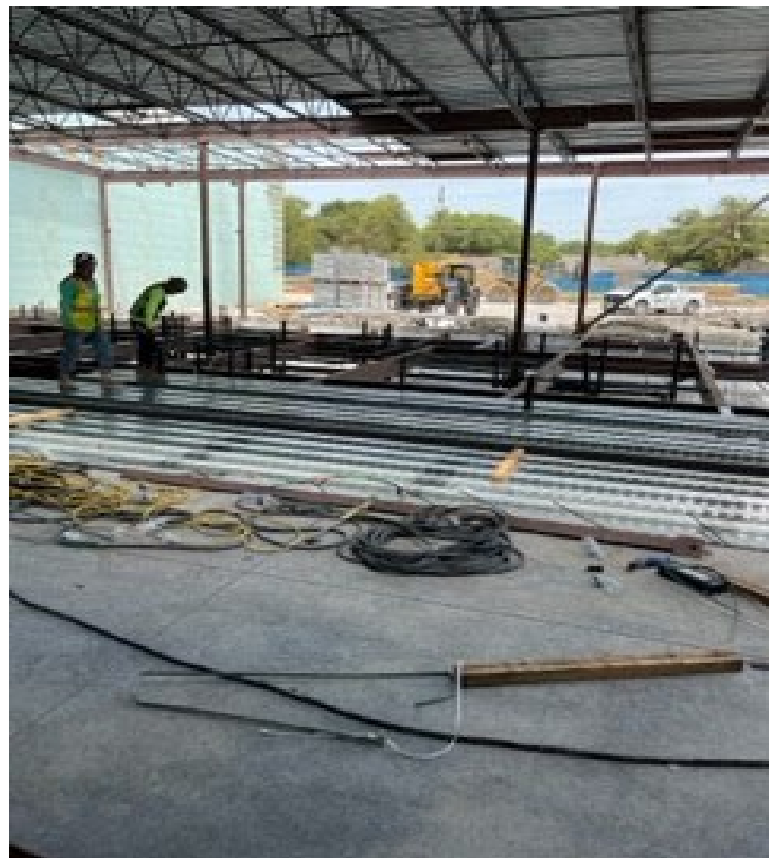




# BRENTFIELD ES



New construction area – New Kitchen, Cafeteria, and Administration Suite in January 2023!





# BRENTFIELD ES



MILESTONES	ANTICIPATED DATES
Construction Start/End – New Addition	Fall 2021 – Dec 2022
Construction Start/End – Ph. 1	Complete!
Construction Start/End – Ph. 2	Complete!
Construction Start/End – Ph. 3	Complete!
Construction Start/End – Ph. 4	Jun 2022 – Dec 2022
Construction Start/End – Ph. 5	Jan 2023 – Jun 2023
Construction Start/End – Ph. 6	May 2023 – Aug 2023



