



**Regular Meeting Agenda
Thursday, August 10, 2023
Concordia University Texas
11400 Concordia University Drive
Bldg C, Room C125
Austin, TX 78726
6:15 PM**

The Board meeting protocols are available at <https://bit.ly/3DHAR4v>.

Doors will open to the public at 5:30 PM.

Members of the public may access this meeting via live stream at <https://live.myvrspot.com/st?cid=MmVIZD>. Please note, this link will not be active until approximately 5 minutes before the scheduled meeting time.

Citizens wishing to address the Board of Trustees may do so in person at the meeting location noted on the agenda. In order to address the Board, individuals must sign up online at <https://bit.ly/3qiOztk>, between noon the day prior to the meeting and noon the day of the meeting and be present at the meeting when their number is called.

Citizens who need special accommodations or assistance with sign-up should contact the office of the Superintendent (512-570-0000) during regular business hours.

The notice for this meeting was posted in compliance with the Texas Open Meetings Act on August 4, 2023, at 4:48 PM.

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

- 1. CALL TO ORDER AND DECLARATION OF QUORUM**
- 2. OPENING CEREMONY**
 - A. Pledge of Allegiance
 - B. Moment of Silence
- 3. CITIZEN COMMENTS** *(See the notes at the top of the agenda for instructions on how to sign up and details regarding speaking.)*
- 4. CONSENT AGENDA**
 - A. Consider Endorsement of a Candidate for the TASB Board of Directors Region 13B Position 3
 - B. Consider Approval of Bagdad and Collaborative Way Right of Way 6
- 5. SUPERINTENDENT'S REPORT 21**
 - A. Safe and Innovative Learning Environments
 - B. Empowered Student Learning
- 6. DISCUSSION / ACTION ITEMS**
 - A. STUDENT EXPERIENCE
 1. Consider Approval of 2023-2024 Student Code of Conduct 47
 - B. GOVERNANCE
 1. Legislative Committee Update 95
 2. Discussion and Consider Approval of Appointment and Alternate to Represent Leander ISD at the Texas Association of School Board's 2023 Delegate Assembly 107

3. Discussion of 2023-24 Board Member Representation on Board and District Administrative Committees	109
4. Discussion of Board Operating Procedures	111
5. Consider Approval for Trustee to Attend the Trustee Advocates Program Summit	169
C. OPERATIONS	
1. Consider Approval of the Bond Oversight Committee Recommendation to Transfer Bond Savings to Technology to Purchase Projector Replacements	170
2. Consider Approval of Student Capacity for Elementary School Design	177
3. Discussion of an Ordinance Adopting the 2023 Property Tax Rate	192
7. CLOSED SESSION	
A. Texas Government Code 551.071: consultation with attorney regarding, pending or contemplated litigation, and/or attorney client privileged matter	
B. Texas Government Code 551.074: deliberation regarding resignations, terminations, employment, reassignments, duties, and evaluation of personnel and public officers	
C. Texas Government Code 551.0821: deliberation regarding matters whereby personally identifiable information regarding one or more students will be disclosed	
D. Texas Government Code 551.074: deliberation and consideration of employment of River Ridge Elementary School Principal	
E. Texas Government Code 551.074: deliberation and consideration of Chief of Schools	
F. Texas Government Code 551.089: discussion of districtwide intruder detection audit report findings	
8. ACTION PURSUANT TO CLOSED SESSION	
A. Consider Employment of River Ridge Elementary School Principal	
B. Consider Employment of Chief of Schools	
9. BOARD MEETING DEBRIEF	
10. 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)]

Leander ISD Board Meeting Agenda Item Information

Meeting Date: Thursday, August 10, 2023

Agenda Item: Consider Endorsement of a Candidate for the TASB Board of Directors
Region 13B Position

Purpose (this meeting): Discussion Item/Report Only Action Requested

Administrator Responsible: Bruce Gearing, Ed.D.

Attachments: Dr. Mary Jane Hetrick Bio
TASB Endorsement Form

Background Information:

Members of the TASB Board of Directors serve three-year terms and during their tenure, they supervise, control and direct affairs of TASB in accordance with the Articles of Incorporation, Bylaws, and Advocacy Agenda. In April 2023, local school districts (Active Members) were notified of vacancies and expiring terms on the TASB Board and given the opportunity to submit a nominee from their local school board for a vacancy or expiring position on the TASB Board in their Region. Leander ISD is in Region 13. Now that the list of nominations is complete, local school boards (Active Members) within a TASB Region containing a vacancy or expiring position can endorse a nominated candidate by submitting the TASB Endorsement Form on or before August 29, 2023, at 11:59 p.m. If a majority of the Active Members of the Region endorse a candidate, that individual will be elected to the TASB Board. If at least 25 percent, but not a majority, endorse the candidate, that individual will be included on the official ballot at the TASB Delegate Assembly.

Dr. Mary Jane Hetrick from Dripping Springs currently represents Region 13B on the TASB Board of Directors and is the sole Region 13B candidate for the next term. Dr. Hetrick is in her eighth year and third term on the Dripping Springs ISD Board of Trustees, currently serving as Vice President after two years as President. She graduated as a Master Trustee in 2017 from the Leadership TASB program and served as the Secretary-Treasurer of TASB in 2022-2023.

Administrative Recommendation:

N/A

Sample Motion:

I move that the Board endorse the candidacy of Dr. Mary Jane Hetrick to fill the TASB Board of Directors Region 13B Position.

Bio: Dr. Mary Jane Hetrick, Dripping Springs ISD

Dr. Mary Jane Hetrick is in her eighth year and third term on the Dripping Springs ISD Board of Trustees, currently serving as Vice President after two years as President. She graduated as a Master Trustee in 2017 from the Leadership TASB program and served as the Secretary-Treasurer of TASB in 2022-2023.

After a childhood in the Texas Hill Country and winning a UIL-2A State tennis doubles title, Dr. Hetrick graduated from Comfort High School in 1986 as the highest-ranking student. She then attended The University of Texas-Pan American (UTPA, now UT-Rio Grande Valley), playing on the Division I Lady Bronc tennis team, winning an American South Conference championship and being named the top senior student-athlete. Her team was inducted into the UTRGV Athletics Hall of Fame in 2020.

Dr. Hetrick earned an undergraduate degree with honors in Business Administration from UTPA, and later earned a Master of Public Administration degree as well as a Certificate in Nonprofit Management from Auburn University Montgomery. She earned a Ph.D. in Public Administration & Public Policy from Auburn University in 2004, with a focus on nonprofit management and a dissertation on performance measurement. A lifelong learner, Dr. Hetrick has earned three MITx Teaching Systems Lab Certificates since her election to the DSISD board.

Dr. Hetrick's recent professional experience has focused on nonprofit management consulting through a consulting business she founded in 2014. She has also served as an adjunct professor for AUM, TROY University, and Austin Community College. Earlier positions included Women's Sports Information Director for UTPA, Scholarship Coordinator for The University of Texas at Brownsville, and Research Assistant for Auburn University Montgomery.

Active in the community, Dr. Hetrick was honored by the DS Chamber of Commerce with the Hometown Hero award in 2020 and the Volunteer of the Year in 2021 by readers of the Dripping Springs Century-News. She was also honored with the DAR Certificate of Award for Excellence in Community Service. Dr. Hetrick has served on the board of the Dripping Springs Education Foundation since 2013 and the board of Foster Village, Inc., since its inception in 2016, currently serving as its President. She is a founding board member and Vice President of Patriots' Hall of Dripping Springs, with a mission to create a unique space for veterans of all ages and military branches. She has served on building and visioning committees for her church and has done extensive pro bono consulting and grantwriting for several DS-based nonprofits.

Dr. Hetrick has been married for 32 years and has three children—2014 and 2019 graduates of Dripping Springs High School, and a current DSHS student.



TASB ENDORSEMENT FORM

DATE: _____

Our school board endorses the candidacy of the following individual nominated to fill a position on the TASB Board of Directors.

CANDIDATE INFORMATION

NAME: _____

SCHOOL DISTRICT: _____

This endorsement was approved by our school district's board of trustees at a duly called meeting on

(Date)

Best regards,

(Signature of board president or officer)

PRINTED NAME: _____

SCHOOL DISTRICT: _____

MAILING ADDRESS: _____

CITY: _____ ZIP: _____

This form is to be used to endorse a nominated individual from a board of trustees within your TASB Region who is a timely candidate for a position on the TASB Board of Directors.

Must be received by TASB on or before AUGUST 29, 2023.

**RETURN TO: E-mail: boardcommunications@tasb.org
FAX: 512.467.3554**

Leander ISD Board Meeting Agenda Item Information

Meeting Date: Thursday, August 10, 2023

Agenda Item: Consider Approval of Bagdad and Collaborative Way Right of Way
Purpose (this meeting): Discussion Item/Report Only Action Requested
Administrator Responsible: Jimmy Disler
Attachments: Special Warranty of Deed
Resolution Authorizing Conveyance of Right of Way

Background Information:

The City of Leander is finalizing the design plans for the Bagdad Road and Collaborative Way Intersection Signal and needs 3,040 square feet of right of way to construct the improvements. The City of Leander expects to have the project completed in April 2024. The Special Warranty Deed has a map showing the location of the right of way needed.