# FOREST MEADOW JH





# FOREST MEADOW JH



Temporary Corridor

Temporary Front Main Entry



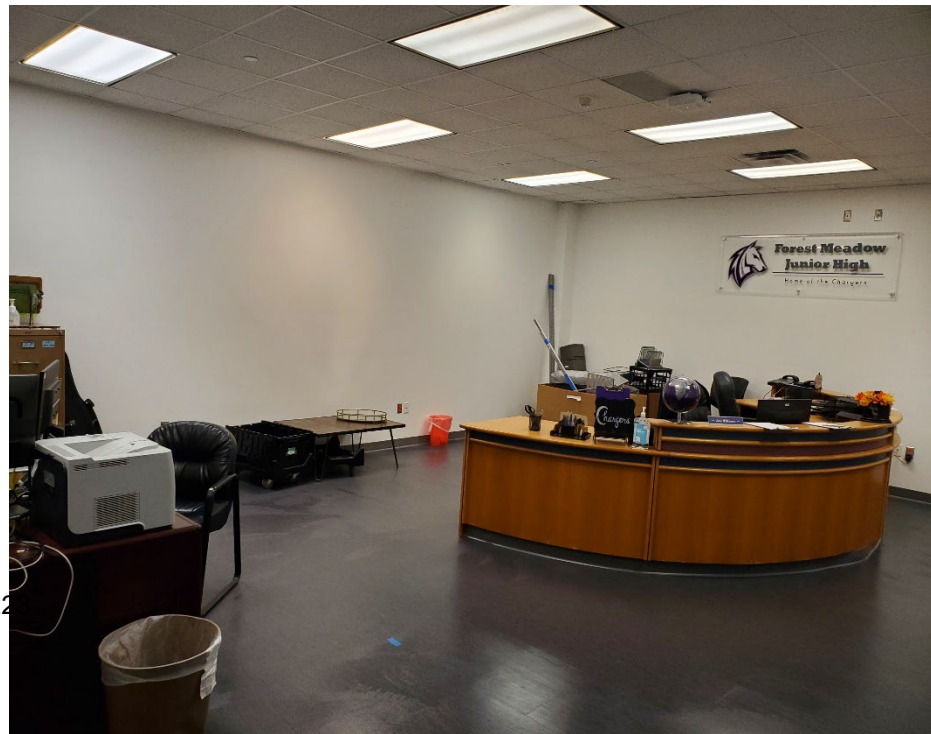


# FOREST MEADOW JH



Temporary Administration Offices

Temporary Reception Area





# FOREST MEADOW JH



Temporary Portable Classrooms

Temporary Staff Parking



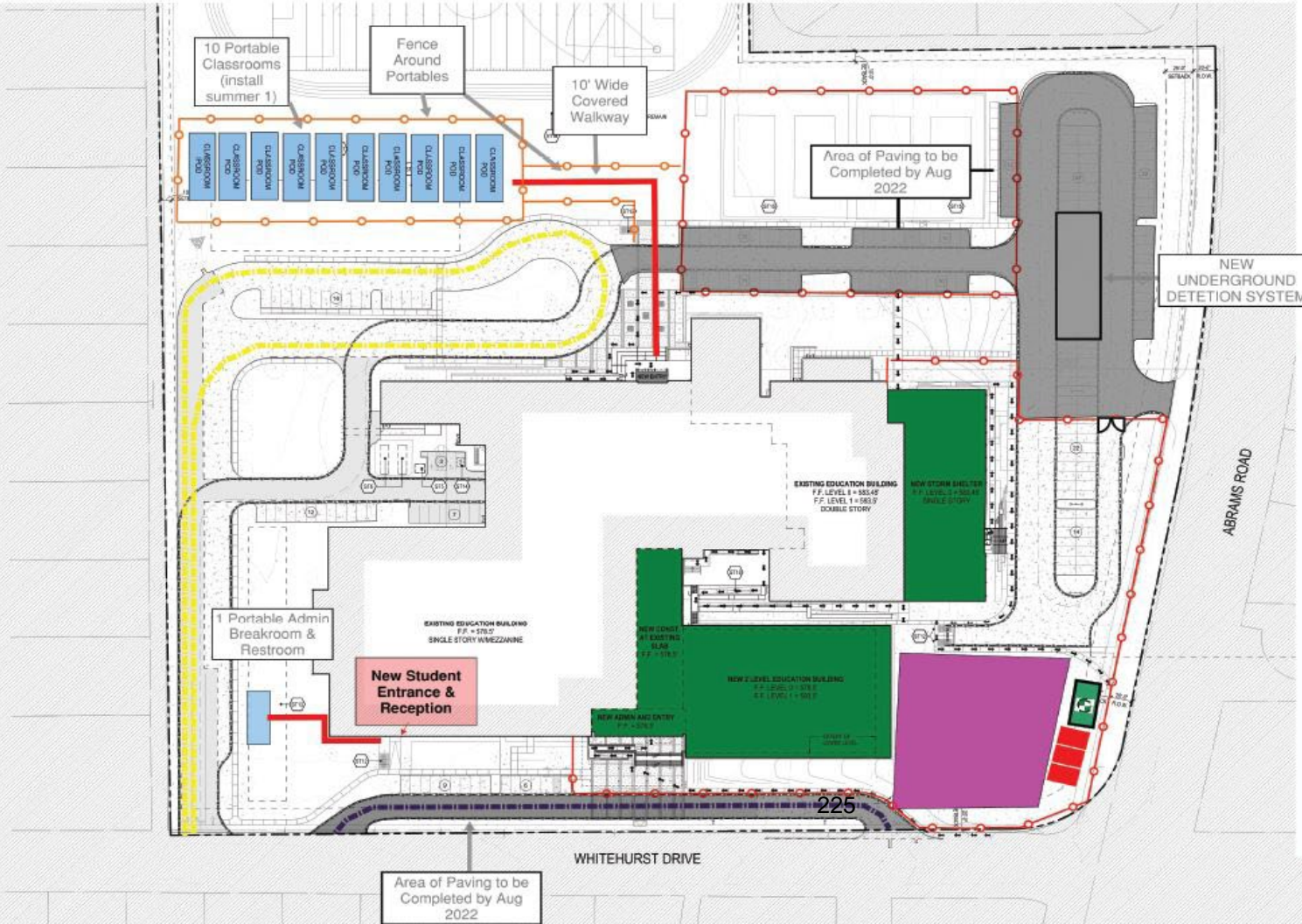


# FOREST MEADOW JH










## Phasing Plan ADDITIONS / INTERIOR / SITE

Phasing Plan Shared on May 9, 2022



**LEGEND**

-  CORE Trailer
-  Material Laydown & Subcontractor Parking
-  Connex Boxes
-  Construction Entrance/Exit
-  Bus Drop Off
-  Parent Drop Off
-  Site Fence



# FOREST MEADOW JH



MILESTONES	ANTICIPATED DATES
Full Building Permit Received	August 8, 2022
New Addition and Major Renovation (Ph. 1)	September 2022 – December 2023
Site and Landscaping	Summer 2023
Major Renovation (Ph. 2 – Fine Arts)	January 2024 – May 2024
Final Furniture Install and Completion <sup>226</sup>	Summer 2024



# LAKE HIGHLANDS JH



## New Utilities Installation





# LAKE HIGHLANDS JH



## New "Temporary" Transformer Installation

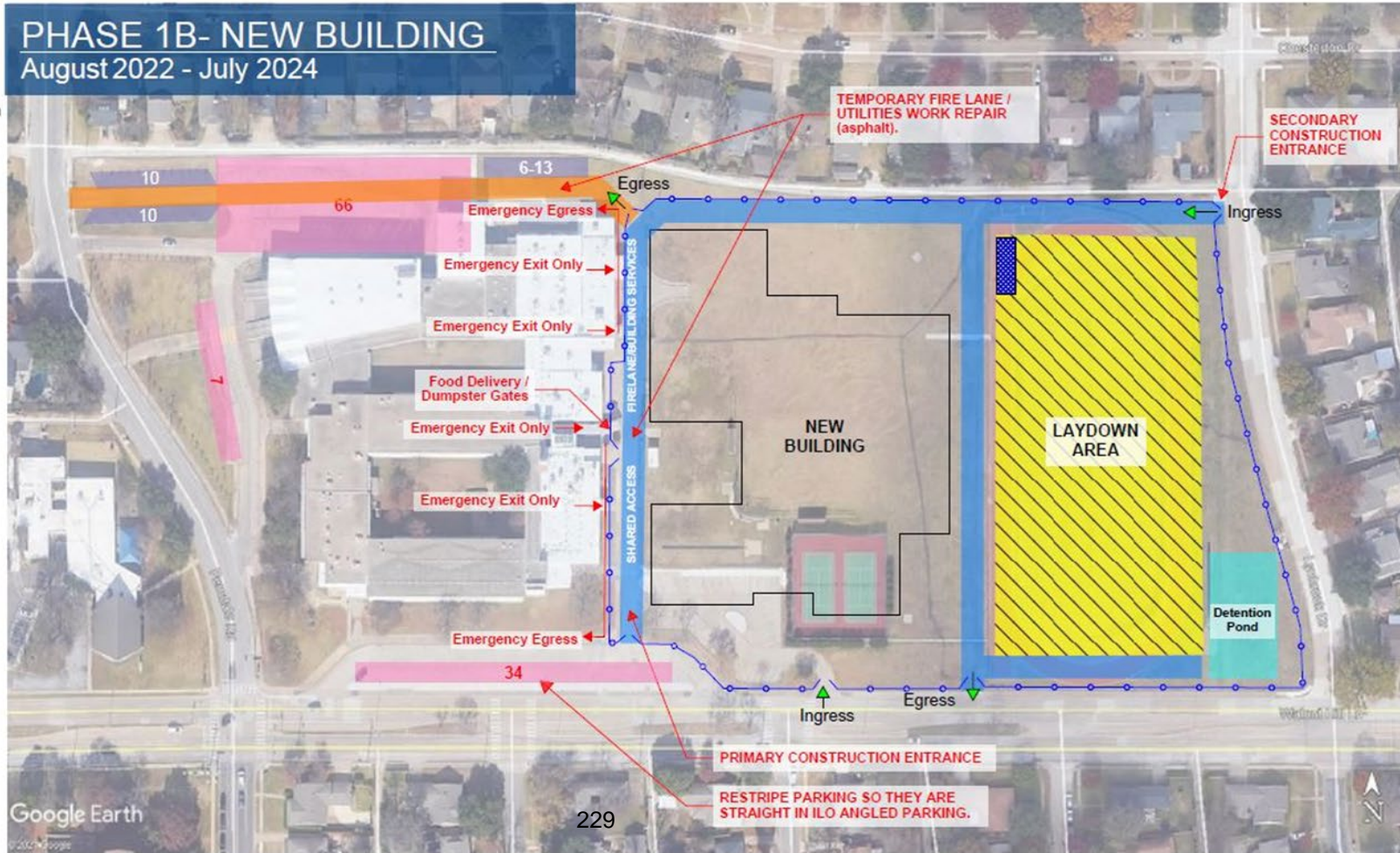




# LAKE HIGHLANDS JH



Phasing Plan Presented on April 11, 2022





# LAKE HIGHLANDS JH



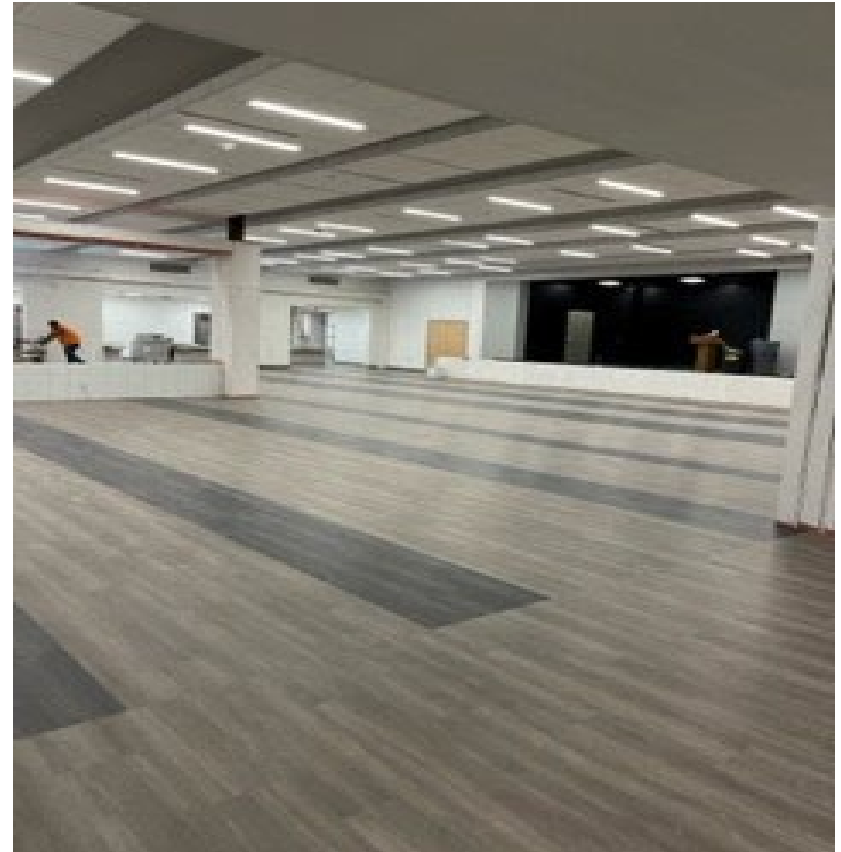
MILESTONES	ANTICIPATED DATES
New Temporary Transformer Install	Complete
Site Utilities Installation	In progress – February 2023
Pier and Grade Beam Installation	October 2022 – December 2022
Concrete Slab Pours	November 2022 – February 2023
Construction End – New Building Occupancy	August 2024
Final Completion (including site/parking) <sup>230</sup>	December 2024



# MOHAWK ES



Newly remodeled corridors and Cafeteria (new FF&E has not arrived yet!)

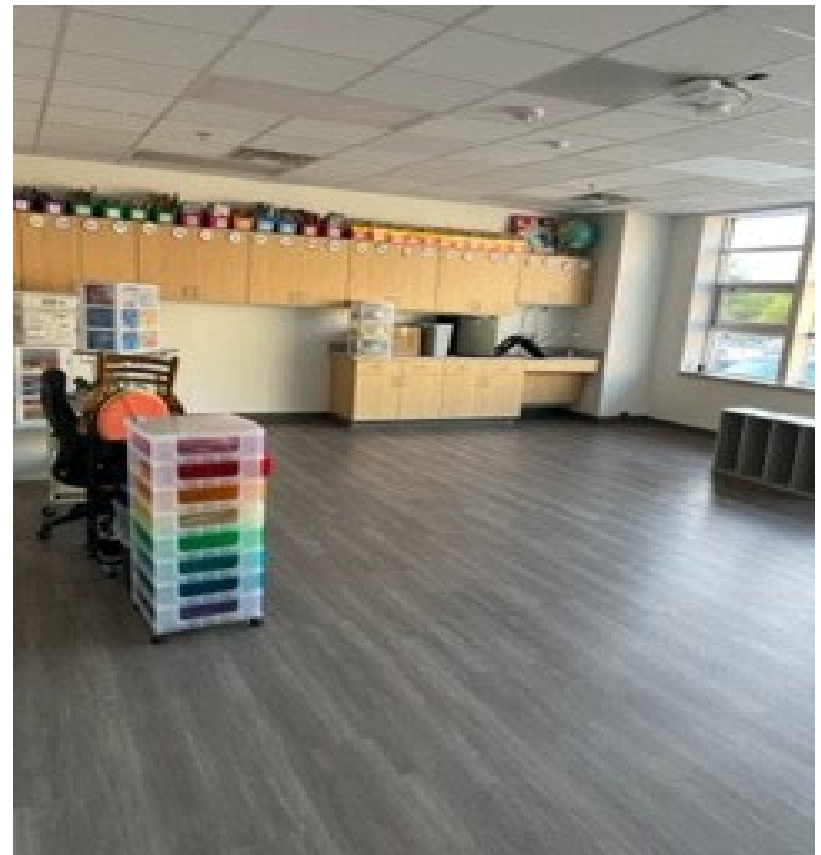




# MOHAWK ES



Newly remodeled classrooms (new FF&E has not arrived yet!)





# PEARCE HS





# PEARCE HS



234



# PEARCE HS



New Classroom Addition

New Orchestra Room





# PEARCE HS



New Classroom Addition Corridor

New Commons Area





# PEARCE HS



**PHASE 02**  
AUGUST 01, 2021 – AUGUST 01, 2022  
12 MONTHS

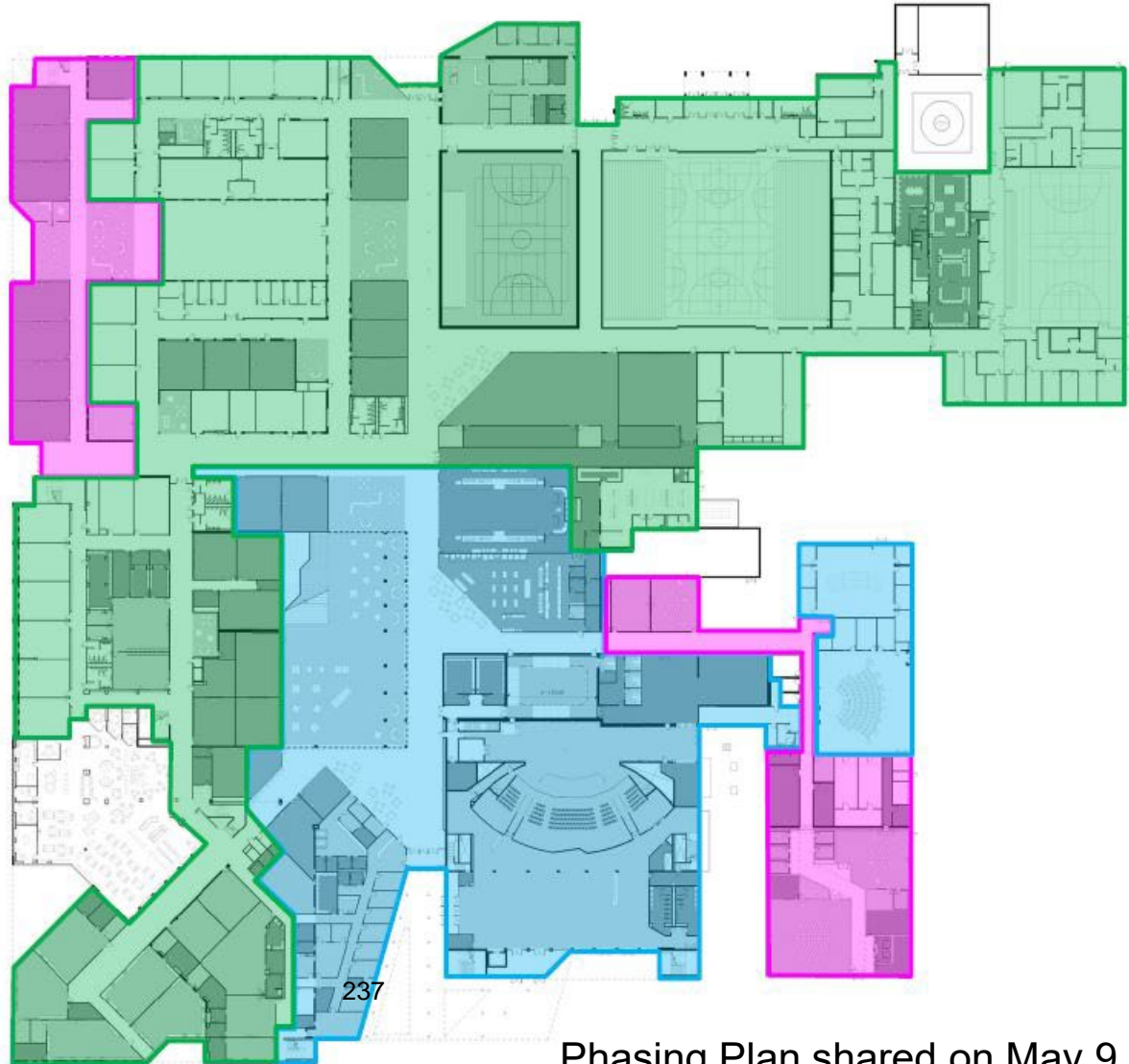
ADDITIONAL AREAS OF FOCUS REGARDING LIGHT FINISH UPGRADES TO HAPPEN DURING SUMMER 2022.