Local Government Code Sec. 272.001(1) a “political subdivision may donate or sell for less than fair market value a designated parcel of land...to another political subdivision if (1) the land...will be used by the political subdivision...in carrying out a purpose that benefits the public interest..., (2) the donation or sale...is made under terms that effect and maintain the public purpose..., and (3) the title...reverts to the donating political subdivision if the acquiring political subdivision ceases to use the land ...in carrying out the public purpose.”

Administrative Recommendation:

The administration recommends the Board approve the Resolution Authorizing Conveyance for the intersection at Bagdad and Collaborative Way Right of Way.

Sample Motion:

I move that the Board approve the Resolution Authorizing Conveyance for the intersection at Bagdad and Collaborative Way Right of Way.

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM THIS INSTRUMENT BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

**SPECIAL WARRANTY DEED
DEDICATION OF RIGHT-OF-WAY**

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON § KNOW ALL PERSONS BY THESE PRESENTS:

That Board of Trustees Leander Independent School District, P. O. Box 218, Leander, Texas 78646-0218, hereinafter called "**Grantor**," for and in consideration of the sum of Ten and No/100 Dollars (\$10.00), together with other good and valuable consideration, to Grantors cash in hand paid by **The City of Leander, Texas**, a Texas municipal corporation, hereinafter called "**Grantee**", the receipt of which is hereby acknowledged, have **GRANTED, SOLD** and **CONVEYED**, and by these presents do hereby dedicate to the use of the public as public right-of-way for streets, drives, drainage, utility service, and public places, subject to the continuing and future control and regulation of the use of such public right-of-way by the City of Leander, described as follows:

All that certain parcel or tract of land being 3,040 square feet, more or less, out of the Charles Cochran Survey, Abstract No. 134, Williamson County, Texas, and being a part of Lot 1, Block A. L.I.S.D. Benbrook Ranch Subdivision recorded in Document 2015075203 of the Official Public Records of Williamson County, Texas and being more particularly described in metes and bounds in Exhibit "A", and attached hereto and incorporated herein as if fully transcribed herein.

This conveyance is expressly made subject to the restrictions, covenants and easements, if any, apparent on the ground, and utility easements, if any, in use by the City of Leander or any other public utility, or now in force and existing of record in the office of the County Clerk of Williamson County, Texas, to which reference is here made for all purposes.

This conveyance is specifically conditioned upon Grantee's use of the Property for the public purpose of public right-of-way for streets, drives, drainage, utility service, and public places, and in the event Grantee ceases to use the Property for any of these purposes for a continuous period of sixty (60) consecutive months, all right, title, and interest in the property shall revert to Grantor.

Grantor expressly reserves all oil, gas, and other minerals owned by Grantor, in, on, and under the Property, provided that Grantor shall not be permitted to drill or excavate for minerals on the surface of the Property, but Grantor may extract oil, gas, or other minerals from and under the Property by directional drilling or other means which do not interfere with or disturb Grantee's use of the Property.

As required by the Texas Education Code Sec. 11.154(b), this Deed is being executed by the President of the Board of Trustees of Leander Independent School District. A true and correct copy of the Resolution authorizing the sale is attached hereto as Exhibit "B."

TO HAVE AND TO HOLD the above described premises, together with all and singular, the rights and appurtenances thereto in anywise belonging, unto the said Grantee, **The City of Leander, Texas**, its successors and assigns forever, and Grantor does hereby bind its heirs, executors, successors and assigns to **WARRANT AND FOREVER DEFEND**, all and singular, the said premises unto **The City of Leander, Texas**, the said Grantee, its successors and assigns, against every person whomsoever lawfully claiming or to claim the same or any part thereof same by, through or under the Grantor, but not otherwise.

[signature page to follow]

EXECUTED this the ____ day of _____ 2023.

GRANTOR:

**BOARD PRESIDENT OF
LEANDER INDEPENDENT SCHOOL DISTRICT**

By: _____

Gloria Gonzalez-Dholakia, Ph.D. Board President

STATE OF TEXAS §

COUNTY OF WILLIAMSON §

BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared Gloria Gonzalez-Dholakia, Board President of Leander Independent School District, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged that he has authority to bind the entity named herein and that he executed the same for the purposes and consideration therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the _____ day of _____, **2023.**

(SEAL)

Notary Public-State of Texas

ACCEPTED BY THE CITY OF LEANDER, TEXAS (Grantee):

Christine DeLisle, Mayor

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared Christine DeLisle, Mayor, City of Leander, Texas, Grantee herein, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the _____ day of _____, 2023.

Notary Public-State of Texas

Project: Collaborative Way and Bagdad Road Right Turn Lane Project
WCAD: R543332

AFTER RECORDING PLEASE RETURN TO:
City of Leander
City Secretary
P.O. Box 319
Leander, Texas

EXHIBIT "A"

RPS Group
3,040 Square Feet
Job No. 814-23-01

METES AND BOUNDS DESCRIPTION

BEING A 3,040 SQUARE FEET TRACT OF LAND OUT OF THE CHARLES COCHRAN SURVEY, ABSTRACT NO. 134, WILLIAMSON COUNTY, TEXAS, SAID 3,040 SQUARE FEET TRACT BEING A PART OF LOT 1, BLOCK A, "L.I.S.D. BENBROCK RANCH SUBDIVISION" RECORDED IN DOCUMENT 2015075203 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, SAID 3,040 SQUARE FEET TRACT OF LAND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING at a mag nail found in concrete, being on the east line of Bagdad Road (C.R. 279) on the arc of a curve to the right, at the most westerly southwest corner of said Lot 1, same being the northwest corner of a 14.79-acre tract of land conveyed to Leander Real Estate LLC by deed recorded in Document No. 2021151782 of the Official Public Records of Williamson County, Texas.

THENCE along the east line of said Bagdad Road, same being the west line of said Lot 1, the following three courses:

1. Northwesterly along said curve to the right, having an arc length of 703.41 feet, a radius of 950.00 feet, a central angle of $42^{\circ}25'25''$ and a chord which bears $N44^{\circ}07'34''W$ for a distance of 687.45 feet to a calculated point, at a point of tangency;
2. $N22^{\circ}54'52''W$ a distance of 670.09 feet to a calculated point, at a point of curvature of a curve to the left;
3. Northwesterly along said curve to the left, having an arc length of 51.53 feet, a radius of 2050.00 feet, a central angle of $01^{\circ}26'25''$ and a chord which bears $N23^{\circ}38'04''W$ for a distance of 51.53 feet to a 1/2" iron rod set at a south corner on this tract and **Point of Beginning**;

THENCE continuing along the said east line of said Bagdad Road, same being the west line of said Lot 1 the following six courses:

1. Northwesterly along said curve to the left, having an arc length of 198.88 feet, a radius of 2050.00 feet, a central angle of $05^{\circ}33'31''$ and a chord which bears $N27^{\circ}08'02''W$ for a distance of 198.81 feet to a 1/2" iron rod set at a point of non-tangency;
2. $N22^{\circ}55'15''W$ a distance of 19.79 feet to a 1/2" iron rod set;
3. $N02^{\circ}09'10''W$ a distance of 14.02 feet to a cotton spindle set;
4. $N38^{\circ}09'36''W$ a distance of 65.34 feet to a 1/2" iron rod set at a point of a curvature of a curve to the right;
5. Northerly along said curve to the right, having an arc length of 24.73 feet, a radius of 15.00 feet, a central angle of $94^{\circ}26'44''$ and a chord which bears $N09^{\circ}03'39''E$ for a distance of 22.02 feet to an "X" chiseled on concrete sidewalk, at a point of compound curve to the right, and being on the south line of Collaborative Way, same being on the north line of said lot 1;
6. Northeasterly along said curve to the right, having an arc length of 6.68 feet, a radius of 1165.00 feet, a central angle of $00^{\circ}19'43''$ and a chord which bears $N56^{\circ}26'44''E$ for a distance of 6.68 feet to an "X" chiseled on concrete sidewalk, at a point of non-tangency, (from which a cotton spindle found on the south line of said Collaborative Way, same being on the north line of said lot 1, bears Northeasterly along the arc of a curve to the right, having an arc length of 275.56 feet, a radius of 1165.00 feet, a central angle of $13^{\circ}33'08''$ and a chord which bears $N63^{\circ}23'09''E$ for a distance of 274.92 feet to a calculated point of tangency, and $N70^{\circ}09'57''E$ a distance of 518.20

EXHIBIT "A"

feet to a calculated point, at a non-tangent curve to the right, and continuing northeasterly along said curve to the right, having an arc length of 165.87 feet, a radius of 1465.00 feet, a central angle of 06°29'13" and a chord which bears N73°24'33"E for a distance of 165.78 feet);

THENCE across said Lot 1 the following three courses:

S07°28'34"E a distance of 17.95 feet to a railroad spike set a point of curvature to the right;

Southerly along said curve to the right, having an arc length of 248.21 feet, a radius of 1746.00 feet, a central angle of 08°08'42" and a chord which bears S27°29'18"E for a distance of 248.00 feet to a cotton spindle set at, a point of non-tangency;

S15°35'01"E a distance of 50.02 feet to the Point of Beginning.