**PHASE 03A**  
JUNE 01, 2022 – AUGUST 01, 2023  
14 MONTHS

ADDITIONAL AREAS OF FOCUS REGARDING LIGHT FINISH UPGRADES TO HAPPEN DURING SUMMER 2023.

**PHASE 03B**  
JUNE 01, 2023 – AUGUST 01, 2024  
14 MONTHS

ADDITIONAL AREAS OF FOCUS REGARDING LIGHT FINISH UPGRADES TO HAPPEN DURING SUMMER 2024.



Phasing Plan shared on May 9, 2022



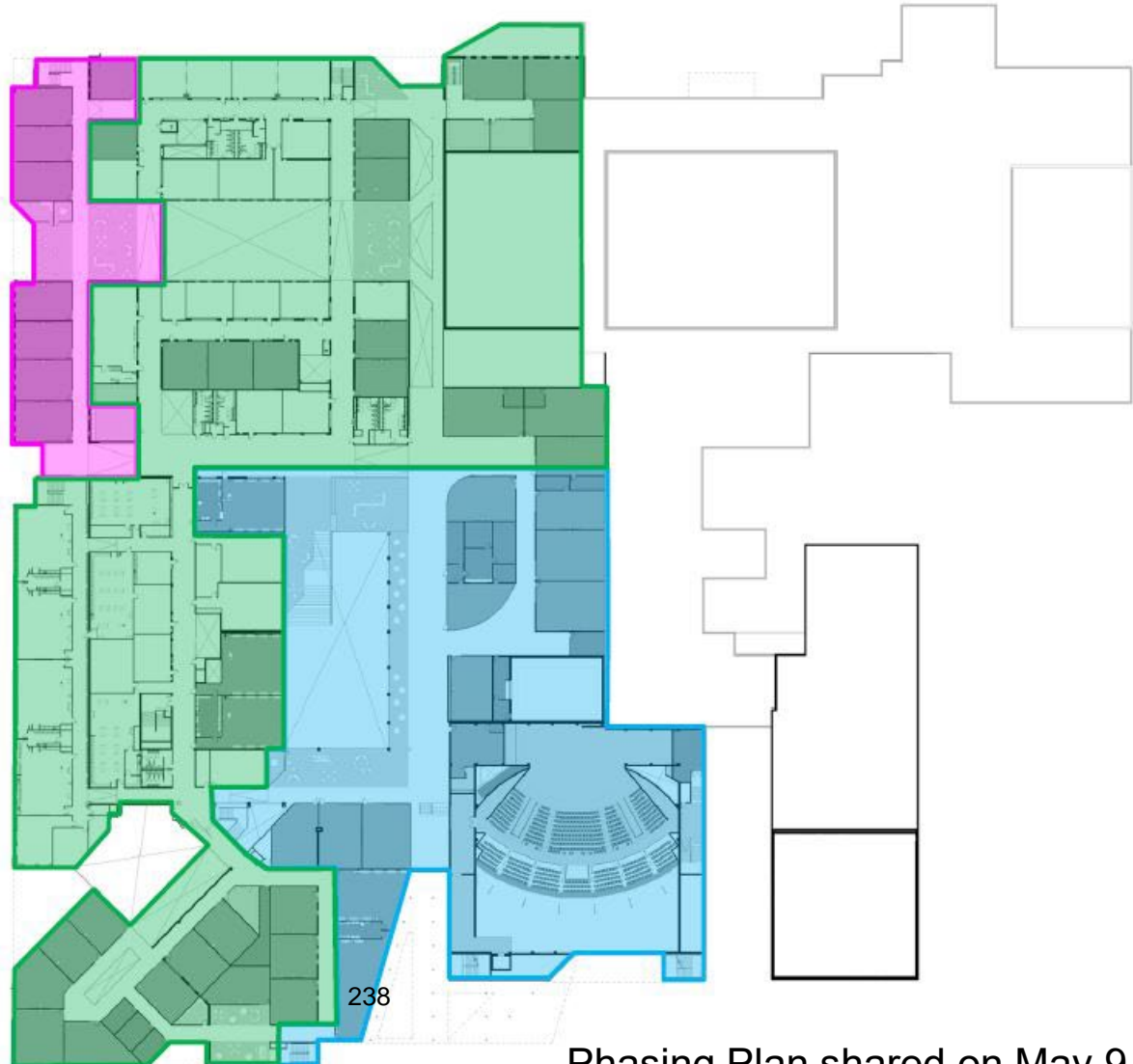
# PEARCE HS



**PHASE 02**  
AUGUST 01, 2021 – AUGUST 01, 2022  
12 MONTHS  
  
ADDITIONAL AREAS OF FOCUS  
REGARDING LIGHT FINISH UPGRADES  
TO HAPPEN DURING SUMMER 2022.

**PHASE 03A**  
JUNE 01, 2022 – AUGUST 01, 2023  
14 MONTHS  
  
ADDITIONAL AREAS OF FOCUS  
REGARDING LIGHT FINISH UPGRADES  
TO HAPPEN DURING SUMMER 2023.

**PHASE 03B**  
JUNE 01, 2023 – AUGUST 01, 2024  
14 MONTHS  
  
ADDITIONAL AREAS OF FOCUS  
REGARDING LIGHT FINISH UPGRADES  
TO HAPPEN DURING SUMMER 2024.



Phasing Plan shared on May 9, 2022



# PEARCE HS



MILESTONES	ANTICIPATED DATES
Construction/Renovation (Ph. 3A, exception noted below)	August 2022 – July 2023
Auditorium Renovation (Ph. 3A)	August 2022 – January 2024
Construction/Renovation (Ph. 3B)	June 2023 – July 2024
Project Completion	August 2024



# 2022 ATHLETICS PROJECTS



Richardson HS Baseball

Richardson HS Softball



240

\* Fields scheduled to be complete for the 2022-2023 SY BB/SB Season!



# 2022 ATHLETICS PROJECTS



Berkner HS Baseball

Berkner HS Softball



241

\* Fields scheduled to be complete for the 2022-2023 SY BB/SB Season!



# 2022 ATHLETICS PROJECTS



Lake Highlands HS Baseball

Lake Highlands HS Softball



\* Fields scheduled to be complete for the 2022-2023 SY BB/SB Season!



# 2022 FINE ARTS PROJECTS



Richardson HS Auditorium – Seating Upgrades

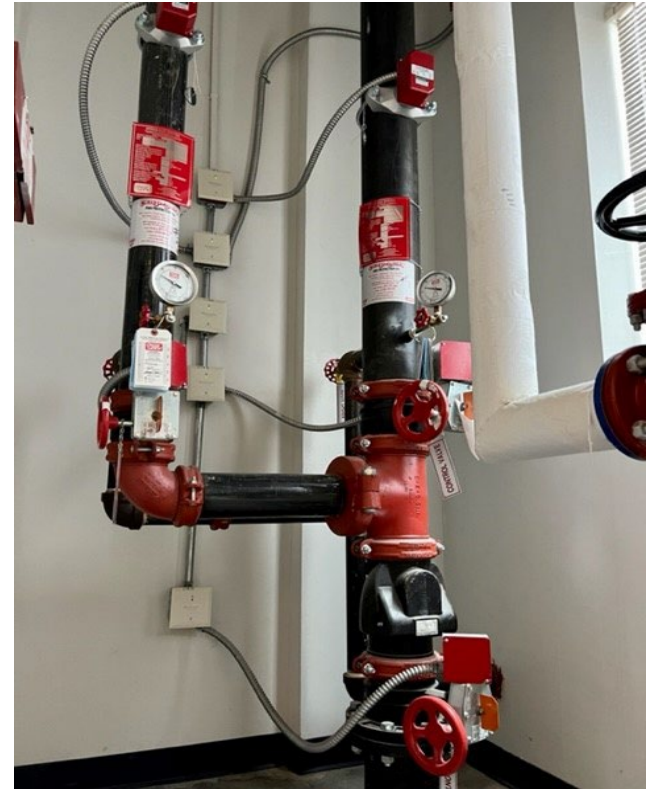
Richardson HS Auditorium – Seating Upgrades



\* Richardson HS and Lake Highlands HS Auditoriums are also receiving upgrades to lighting, sound, and AV systems!