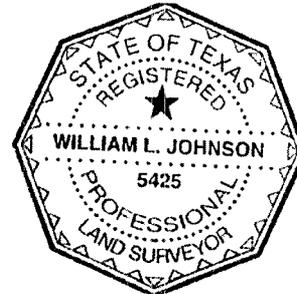
Containing 3,040 square feet, more or less.

Bearings are based on The Texas State Plane Coordinate System of 1983, Central Zone (4203), All distances shown hereon are grid distances.

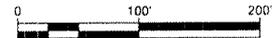
All iron rods set have "Haynie Consulting" stamped on the caps unless otherwise noted.

I, William L. Johnson, a Registered Professional land surveyor, do hereby confirm that the property shown hereon was prepared from an on the ground survey under my direct supervision.

William L. Johnson 2 JUNE 2023
William L. Johnson Date
Registered Professional Land Surveyor No. 5425
State of Texas



- 1/2" IRON ROD FOUND UNLESS STATED OTHERWISE
- 1/2" IRON ROD SET WITH CAP LABELED "HAYNIE CONSULTING I"
- CS COTTON SPINDLE SET
- RR RAILROAD SPIKE SET
- "X" "X" CHISELED ON CONCRETE SIDEWALK
- △ CALCULATED POINT
- OPRWC OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TX



SCALE 1" = 100'

BEARINGS ARE BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM OF 1983, CENTRAL ZONE (4203). ALL DISTANCES SHOWN HEREON ARE GRID DISTANCES.

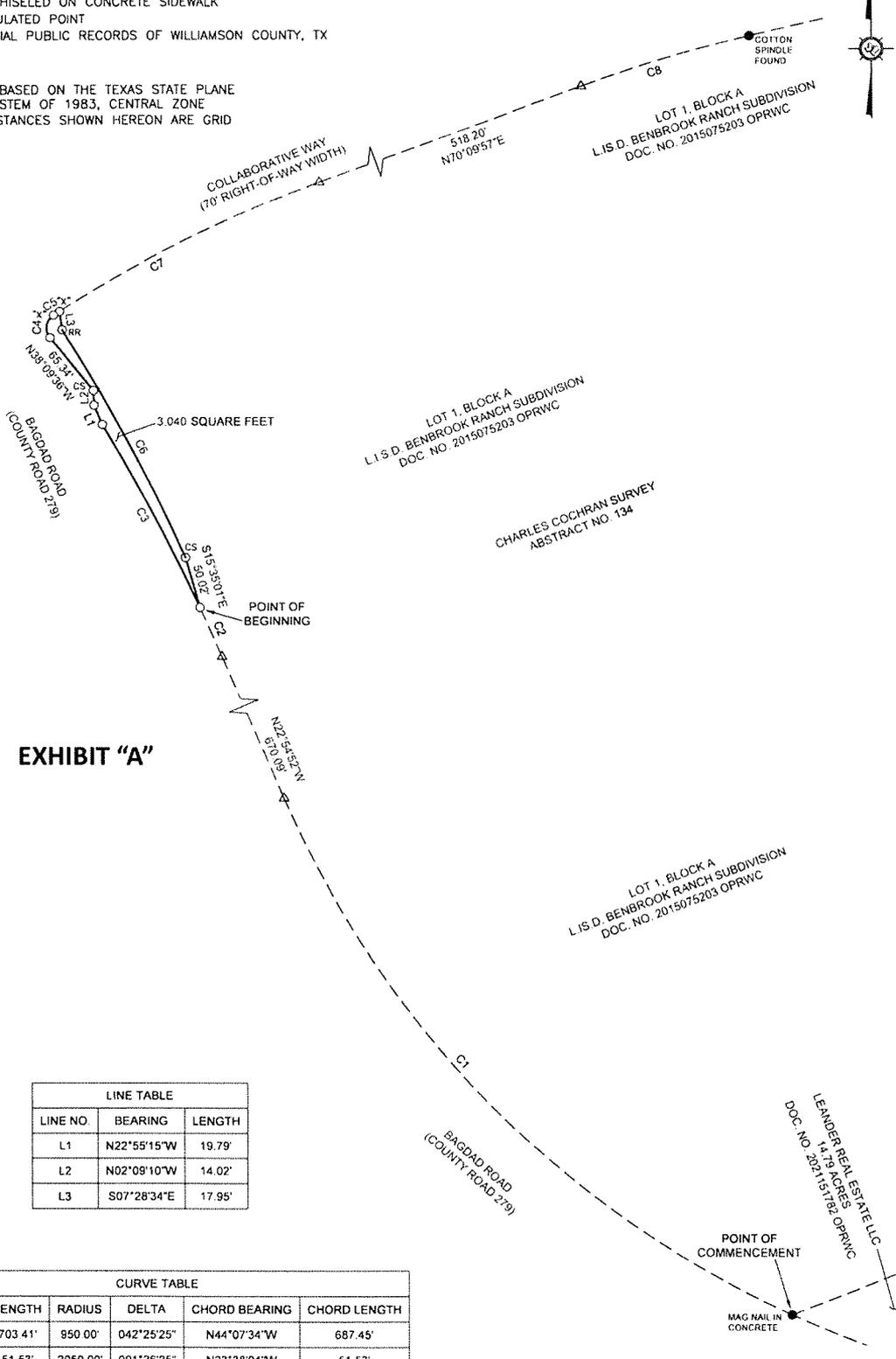


EXHIBIT "A"

LINE TABLE		
LINE NO	BEARING	LENGTH
L1	N22°55'15"W	19.79'
L2	N02°09'10"W	14.02'
L3	S07°28'34"E	17.95'

CURVE TABLE					
CURVE NO	LENGTH	RADIUS	DELTA	CHORD BEARING	CHORD LENGTH
C1	703.41'	850.00'	042°25'25"	N44°07'34"W	687.45'
C2	51.53'	2050.00'	001°26'25"	N23°38'04"W	51.53'
C3	198.88'	2050.00'	005°33'31"	N27°08'02"W	198.81'
C4	24.73'	15.00'	094°26'44"	N09°03'39"E	22.02'
C5	6.68'	1165.00'	000°19'43"	N56°26'44"E	6.68'
C6	248.21'	1746.00'	008°08'42"	S27°29'18"E	248.00'
C7	275.58'	1165.00'	013°33'08"	N63°23'09"E	274.92'
C8	165.87'	1465.00'	006°29'13"	N73°24'33"E	165.78'

P:\1511\1511.dwg 01/20/2021
 PLOT DATE: 08/02/2023 2:06pm
 DRAWING: X:\1511\1511.dwg 08/02/2023 2:06pm


HAYNIE CONSULTING, INC.
 Civil Engineers and Land Surveyors
 Round Rock, TX
 T B P E Firm No F-002411

**EXHIBIT “B”
BOARD RESOLUTION**

RESOLUTION AUTHORIZING CONVEYANCE OF RIGHT OF WAY

A RESOLUTION OF THE BOARD OF TRUSTEES OF LEANDER INDEPENDENT SCHOOL DISTRICT, DETERMINING CERTAIN PROPERTY IS NO LONGER NECESSARY FOR THE OPERATION OF THE SCHOOL DISTRICT; AUTHORIZING THE CONVEYANCE OF SAID PROPERTY AS RIGHT OF WAY; AND ESTABLISHING PROCEDURES FOR THE CONVEYANCE OF PROPERTY.

WHEREAS, Leander Independent School District (the “District”) owns the property described below (the “Property”); and

WHEREAS, the District may, in any appropriate manner, pursuant to Education Code Sec. 11.151(c) “dispose of property that is no longer necessary for the operation of the school district;” and

WHEREAS, pursuant to Education Code Sec. 11.154 (a), the Board of Trustees may, by resolution, authorize the sale of any property, other than minerals, held in trust for public school purposes; and

WHEREAS, pursuant to Local Government Code Sec. 272.001(1), a “political subdivision may donate or sell for less than fair market value a designated parcel of land...to another political subdivision if (1) the land...will be used by the political subdivision...in carrying out a purpose that benefits the public interest..., (2) the donation or sale...is made under terms that effect and maintain the public purpose..., and (3) the title...reverts to the donating political subdivision if the acquiring political subdivision ceases to use the land ...in carrying out the public purpose;” and

WHEREAS, the City of Leander, also a political subdivision (the “City”), has requested that the District convey at no cost to the City the property described below, as Right of Way, for the public purpose of public traffic signal, and specifically so that improvements can be made to Bagdad Rd and Collaborative Way, which is adjacent to Glenn High School and other school facilities (the “Public Purpose”); and

WHEREAS, the improvements to said roadway would increase the safety and welfare of students, staff, and parents to the school and other school facilities, and be in the best interests of the District; and

WHEREAS, the City of Leander is an abutting property owner pursuant to Local Government Code Sec. 272.001(b).

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE LEANDER INDEPENDENT SCHOOL DISTRICT:

PART 1: That the Board of Trustees of Leander Independent School District hereby officially determines that the Property described below is no longer necessary for the operation of the school district, and hereby authorizes its conveyance to the City of Leander as Right of Way:

All that certain parcels or tracts of land being a 3,040 square feet tract of land out of the Charles Cochran Survey, Abstract No. 134, Williamson County, Texas, being more particularly described in metes and bounds in Exhibits "A" and attached hereto and incorporated herein as if fully transcribed herein (the "Property", including any amendments or revisions to the description thereof);

PART 2: That the Superintendent, his agents, representatives, or employees are hereby authorized in connection with the sale of the Property to hire such engineers, surveyors, appraisers, title companies, architects, attorneys and other persons or entities needed to economically effect the conveyance of the Property, and take whatever further actions are deemed appropriate to effect the conveyance of the Property.

PART 3: That the District shall convey the Property to the City of Leander as Right of Way, on such terms and conditions as the Superintendent, his agents, employees, and representatives believe are reasonable under the circumstances.

PART 4: That the District is also authorized to grant necessary easements on District property for the improvements to the intersection of Bagdad Rd and Collaborative Way, such as sidewalk easements, public utility easements, drainage and stormwater easements, and temporary construction easements, on such terms and conditions as the Superintendent, his agents, employees, and representatives believe are reasonable under the circumstances.

PART 5: That the Superintendent be and is hereby authorized as its own act, to endorse, sign, transfer or enter into agreements for the conveyance of the Property, for the District and that the Superintendent is hereby authorized to take whatever action is necessary to consummate the conveyance of the Property and to execute and deliver any and all documents necessary for the conveyance of the Property. The Superintendent is further authorized to execute any and all easements as referenced above. However, pursuant to Education Code Sec. 11.154(b), the President of the Board of Trustees shall and is hereby authorized to execute the deed to the City, and shall recite this resolution of the Board of Trustees authorizing the sale.

PART 6: That this resolution shall take effect immediately from and after its passage.

ADOPTED this 10th day of August, 2023.

ATTEST:

SECRETARY, Board of Trustees,
Leander Independent School District

PRESIDENT, Board of Trustees,
Leander Independent School District

EXHIBIT "A"

RPS Group
3,040 Square Feet
Job No. 814-23-01

METES AND BOUNDS DESCRIPTION

BEING A 3,040 SQUARE FEET TRACT OF LAND OUT OF THE CHARLES COCHRAN SURVEY, ABSTRACT NO. 134, WILLIAMSON COUNTY, TEXAS, SAID 3,040 SQUARE FEET TRACT BEING A PART OF LOT 1, BLOCK A, "L.I.S.D. BENBROCK RANCH SUBDIVISION" RECORDED IN DOCUMENT 2015075203 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, SAID 3,040 SQUARE FEET TRACT OF LAND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

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THENCE along the east line of said Bagdad Road, same being the west line of said Lot 1, the following three courses:

1. Northwesterly along said curve to the right, having an arc length of 703.41 feet, a radius of 950.00 feet, a central angle of $42^{\circ}25'25''$ and a chord which bears $N44^{\circ}07'34''W$ for a distance of 687.45 feet to a calculated point, at a point of tangency;
2. $N22^{\circ}54'52''W$ a distance of 670.09 feet to a calculated point, at a point of curvature of a curve to the left;
3. Northwesterly along said curve to the left, having an arc length of 51.53 feet, a radius of 2050.00 feet, a central angle of $01^{\circ}26'25''$ and a chord which bears $N23^{\circ}38'04''W$ for a distance of 51.53 feet to a 1/2" iron rod set at a south corner on this tract and **Point of Beginning**;

THENCE continuing along the said east line of said Bagdad Road, same being the west line of said Lot 1 the following six courses:

1. Northwesterly along said curve to the left, having an arc length of 198.88 feet, a radius of 2050.00 feet, a central angle of $05^{\circ}33'31''$ and a chord which bears $N27^{\circ}08'02''W$ for a distance of 198.81 feet to a 1/2" iron rod set at a point of non-tangency;
2. $N22^{\circ}55'15''W$ a distance of 19.79 feet to a 1/2" iron rod set;
3. $N02^{\circ}09'10''W$ a distance of 14.02 feet to a cotton spindle set;
4. $N38^{\circ}09'36''W$ a distance of 65.34 feet to a 1/2" iron rod set at a point of a curvature of a curve to the right;
5. Northerly along said curve to the right, having an arc length of 24.73 feet, a radius of 15.00 feet, a central angle of $94^{\circ}26'44''$ and a chord which bears $N09^{\circ}03'39''E$ for a distance of 22.02 feet to an "X" chiseled on concrete sidewalk, at a point of compound curve to the right, and being on the south line of Collaborative Way, same being on the north line of said lot 1;
6. Northeasterly along said curve to the right, having an arc length of 6.68 feet, a radius of 1165.00 feet, a central angle of $00^{\circ}19'43''$ and a chord which bears $N56^{\circ}26'44''E$ for a distance of 6.68 feet to an "X" chiseled on concrete sidewalk, at a point of non-tangency, (from which a cotton spindle found on the south line of said Collaborative Way, same being on the north line of said lot 1, bears Northeasterly along the arc of a curve to the right, having an arc length of 275.56 feet, a radius of 1165.00 feet, a central angle of $13^{\circ}33'08''$ and a chord which bears $N63^{\circ}23'09''E$ for a distance of 274.92 feet to a calculated point of tangency, and $N70^{\circ}09'57''E$ a distance of 518.20

EXHIBIT "A"

feet to a calculated point, at a non-tangent curve to the right, and continuing northeasterly along said curve to the right, having an arc length of 165.87 feet, a radius of 1465.00 feet, a central angle of 06°29'13" and a chord which bears N73°24'33"E for a distance of 165.78 feet);

THENCE across said Lot 1 the following three courses:

S07°28'34"E a distance of 17.95 feet to a railroad spike set a point of curvature to the right;

Southerly along said curve to the right, having an arc length of 248.21 feet, a radius of 1746.00 feet, a central angle of 08°08'42" and a chord which bears S27°29'18"E for a distance of 248.00 feet to a cotton spindle set at, a point of non-tangency;

S15°35'01"E a distance of 50.02 feet to the Point of Beginning.

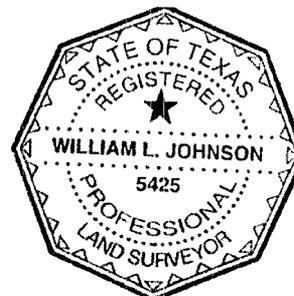
Containing 3,040 square feet, more or less.

Bearings are based on The Texas State Plane Coordinate System of 1983, Central Zone (4203), All distances shown hereon are grid distances.

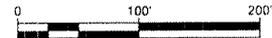
All iron rods set have "Haynie Consulting" stamped on the caps unless otherwise noted.

I, William L. Johnson, a Registered Professional land surveyor, do hereby confirm that the property shown hereon was prepared from an on the ground survey under my direct supervision.

William L. Johnson 2 JUNE 2023
William L. Johnson Date
Registered Professional Land Surveyor No. 5425
State of Texas



- 1/2" IRON ROD FOUND UNLESS STATED OTHERWISE
- 1/2" IRON ROD SET WITH CAP LABELED "HAYNIE CONSULTING I"
- CS COTTON SPINDLE SET
- RR RAILROAD SPIKE SET
- "X" "X" CHISELED ON CONCRETE SIDEWALK
- △ CALCULATED POINT
- OPRWC OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TX



SCALE 1" = 100'

BEARINGS ARE BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM OF 1983, CENTRAL ZONE (4203). ALL DISTANCES SHOWN HEREON ARE GRID DISTANCES.