# 2022 LIFE SAFETY PROJECTS





# 2022 FLOORING PROJECTS



Dartmouth ES – New LVT in Collaboration

Dartmouth ES – New LVT in Corridor





# 2022 FLOORING PROJECTS



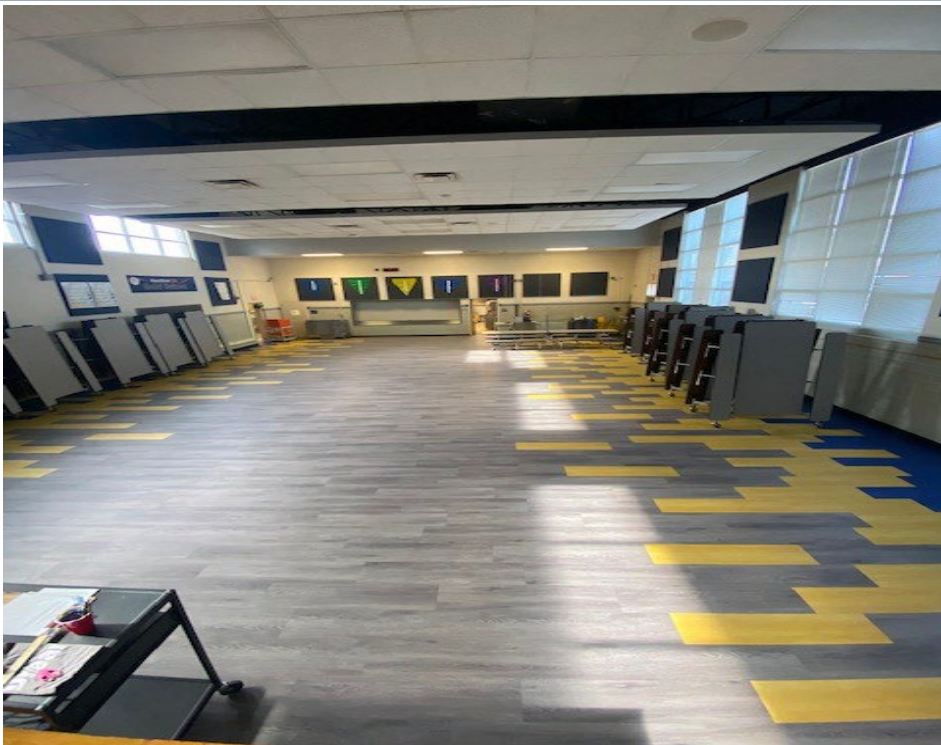
Moss Haven ES - Commons



Moss Haven ES - Corridor



# 2022 FLOORING PROJECTS



Dover ES - Cafeteria

Dobie Primary - Cafeteria





# 2022 FLOORING PROJECTS



## CAMPUSES

Canyon Creek ES (CCE)

Dover ES (DOV)

Dobie Primary (DOB)

Dartmouth ES (DME)

Moss Haven ES (MHE)



# 2022 MECHANICAL PROJECTS



## CAMPUSES

Administration Annex (ABC420)

Forest Lane Academy (FLA)

Hamilton Park Pacesetter Magnet (HPPM)

Math, Science, Technology (MST) Magnet

Richardson Terrace ES (RTE)

Wallace ES (WAL)



# 2022 PLAYGROUND PROJECTS



Jess Harben ES

Jess Harben ES





# 2022 PLAYGROUND PROJECTS



Aikin ES

Dobie ES





# 2022 PLAYGROUND PROJECTS



Bowie ES

Bowie ES





# 2022 PLAYGROUND PROJECTS

## CAMPUSES

Dobie Primary (DOB) – New equipment and play surface

Northrich ES (NRE) – New equipment and play surface

Bowie ES (BOW) – New equipment and play surface

Jess Harben ES (JHE) – New equipment and play surface

Aikin ES (AIK) – New equipment and play<sup>253</sup> surface



# 2022 PLUMBING PROJECTS



O Henry ES - Sewer Line Replacement

O Henry ES - Sewer Line Replacement





# 2022 PLUMBING PROJECTS



O Henry ES - Sewer Line Replacement

O Henry ES - Sewer Line Replacement





# 2022 PLUMBING PROJECTS





# 2022 PLUMBING PROJECTS



## CAMPUSES

Dover ES (DOV) – Replacement of water heater and sinks

Merriman Park ES (MPE) – Replacement of boiler, sinks and the installation of bottle fillers

O. Henry ES (OHE) – Repair/replacement of sanitary sewer line

Springridge ES (SRE) – Replacement of Reduced Pressure Zone (RPZ) Valve

Wallace ES (WAL) – Replacement of water heater and sinks



# 2022 ROOFING PROJECTS



Spring Creek ES

Prairie Creek ES





# 2022 ROOFING PROJECTS



Prestonwood ES

Bowie ES





# 2022 ROOFING PROJECTS



## CAMPUSES

Administration Annex (ABC 420)

Bowie ES (BOW)

Lake Highlands HS (LHHS)

Prairie Creek ES (PCE)

Prestonwood ES (PWE)

Professional Development Center (PDC)

Skyview ES (SKY)

Spring Creek ES (SCE)



# 2022 TEACHER LOUNGE PROJECTS



Canyon Creek ES

Skyview ES





# 2022 TEACHER LOUNGE PROJECTS

## CAMPUSES

Apollo JH

Arapaho Classical Magnet

Big Springs ES

Forestridge ES

Liberty JH

Mark Twain ES

O. Henry ES

Richland ES

Wallace ES



# PROPOSED 2022-2023 PROJECTS



PROJECTS	ANTICIPATED CONSTRUCTION
<b>PLUMBING, ROOFING, FLOORING, &amp; OTHER BOND PROJECTS</b>	
TBD	Planning and execution of these projects will be presented at a later date
<b>MECHANICAL (HVAC/EMS)</b>	
BSE, CMLC, JHE	Spring 2023 – Aug 2023
<b>TEACHER LOUNGE UPGRADES – PH. 2</b>	
CMLC, DOV, GWE, MST, NJH, NRE, PJH, RTE, <sup>263</sup> WJH, DOB	Fall 2022

THANK YOU!



# QUESTIONS?

THANK YOU!

THANK YOU!

**BOARD OF TRUSTEES**  
**Richardson Independent School District**  
**Richardson, Texas**

**Date:** August 11, 2022

**Department:** Administrative Services; General Counsel

**Submitted by:** Dr. Matthew Gibbins, Assistant Superintendent-  
Administrative Services; Leticia D. McGowan, General Counsel

## **INFORMATION/ACTION ITEM**

**TOPICS:** Review Child Abuse and Neglect Reporting Policies  
Consider Revision to FFG (Local) Student Welfare: Child Abuse and Neglect

### **BACKGROUND INFORMATION:**

Any employee who has reasonable cause to believe that a child or disabled person is being subjected to or may have been subjected to abuse or neglect must immediately report the suspected abuse or neglect to law enforcement officials or to Child Protective Services. The Education Code and Commissioner's Rules require the Board to adopt a policy concerning reports of abuse or neglect and to review the policies on reporting child abuse and neglect each year.