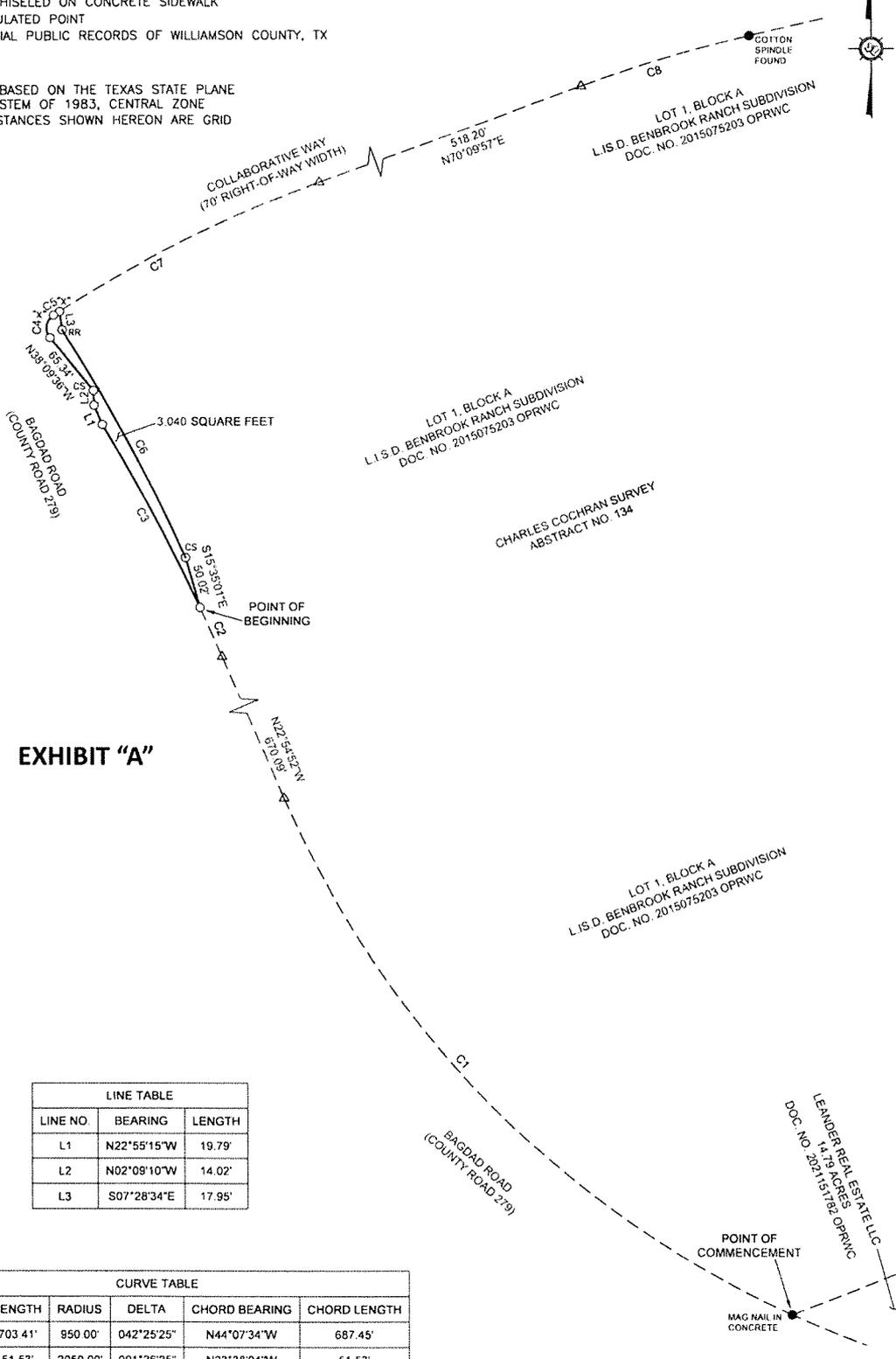


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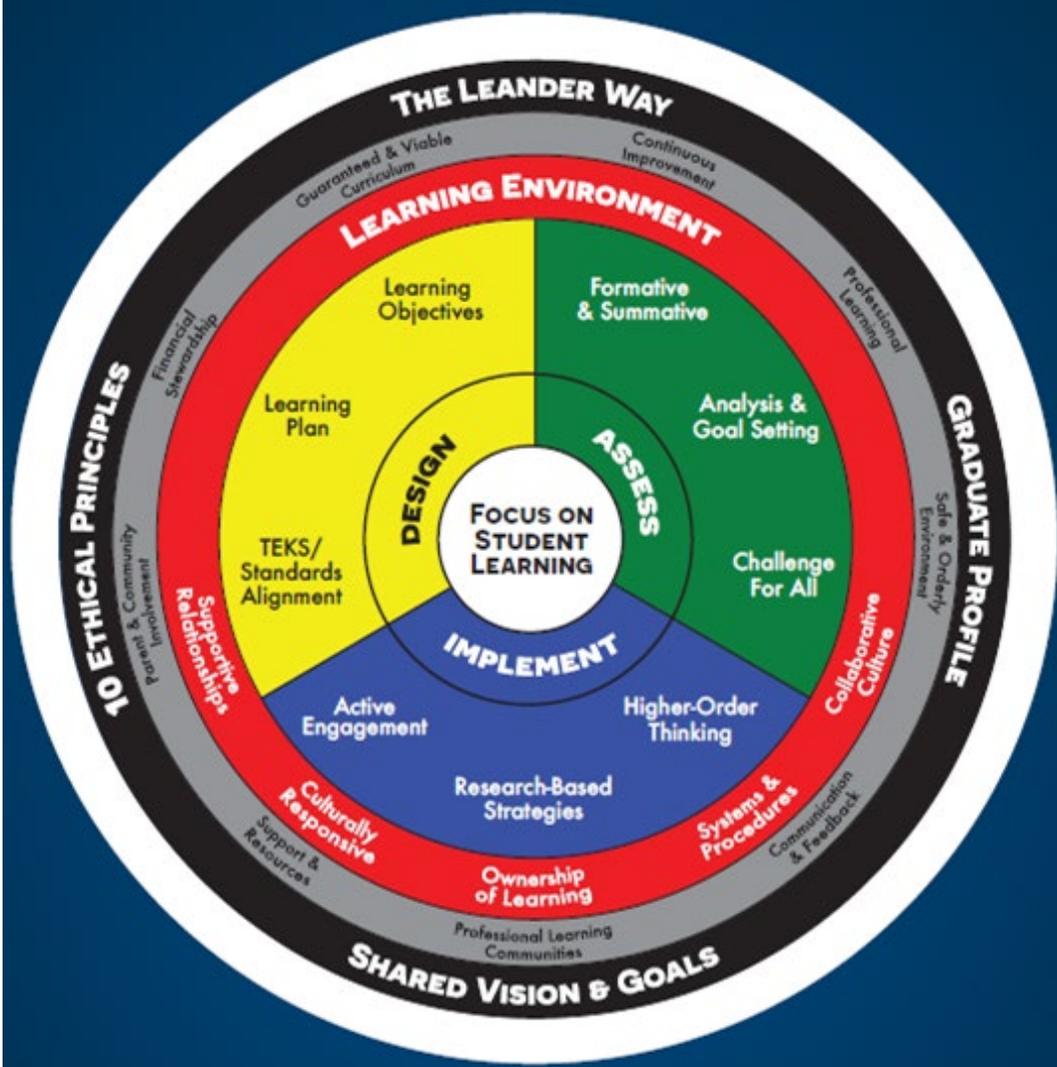
LINE TABLE		
LINE NO	BEARING	LENGTH
L1	N22°55'15"W	19.79'
L2	N02°09'10"W	14.02'
L3	S07°28'34"E	17.95'

CURVE TABLE					
CURVE NO	LENGTH	RADIUS	DELTA	CHORD BEARING	CHORD LENGTH
C1	703.41'	850.00'	042°25'25"	N44°07'34"W	687.45'
C2	51.53'	2050.00'	001°26'25"	N23°38'04"W	51.53'
C3	198.88'	2050.00'	005°33'31"	N27°08'02"W	198.81'
C4	24.73'	15.00'	094°26'44"	N09°03'39"E	22.02'
C5	6.68'	1165.00'	000°19'43"	N56°26'44"E	6.68'
C6	248.21'	1746.00'	008°08'42"	S27°29'18"E	248.00'
C7	275.58'	1165.00'	013°33'08"	N63°23'09"E	274.92'
C8	165.87'	1465.00'	006°29'13"	N73°24'33"E	165.78'

P:\1511\1511.dwg 01/20/2021
 PLOT DATE: 08/02/2023 2:08pm
 DRAWING: X:\1511\1511.dwg 08/02/2023 2:08pm


HAYNIE CONSULTING, INC.
 Civil Engineers and Land Surveyors
 Round Rock, TX
 T B P E Firm No F-002411

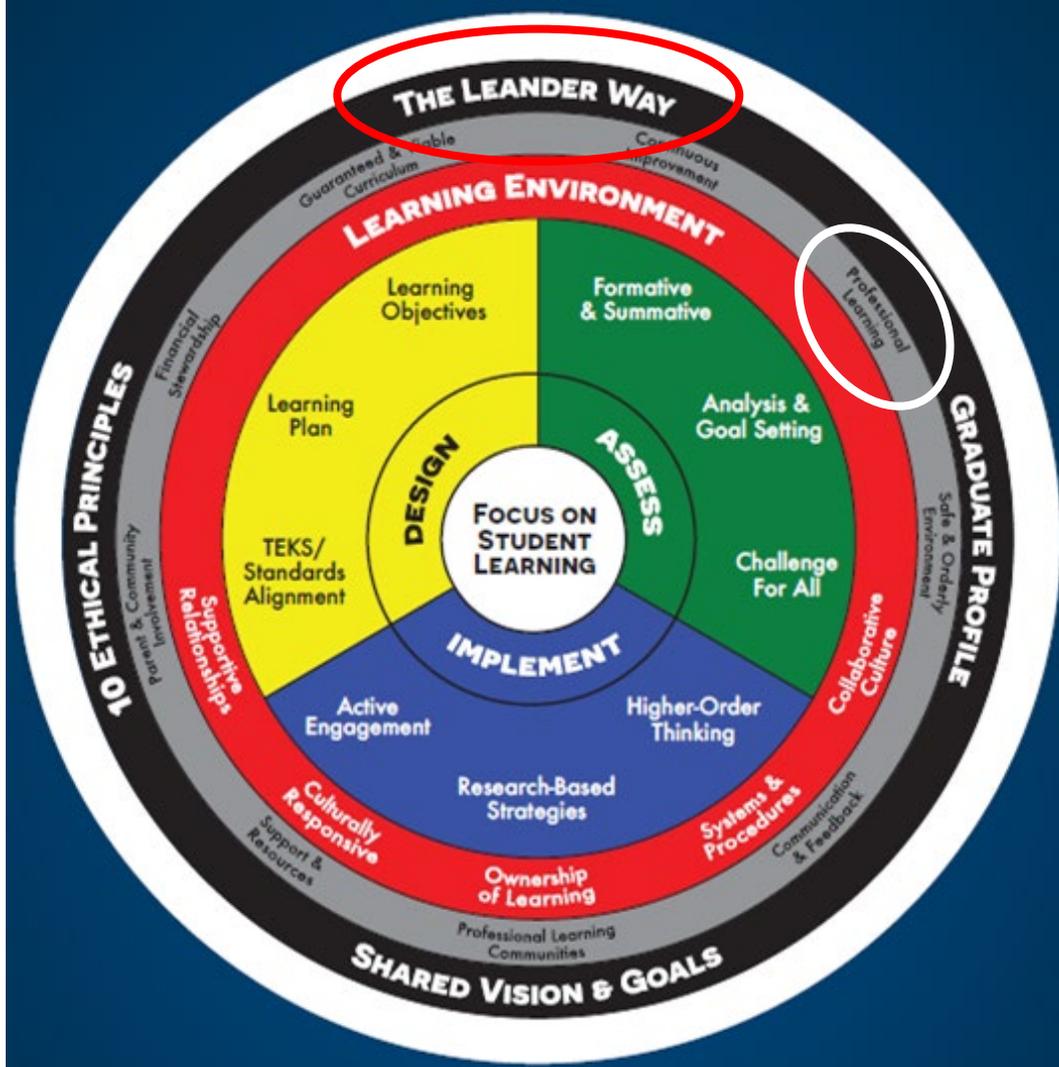
Superintendent's Report
August 10, 2023 | Board of Trustees Meeting





Empowered Staff New to District Professional Learning

23

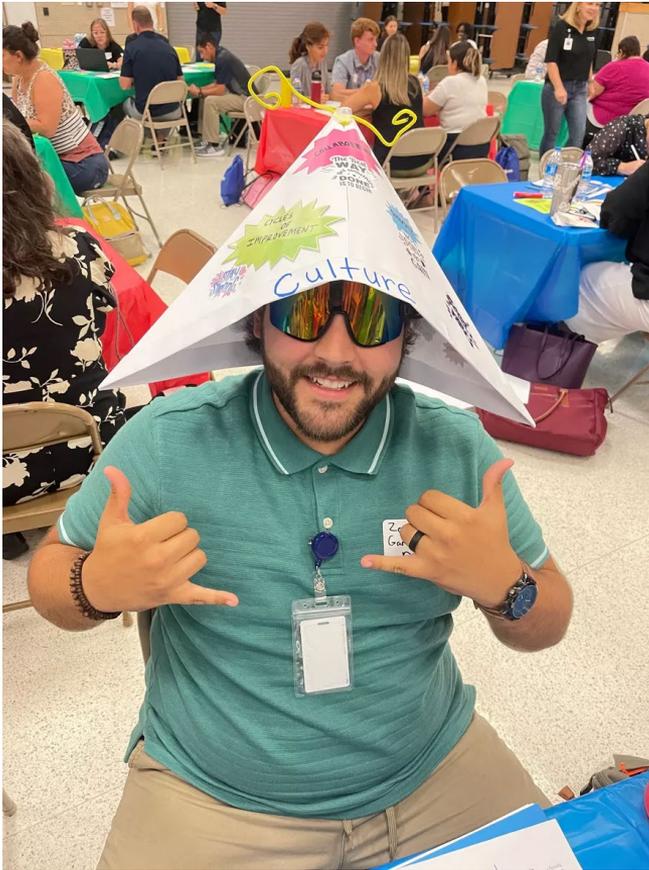


#1LISD

other districts

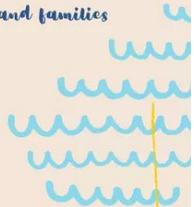




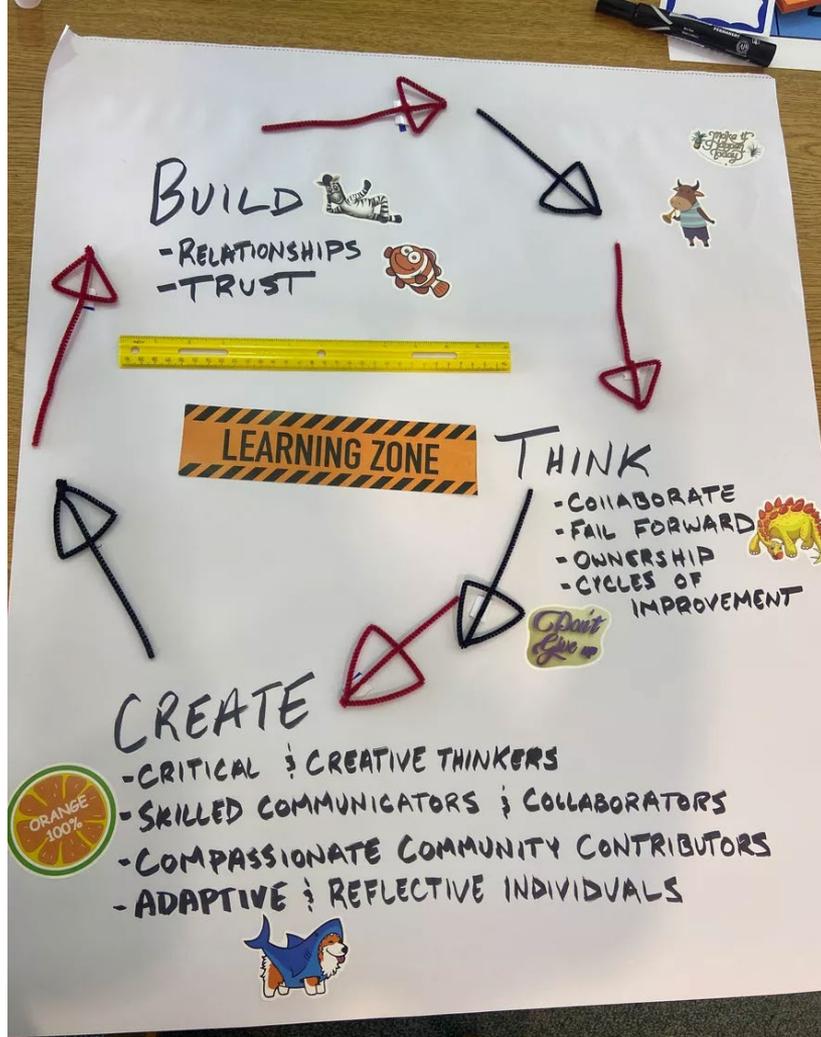




The Leander Way
By: Table Blue

- Learning by failing forward*
 - Every voice heard*
 - Adapting to strengths and challenges*
 - New employees bring new ideas*
 - Driven by compassion*
 - Empowering ethical learners*
 - Relationship building with communities and families*
- 