RISD's policies on this topic appear primarily in *FFG (Legal)*, and *(Local) Student Welfare: Child Abuse and Neglect*. The topic also is addressed in policies *DH (Local): Standards of Employee Conduct* and *GRA (Legal) and (Local): Relations With Governmental Entities*. The policies are communicated each year to all employees through the Employee Handbook and campus principals and other administrators also review the information with staff. Regular training is provided, as well, to counselors and nurses and the topic is included in New Teacher training. Specific training is provided, as needed, to address issues that arise from time to time, and additional copies of policies and guidelines are also distributed at that time. In addition, the Superintendent has developed administrative guidelines concerning this topic that appear in the Instructional Operating Guide. These guidelines provide specific information for employees to ensure they comply with any reporting obligations.

Copies of relevant policies and administrative guidelines related to prevention and reporting of child abuse and neglect are attached for your review.

Staff recommends changes to FFG (Local) based on legislative updates.

### **SUPERINTENDENT'S RECOMMENDATION:**

The Superintendent presents the policies and guidelines concerning reports of child abuse and neglect for your annual review and further recommends that the Board

approve the proposed revisions to FFG (Local).

### **PROPOSED RESOLUTION**

**WHEREAS**, the Board of Trustees regularly reviews and updates its policies to ensure they conform to applicable law, best practices, and the Board's mission, beliefs, and strategic objectives; and

**WHEREAS**, the Board has completed its annual review of the District's policies on reporting child abuse and neglect; and

**WHEREAS**, the Board has reviewed proposed revisions to the local policy as presented by staff, and finds that the proposed revisions are appropriate and necessary to ensure that the District's policies conform to applicable law, best practices, and the Board's mission, beliefs, and strategic objectives;

**THEREFORE, BE IT RESOLVED**, that the Board of Trustees of the Richardson Independent School District adopts and approves the proposed revisions and additions to local policy FFG Local) Student Welfare: Child Abuse and Neglect.

**Program to Address  
Child Sexual Abuse,  
Trafficking, and  
Maltreatment**

The District's program to address child sexual abuse, trafficking, and other maltreatment of children, as included in the District improvement plan and the student handbook, shall include:

1. Methods for increasing staff, student, and parent awareness regarding these issues, including prevention techniques and knowledge of likely warning signs indicating that a child may be a victim;
2. Age-appropriate, research-based antivictimization programs for students;
3. Actions that a child who is a victim should take to obtain assistance and intervention; and
4. Available counseling options for affected students.

Training

The District shall provide training to employees as required by law and District policy. Training shall address techniques to prevent and recognize sexual abuse, trafficking, and all other maltreatment of children, including children with significant cognitive disabilities. [See DMA]

[See BBD for Board member training requirements and BJCB for Superintendent continuing education requirements.]

**Reporting Child  
Abuse and Neglect**

Any person who has reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect has a legal responsibility, under state law, to immediately report the suspected abuse or neglect to an appropriate authority.

As defined in state law, child abuse and neglect include both sex and labor trafficking of a child.

The following individuals have an additional legal obligation to submit a written or oral report within 48 hours of learning of the facts giving rise to the suspicion of abuse or neglect:

1. Any District employee, agent, or contractor who suspects a child's physical or mental health or welfare has been adversely affected by abuse or neglect.
2. A professional who has reasonable cause to believe that a child has been or may be abused or neglected or may have been a victim of indecency with a child. A professional is anyone licensed or certified by the state who has direct contact with children in the normal course of duties for which the individual is licensed or certified.

A person is required to make a report if the person has reasonable cause to believe that an adult was a victim of abuse or neglect as a child and the person determines in good faith that disclosure of the information is necessary to protect the health and safety of another child or an elderly or disabled person.

[For parental notification requirements regarding an allegation of educator misconduct with a student, see FFF.]

### **Restrictions on Reporting**

In accordance with law, an employee is prohibited from using or threatening to use a parent's refusal to consent to administration of a psychotropic drug or to any other psychiatric or psychological testing or treatment of a child as the sole basis for making a report of neglect, unless the employee has cause to believe that the refusal:

1. Presents a substantial risk of death, disfigurement, or bodily injury to the child; or
2. Has resulted in an observable and material impairment to the growth, development, or functioning of the child.

### **Making a Report**

Reports may be made to any of the following:

1. A state or local law enforcement agency;
2. The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (DFPS) at (800) 252-5400 or the [Texas Abuse Hotline Website](#)<sup>1</sup>;
3. A local CPS office; or
4. If applicable, the state agency operating, licensing, certifying, or registering the facility in which the suspected abuse or neglect occurred.

However, if the suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child, the report must be made to DFPS, unless the report is to the state agency that operates, licenses, certifies, or registers the facility where the suspected abuse or neglect took place; or the report is to the Texas Juvenile Justice Department as a report of suspected abuse or neglect in a juvenile justice program or facility. **As defined by law, a person responsible for the care, custody, or welfare of a child includes school personnel and volunteers and day-care workers. [See FFG(LEGAL)]**

An individual does not fulfill his or her responsibilities under the law by only reporting suspicion of abuse or neglect to a campus principal, school counselor, or another District staff member. Furthermore, the District is prohibited from requiring an employee

to first report his or her suspicion to a District or campus administrator.

**Confidentiality**

In accordance with state law, the identity of a person making a report of suspected child abuse or neglect shall be kept confidential and disclosed only in accordance with the rules of the investigating agency.

**Immunity**

A person who in good faith reports or assists in the investigation of a report of child abuse or neglect is immune from civil or criminal liability.

**Failing to Report Suspected Child Abuse or Neglect**

By failing to report suspicion of child abuse or neglect, an employee:

1. May be placing a child at risk of continued abuse or neglect;
2. Violates the law and may be subject to legal penalties, including criminal sanctions for knowingly failing to make a required report;
3. Violates Board policy and may be subject to disciplinary action, including possible termination of employment; and
4. May have his or her certification from the State Board for Educator Certification suspended, revoked, or canceled in accordance with 19 Administrative Code Chapter 249.

It is a criminal offense to coerce someone into suppressing or failing to report child abuse or neglect.

**Responsibilities Regarding Investigations**

In accordance with law, District officials shall be prohibited from:

1. Denying an investigator's request to interview a child at school in connection with an investigation of child abuse or neglect;
2. Requiring that a parent or school employee be present during the interview; or
3. Coercing someone into suppressing or failing to report child abuse or neglect.

District personnel shall cooperate fully and without parental consent, if necessary, with an investigation of reported child abuse or neglect. [See GKA]

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<sup>1</sup> Texas Abuse Hotline Website: <http://www.txabusehotline.org>

**BOARD OF TRUSTEES**  
**Richardson Independent School District**  
**Richardson, Texas**

**Date:** August 11, 2022  
**Department:** Technology  
**Submitted by:** Henry Hall, Chief Technology Officer

## INFORMATION ITEM

**TOPIC:** Review Child Internet Protection Act Policies

### **BACKGROUND INFORMATION:**

Since 1998, RISD has received discounts for qualifying technology purchases under the E-Rate Program. E-Rate recipients must comply with the Children’s Internet Protection Act (CIPA). CIPA became effective in 2000 and is designed to improve Internet safety for children. We review the District’s internet safety policies with the Board annually. Eligible schools and libraries may apply for support for internet access and internal connections services from the Universal Service Fund (USF), the organization that administers CIPA. As a condition of receiving available support and services, a school must certify that it is enforcing a policy of internet safety that includes measures to block or filter Internet access for both minors and adults to certain content. The technology protection measures must protect against access by adult and minors to visual depictions that are obscene, child pornography, or with respect to a minor’s use of computers with internet access harmful to minors. CIPA allows a district to disable the screens and filters for adults engaged in bona fide research or other lawful purposes. For schools, the policy must also include monitoring the online activities of minors.

RISD uses several mechanisms to monitor and control web browsing by students and staff:

- Most internet browsing is monitored by a web content filter. The filter being used for the 2022-2023 school year is ContentKeeper Technologies (Content Keeper)- <https://www.contentkeeper.com>. The Content Keeper is able to inspect encrypted (HTTPS) web traffic as well as unencrypted (HTTP) traffic. The Content Keeper can monitor and block access based on several criteria, including:
  - Traditional category-based filtering

- The application type, such as file transfer, online gaming, or social media.
- Web 2.0 Controls for more granular control over some web sites
- Attempted upload of specific file types

The Content Keeper can enforce the safe-search option for Google, Bing, and other major search engines. Note that it is the search engine provider that determines what is “safe,” so it is possible that school-inappropriate material could be returned for a search even when the safe-search option is being enforced.

The Content Keeper can also enforce YouTube’s Restricted Mode, which blocks access to videos designated by YouTube as “inappropriate”. Teachers can override the restriction for individual videos that they determine are appropriate for students to view.

The Content Keeper can apply different levels of access to different groups of users. All web access is logged and can be reviewed as necessary.

The Content Keeper is implemented as a passive monitor. All traffic to and from the Internet pass through the filter for monitoring.

Microsoft’s Windows Defender, Malwarebytes Endpoint Protection, Apple’s XProtect, Cisco’s AMP, Umbrella, Stealthwatch, and Cloudlock are in place to protect servers and clients from malware and viruses.

While still complying with its duties under CIPA, the District has attempted to customize the filtering to provide flexibility and ensure our educational goals are met. For example, staff have access to certain sites that may be useful in carrying out their job responsibilities to which student access is blocked. High school students have broader access than junior high and elementary students.

RISD’s Board Policy CQ (Local) and policy framework CQ (Legal) – Electronic Communication and Data Management address Internet safety. The policy addresses the following issues as required by CIPA:

- Access by minors to inappropriate material on the Internet and World Wide Web.
- The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
- Unauthorized access including “hacking” and other unlawful activities by minors online.
- Unauthorized disclosure, use, and dissemination of personal information regarding minors.
- Measures designed to restrict minors’ access to materials harmful to minors.

Copies of the local policy and legal framework are attached for your review.

The Technology Operating Guide further sets out expectations for appropriate use of the

District's technology resources. Both the *Student and Parent Guidebook* and the *Employee Handbook* also address acceptable use of such resources and discuss the consequences for inappropriate use.

**SUPERINTENDENT'S RECOMMENDATION:**

The Superintendent presents the information concerning the District's compliance with the Child Internet Protection Act and its Internet safety policies for your information and review.

**Next Generation  
Technology**

A district, in the administration of the district, shall consider using next generation technologies, including cryptocurrency, blockchain technology, robotic process automation, and artificial intelligence. *Gov't Code 2054.601*

**Children's Internet  
Protection Act**

"Harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

Definitions

*Harmful to Minors*

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

*47 U.S.C. 254(h)(7)(G); 20 U.S.C. 7131(e)(6)*

*Technology  
Protection  
Measure*

"Technology protection measure" means a specific technology that blocks or filters internet access to the material covered by a certification described at Certifications to the FCC, below, to which such certification relates. *47 U.S.C. 254(h)(7)(I)*

Universal Service  
Discounts (E-Rate)

An elementary or secondary school having computers with internet access may not receive universal service discount rates unless the district submits to the FCC the certifications described below at Certifications to the FCC and a certification that an internet safety policy has been adopted and implemented as described at Internet Safety Policy, below, and ensures the use of computers with internet access in accordance with the certifications. *47 U.S.C. 254(h)(5)(A); 47 C.F.R. 54.520*

*Certifications to  
the FCC*

A district that receives discounts for internet access and internal connections services under the federal universal service support mechanism for schools must make certifications in accordance with 47 C.F.R. 54.520(c) each funding year. A district that only receives discounts for telecommunications services is not subject to the certification requirements, but must indicate that it only receives discounts for telecommunications services. *47 C.F.R. 54.520(b)*

With Respect to  
Minors

A certification under 47 U.S.C. 254(h)(5)(B) is a certification that the district is:

1. Enforcing a policy of internet safety for minors that includes monitoring their online activities and the operation of a technology protection measure with respect to any of its computers with internet access that protects against access through such computers to visual depictions that are obscene, child pornography, or harmful to minors;
2. Enforcing the operation of such technology protection measure during any use of such computers by minors; and
3. Educating minors, as part of its internet safety policy, about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

*47 U.S.C. 254(h)(5)(B); 47 C.F.R. 54.520(c)(1)*

With Respect to  
Adults

A certification under 47 U.S.C. 254(h)(5)(C) is a certification that the district is:

1. Enforcing a policy of internet safety that includes the operation of a technology protection measure with respect to any of its computers with internet access that protects against access through such computers to visual depictions that are obscene or child pornography; and
2. Enforcing the operation of such technology protection measure during any use of such computers.

*47 U.S.C. 254(h)(5)(C); 47 C.F.R. 54.520(c)(1)*

*Disabling for  
Adults*

An administrator, supervisor, or other person authorized by the district may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose. *47 U.S.C. 254(h)(5)(D)*

*Internet Safety  
Policy*

A district shall adopt and implement an internet safety policy that addresses:

1. Access by minors to inappropriate matter on the internet and the World Wide Web;
2. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
3. Unauthorized access, including "hacking," and other unlawful activities by minors online;
4. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors; and

5. Measures designed to restrict minors' access to materials harmful to minors.

*47 U.S.C. 254(l); 47 C.F.R. 54.520(c)(1)(ii)*

Public Hearing A district shall provide reasonable public notice and hold at least one public hearing or meeting to address the proposed internet safety policy. *47 U.S.C. 254(h)(5)(A)(iii), (l)(1)(B)*

Inappropriate for Minors A determination regarding what matter is inappropriate for minors shall be made by the board or designee. *47 U.S.C. 254(l)(2)*

*Noncompliance* A district that knowingly fails to submit required certifications shall not be eligible for discount services under the federal universal service support mechanism for schools until such certifications are submitted.

A district that knowingly fails to ensure the use of computers in accordance with the required certifications must reimburse any funds and discounts received under the federal universal service support mechanism for schools for the period in which there was noncompliance.

*47 C.F.R. 54.520(d), (e); 47 U.S.C. 254(h)(5)(F)*

ESEA Funding No federal funds made available under Title IV, Part A of the ESEA for an elementary or secondary school that does not receive universal service discount rates may be used to purchase computers used to access the internet, or to pay for direct costs associated with accessing the internet unless a district:

1. Has in place a policy of internet safety for minors that includes the operation of a technology protection measure that protects against access to visual depictions that are obscene, child pornography, or harmful to minors; and enforces the operation of the technology protection measure during any use by minors of its computers with internet access; and
2. Has in place a policy of internet safety that includes the operation of a technology protection measure that protects against access to visual depictions that are obscene or child pornography; and enforces the operation of the technology protection measure during any use of its computers with internet access.