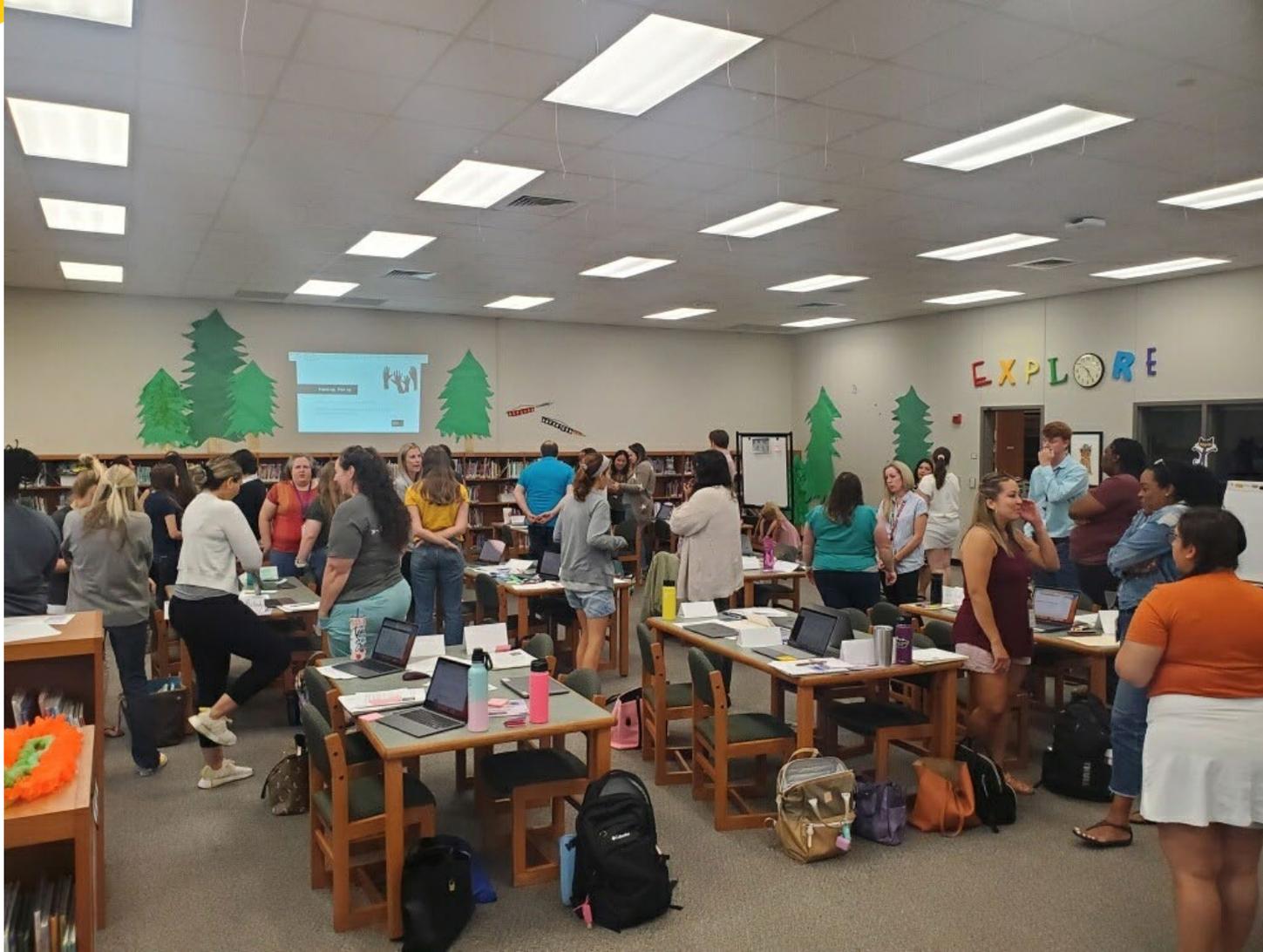


Safe and Innovative Learning Environments

31



32







House Bill 3:

- Requires an armed security officer at each campus
 - We took this to the safety and security committee in July to get feedback from our law enforcement and first responder partners
 - We met on Aug. 10 to discuss implementation details
 - We will be applying for a good cause exception due to lack of funding and availability of personnel
 - We will put a plan in place to come into compliance as soon as possible
 - We will carefully consider the level of training we want for the personnel in this role
- Requires active shooter training for SRO's at least once every 4 years
 - This depends on how we ultimately staff armed personnel at every campus

36

- Requires a district to send discipline records and threat assessments to another district when a student moves
 - We are working on compliance

Senate Bill 838:

- Requires panic alert buttons in each classroom
 - Through grant funding, we have already begun work on this for implementation this school year. We are in final stages of testing and will move to training all staff soon.
- New facilities standards through TEA Rule have additional safety and security requirements
 - We are working on meeting the standards through a combination of grants and bond funds
- We will bring a more robust conversation about these issues to the board on August 24

Cedar Park Fire



38

Backpack Attack



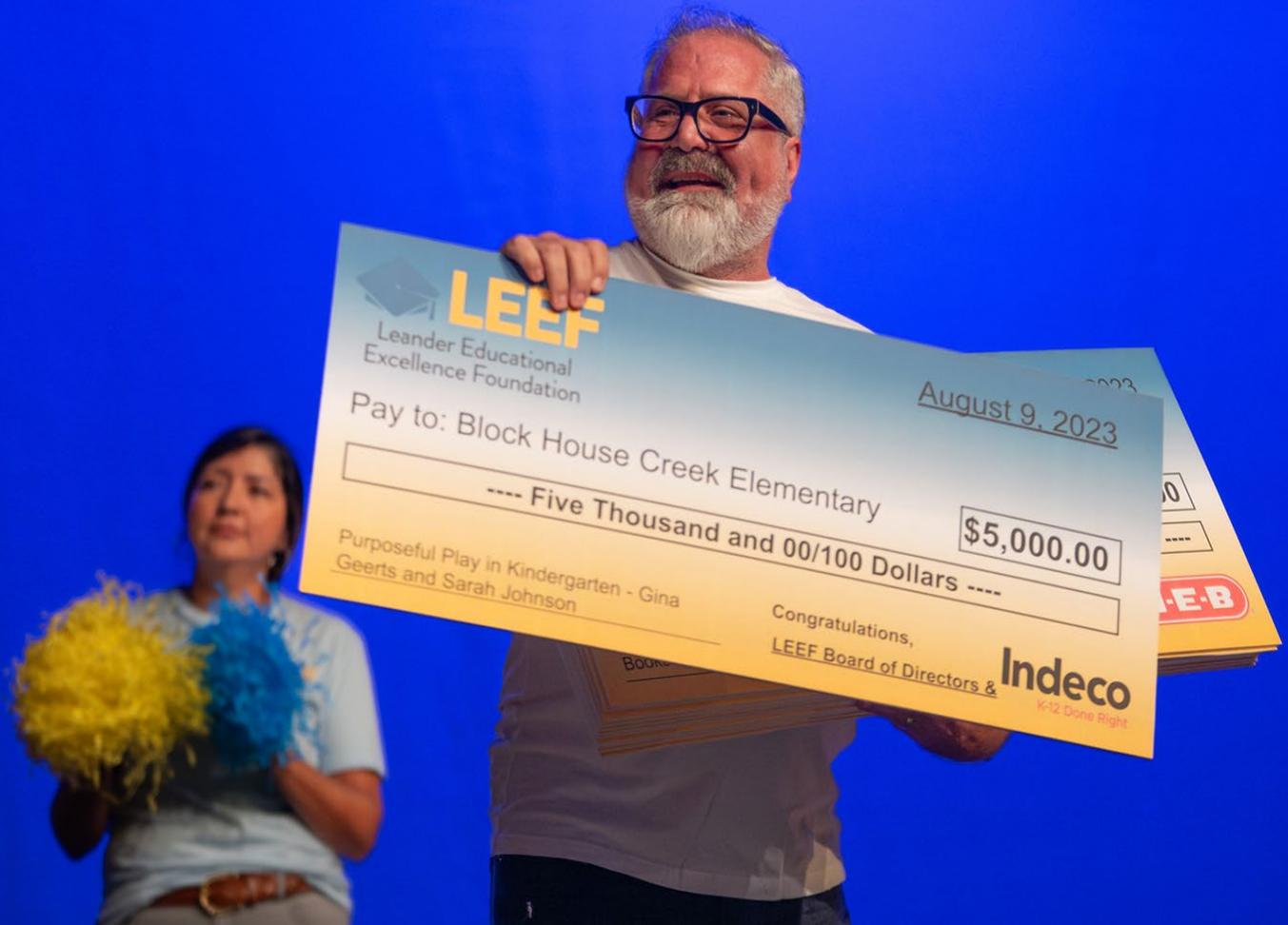
LEANDER  ISD

Convocation 2023-24

 HOME







LEANDER ISD
Convocation
2023-24
HOME



LEANDER ISD
Convocation
2023-24

HOME







Leander ISD Board Meeting Agenda Item Information

Meeting Date: Thursday, August 10, 2023

Agenda Item:	Consider Approval of 2023-2024 Student Code of Conduct
Purpose (this meeting):	<input type="checkbox"/> Discussion Item/Report Only <input checked="" type="checkbox"/> Action Requested
Administrator Responsible:	Bryan Miller
Attachments:	2023-2024 Student Code of Conduct Draft 2023-2024 Student Code of Conduct Change Tracker

Background Information:

Attached are the updated revisions to the Student Code of Conduct (SCOC) based on the 88th legislative session. Below are the bills that affect the SCOC including the page numbers where the updates are reflected in bold.

- **House Bill (HB) 114** amends Chapter 37 to make clear that conference, hearing, and review provisions in 37.009(a) apply to all removals for mandatory placement in a Disciplinary Alternative Education Program (DAEP) and mandatory expulsions. This bill requires a student to be placed in the DAEP if the student possesses, uses, or is under the influence of, or sells, gives, or delivers marijuana, THC, or an e-cigarette to another person within 300 feet of school property or at a school-related event. The requirement for mandatory expulsion for felony marijuana, THC, and alcohol-related conduct has been removed. In addition, the bill allows a program of educational and support services to be provided to a student and parents for an offense involving e-cigarettes. **Changes are reflected on pages 21 and 24.**
If a DAEP is at capacity, a student who commits an offense related to marijuana, THC, e-cigarettes, alcohol, or abusable volatile chemicals shall be placed in in-school suspension (ISS) until a place in a DAEP becomes available or the period of the student's placement ends. If a DAEP is at capacity when a student who engaged in violent conduct needs to be placed, a district may move a student placed in DAEP for conduct related to marijuana, THC, an e-cigarette, alcohol, or an abusable volatile chemical to ISS to make room for the student who engaged in violent conduct. If a district removes a student from a DAEP to ISS, the student must be returned to a DAEP if a place becomes available before the end of the period of placement. **Changes are reflected on page 28.**
- **House Bill (HB) 3928** amends Chapter 37 to require the district to provide information to a student's parent or person standing in parental relation to the student about the process for requesting a full individual and initial evaluation of the student for purposes of special education services both when a student is placed in the DAEP under Section 37.006 and as part of the student's personalized transition plan developed by the campus administrator. **Changes are reflected on page 28.**
- **House Bill (HB) 1427** expands the offense of harassment under Penal Code 42.07 to include making obscene, intimidating, or threatening telephone calls or other electronic communications from a temporary or disposable telephone number provided by an internet application or other technological means. **Changes are reflected on pages 37-38.**

Other changes reflected were recommended language updates from TASB's Model Student Code of Conduct, technology trends to update language, or experiences in applying the code.