An administrator, supervisor, or other person authorized by the district may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

<i>Certification to U.S. Department of Education</i>	<p>A district shall certify its compliance with these requirements during each annual program application cycle under the ESEA.</p> <p><i>20 U.S.C. 7131</i></p>
<b>Uniform Electronic Transactions Act (UETA)</b>	<p>The UETA (Business and Commerce Code Chapter 322) applies to electronic records and electronic signatures relating to a transaction. <i>Business and Commerce Code 322.003(a)</i></p> <p>The UETA applies only to transactions between parties each of which has agreed to conduct transactions by electronic means. The UETA does not require a record or signature to be created, generated, sent, communicated, received, stored, or otherwise processed or used by electronic means or in electronic form. A party that agrees to conduct a transaction by electronic means may refuse to conduct other transactions by electronic means. This right may not be waived by agreement. <i>Business and Commerce Code 322.005(a)–(c)</i></p> <p>Except as otherwise provided in Business and Commerce Code 322.012(f), the UETA does not require a district to use or permit the use of electronic records or electronic signatures. <i>Business and Commerce Code 322.017(c)</i></p>
Records Retention	<p>If a law requires that a record be retained, the requirement is satisfied by retaining an electronic record of the information in the record which:</p> <ol style="list-style-type: none"><li>1. Accurately reflects the information set forth in the record after it was first generated in its final form as an electronic record or otherwise; and</li><li>2. Remains accessible for later reference.</li></ol> <p>A record retained as an electronic record in accordance with the provisions above satisfies a law requiring a person to retain a record for evidentiary, audit, or like purposes, unless a law enacted after January 1, 2002, specifically prohibits the use of an electronic record for the specified purpose.</p> <p><i>Business and Commerce Code 322.012(a), (f)</i></p> <p>[For more information on records management, see CPC.]</p>
Definitions	<p>"Electronic record" means a record created, generated, sent, communicated, received, or stored by electronic means.</p> <p>"Electronic signature" means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.</p>

"Transaction" means an action or set of actions occurring between two or more persons relating to the conduct of business, commercial, or governmental affairs.

*Business and Commerce Code 322.002(7), (8), (15)*

**Digital Signature**

A digital signature may be used to authenticate a written electronic communication sent to a district if it complies with rules adopted by the board. Before adopting the rules, the board shall consider the rules adopted by the Department of Information Resources (DIR) and, to the extent possible and practicable, make the board's rules consistent with DIR rules. *Gov't Code 2054.060(b); 1 TAC 203*

"Digital signature" means an electronic identifier intended by the person using it to have the same force and effect as the use of a manual signature. *Gov't Code 2054.060(e)(1)*

**Interception of Communications**

For information on the unlawful interception, use, or disclosure of communications, see the Electronic Communications Privacy Act (18 USC 2510–2523 [federal wiretap act] and 2701–2713 [Stored Communications Act]) and Penal Code 16.02 (state wiretap law) and 16.04 (Unlawful Access to Stored Communications).

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**Note:** For Board member use of District technology resources, see BBI. For student use of personal electronic devices, see FNCE.

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For purposes of this policy, "technology resources" means electronic communication systems and electronic equipment.

**Availability of Access**

Access to the District's technology resources, including without limit, its telephone system, computer networks, electronic mail systems, videoconferencing systems, and its internet and intranet access capabilities, shall be made available to students and employees primarily for educational and administrative purposes.

Limited Personal Use

Limited personal use of the District's technology resources shall be permitted if the use:

1. Imposes no tangible cost on the District;
2. Does not unduly burden the District's technology resources;
3. Does not interfere with the employee's job performance or the student's academic performance;
4. Has no for-profit commercial use;
5. Is not for the purpose of political campaigning or religious proselytizing; and
6. Does not otherwise violate the District's policies or federal, state, or local law.

Use by Members of the Public

Access to the District's technology resources, including without limit, its telephone system, computer networks, electronic mail systems, videoconferencing systems, and its internet and intranet access capabilities, shall also be made available to members of the public, in accordance with applicable administrative regulations. Such use may be permitted so long as the use:

1. Imposes no tangible cost on the District; and
2. Does not unduly burden the District's technology resources.

**Acceptable Use**

The Superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements, consistent with the purposes and mission of the District and applicable law as necessary to administer this policy. [See Technology Operating Guide]

Access to the District's technology resources is a privilege, not a right. All users (or parents of students, as appropriate) shall receive

administrative guidelines governing use of the technology resources. The District reserves the right to monitor all activity on its technology resources.

The District expects that all users will transmit information only in an appropriate and responsible manner. Any display or transmission of obscene or sexually explicit images, messages, or cartoons, or any display or transmission of child pornography or other depictions that would be harmful to minors, or any use of the technology resources that contains ethnic or racial slurs or epithets, or any material that might be construed as harassing or disparaging of others on the grounds of race, national origin, sex, age, religion, or disability shall be in violation of this policy and is strictly prohibited.

Standards of student and employee conduct as stated in the Student Code of Conduct, employee handbook, and Board policies shall apply to all online activity.

#### **Internet Safety**

The Superintendent or designee shall develop and implement an internet safety plan to:

1. Control students' access to inappropriate materials, as well as to materials that are harmful to minors;
2. Ensure student safety and security when using electronic communications;
3. Prevent unauthorized access, including hacking and other unlawful activities;
4. Restrict unauthorized disclosure, use, and dissemination of personally identifiable information regarding students; and
5. Provide training to educate students about appropriate online behavior, including interactions and communications on social networking websites and chat rooms, and awareness of and response to cyberbullying.

#### **Filtering**

Each District computer with internet access and the District's network systems shall have filtering devices or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act and as determined by the Superintendent or designee.

The Superintendent or designee shall enforce the use of such filtering devices. Upon approval from the Superintendent or designee, an administrator, supervisor, or other authorized person

may disable the filtering device for bona fide research or other lawful purpose.

**Monitored Use**

Electronic mail transmissions and other use of the District's technology resources by students, employees, and members of the public shall not be considered private and may be monitored, reviewed, audited, intercepted, accessed, or disclosed at any time by designated District staff to ensure appropriate use and compliance with this policy.

**Confidentiality of Information**

Information transmitted via the District's technology resources, including the disclosure, use, and dissemination of personal information concerning minors shall be considered confidential District information and may not be disclosed to persons other than the intended recipient without prior authorization. Users must closely monitor their system passwords. To maintain the integrity of the District's technology resources, users shall not disclose their passwords to any other person. No user should attempt to gain access to another user's electronic mailbox, telephone voicemail box, computer files, or internet account unless expressly authorized to do so by the user whose systems are being accessed, or by an authorized representative of the District. Any user who receives information such as electronic mail messages in error shall not read the message, but shall instead return the message to the sender. Unauthorized access or attempts to access the District's technology resources are strictly prohibited and shall result in appropriate disciplinary action.

**Disclaimer of Liability**

The District shall not be liable for users' inappropriate use of the District's technology resources, violations of copyright restrictions or other laws, users' mistakes or negligence, and costs incurred by users. The District shall not be responsible for ensuring the availability of the District's technology resources or the accuracy, age appropriateness, or usability of any information found on the internet.

**Violations / Sanctions**

Noncompliance with this policy may result in suspension of access or termination of privileges and other disciplinary action consistent with Board policies and state law. [See the employee handbook and the Student Code of Conduct, Categories I and II, and Board policies DH, FN series, and FO series] Violations of law may result in criminal prosecution as well as disciplinary action by the District. Persons whose violations of this policy result in system disruption or damage may be responsible for reimbursement of costs incurred in system restoration.

**Record Retention**

A District employee shall retain electronic records, whether created or maintained using the District's technology resources or using personal technology resources, in accordance with the District's record management program. [See CPC]

**Electronically Signed Documents**

At the District's discretion, the District may make certain transactions available online, including student admissions documents, student grade and performance information, contracts for goods and services, and employment documents.

To the extent the District offers transactions electronically, the District may accept electronic signatures in accordance with this policy.

When accepting electronically signed documents or digital signatures, the District shall comply with rules adopted by the Department of Information Resources, to the extent practicable, to:

- Authenticate a digital signature for a written electronic communication sent to the District;
- Maintain all records as required by law;
- Ensure that records are created and maintained in a secure environment;
- Maintain appropriate internal controls on the use of electronic signatures;
- Implement means of confirming transactions; and
- Train staff on related procedures as necessary.

**Security Breach Notification**

Upon discovering or receiving notification of a breach of system security, the District shall disclose the breach to affected persons or entities in accordance with the time frames established by law.

The District shall give notice by using one or more of the following methods:

1. Written notice.
2. Electronic mail, if the District has electronic mail addresses for the affected persons.
3. Conspicuous posting on the District's website.
4. Publication through broadcast media.