In legislative years, the Texas Association of School Boards (TASB) updates its model Student Code of Conduct. The model was published in mid-July resulting in the delay to bring Leander ISD's Student Code of Conduct to the Board for approval. We are asking for action at the August 10, 2023 Board meeting to expedite publishing to our community.

Additions to the 2022-2023 Student Code of Conduct are underlined and highlighted in yellow with red text. Deletions are ~~red strikethrough~~.

Administrative Recommendation:

The Administration recommends that the Board of Trustees adopt the 2023-2024 Student Code of Conduct.

Sample Motion:

I move that the Board adopt the 2023-2024 Student Code of Conduct.

STUDENT CODE OF CONDUCT

CONDUCT AND DISCIPLINE

The information on the following pages is VERY important! Please make certain that you read and understand the Student Code of Conduct section.

ACCESSIBILITY

If you have difficulty accessing the information in this document because of disability, please contact Student Support Services at 512-570-0150.

PURPOSE

Education in our community represents a significant commitment to financial and human resources. The benefits a student derives from this investment depend on a student's attitude toward learning and high standards of behavior.

The Student Code of Conduct ("Code of Conduct"), as required by [Chapter 37](#) of the Texas Education Code, provides methods and options for managing student behavior, preventing and intervening in student discipline problems, and imposing discipline.

The law requires the district to define misconduct that may—or must—result in a range of specific disciplinary consequences, including removal from a regular classroom or campus, out-of-school suspension, placement in a disciplinary alternative education program (DAEP), placement in a juvenile justice alternative education program (JJAEP), or expulsion from school.

This Code of Conduct has been adopted by the Leander ISD's Board of Trustees and developed with the advice of the district-level planning and decision-making committee. It provides information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline. This Code of Conduct remains in effect during summer school and at all school-related events and activities outside the school year until the board adopts an updated version for the next school year.

Per state law, the Code shall be posted at each school campus or shall be available for review at the office of the campus principal. Additionally, the Code shall be posted on the District's website @ <http://www.leanderisd.org>. Parents shall be notified of any conduct violation that may result in a student being suspended, placed in a DAEP or JJAEP, expelled, or taken into custody by a law enforcement officer under Chapter 37 of the Education Code.

Because the Student Code of Conduct is adopted by the District's Board of Trustees, it has the force of policy; therefore, in case of conflict between the Code and the student handbook, the Code shall prevail.

Please Note: The discipline of all students with disabilities who are eligible for services under federal law (Individuals with Disabilities Act and Section 504 of the Rehabilitation Act of 1973) is subject to the provisions of those laws.

INDEX

This code contains the following topics:

Section I: Ethical Principles/Expected Behaviors

- Ethical Principles
- Standards for Student Conduct

Section II: School District Authority and Jurisdiction

- Campus Behavior Coordinator
- Authority and Jurisdiction
- School Resource Officers
- Questioning of Students and Searches
- Threat Assessment Team
- Transfers
- Unauthorized Persons
- Behavior, Consequences, and Techniques
- Parental Questions, Consequences, or Appeals

Section III: Dress Code

Section IV: General Misconduct Violations

- Mistreatment of Others
- Misuse of Property
- Possession of Prohibited Items
- Misuse of Technology
- Misuse of Illegal Prescription and/or Over the Counter Drugs
- Safety
- Miscellaneous Offenses
- Discipline Management Techniques
- Students with Disabilities
- Discipline Management Techniques
- Out-of-School Suspension
- Notification
- Routine Referral
- Regular/Formal Educational Removal
- Regular Educational Setting Removal
- Formal Removal

Section V: Placement in a Disciplinary Alternative Education Program

- LEO
- Removal to a DAEP

-DAEP Discretionary Placement

- Part A – Reasons for Discretionary DAEP Placement

-DAEP Mandatory Placement

- Part B – Reasons for Mandatory DAEP Placement

Section VI: Expulsion

-Discretionary Expulsion

- Part A – Reasons for Discretionary Expulsions

-Mandatory Expulsion

- Part B – Reasons for Mandatory Expulsions

-Placement and/or Expulsion for Certain Offenses

- Registered Sex Offenders
- Certain Felonies

Section VII: Procedures

-DAEP Placement

- Appeal to DAEP Placement
- Mandatory Formal Removal
- Removal by Campus Administrator
- Conference
- Placement Order
- Coursework Notice
- Length of Placement
- Returning Student to Classroom
- Withdrawal During Process
- Newly Enrolled Students
- Extra-Curricular and Non-Curricular Restrictions
- Transportation
- Emergency Placement
- Transition Services
- Participation in Graduation
- DAEP Placement Review
- Court/Criminal Proceeding

-Expulsion Procedures

- Expulsion Hearing
- Hearing Review
- Length of Placement
- Withdrawal During Process
- Additional Misconduct
- Academic Credit
- Newly Enrolled Student
- Continuation of Other District's Expulsion Order
- DAEP Placement of Expelled Students
- Emergency Expulsion
- Juvenile Justice Alternative Education Program (JJAEP) Placement

-Other

- Drug-Free Notice
- Sexual Assault and Campus Assignments
- Parental Questions, Concerns, or Appeals

Section I: Ethical Principles/Expected Behaviors

ETHICAL PRINCIPLES

The following ten major ethical values form a philosophical basis for ethical judgment and define the moral duties and virtues implicit in ethical behavior. Leander ISD is committed to these principles.

- **Honesty** - a good faith intent to be truthful, accurate, straight-forward, and fair in all communications.
- **Concern for Others** - concern for the well-being of all those affected by their actions by being caring, considerate, and compassionate.
- **Integrity** - acting in ways that are consistent with core beliefs.
- **Accountability** - be accountable and accept personal responsibility.
- **Promise-Keeping** - trustworthiness by keeping promises and fulfilling commitments.
- **Law Abidance/Civic Duty** - act as responsible citizens and uphold the rule of law.
- **Loyalty** - a special moral responsibility to promote and protect the interest of certain people, organizations, or governments.
- **Respect for Others** - honoring the rights of others and treating others with courtesy and decency.
- **Fairness** - making impartial decisions, demonstrating a commitment to justice, correcting mistakes, and refusing to take unfair advantage of others.
- **Pursuit of Excellence** - seek to perform their duties with excellence.

STANDARDS FOR STUDENT CONDUCT

To promote a positive educational experience for all students, the District expects students to adhere to **seven basic standards for conduct**. Each student is expected to:

- Exercise self-control, self-respect, and self-discipline
- Demonstrate a positive attitude
- Respect the rights and feelings of others
- Respect school property
- Support the learning process
- Adhere to all campus and classroom rules
- Promote a safe environment

Section II: School District Authority and Jurisdiction

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. District schools shall foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of other students, teachers, and District staff. Students shall exercise their rights responsibly, in compliance with rules established for the orderly conduct of the District's educational mission. The District's rules of conduct and discipline are established to achieve and maintain order in the school.

CAMPUS BEHAVIOR COORDINATOR

As required by law, campuses must designate campus behavior coordinators (CBCs). The District designates campus assistant principals (or the principal if an assistant principal is not available) as the campus behavior coordinators. The CBCs are responsible for maintaining student discipline. The District maintains a current list of assistant principals serving as CBCs on the Leander ISD Student Support Services website @ <http://www.leanderisd.org>.

AUTHORITY AND JURISDICTION

A student, whose behavior shows disrespect for others, including interference with their access to a public education and a safe environment shall be subject to disciplinary action. School rules and the authority of the District to administer discipline apply whenever the interest of the school or District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities.

The District has disciplinary authority over a student:

1. During the regular school day and while the student is going to and from school or a school-sponsored or school-related activity on District transportation;
2. During lunch periods in which students, in select courses, are allowed to leave campus;
3. At any school-related activity, regardless of time or location;
4. For any school-related misconduct, regardless of time or location;
5. When retaliation against a school employee, board member, or volunteer occurs or is threatened, regardless of time or location;
6. When a student engages in bullying/cyberbullying as provided by [Texas Education Code 37.0832](#);
7. When criminal mischief is committed on or off school property or at a school-related event;
8. For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;
9. For certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas;
10. When the student commits a felony, as provided by [Texas Education Code 37.006 or 37.0081](#); and
11. When the student is required to register as a sex offender.

EXPECTATIONS FOR REPORTING OFFENSES/ CRIMES

Anytime someone has information about a student in Leander ISD experiencing any form of mistreatment or about any potential danger to any student or staff member of the school, the expectation is for the information to be reported directly to campus administration. However, if the information is shared with any other staff member, he/she will then report to campus administration.

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

SCHOOL RESOURCE OFFICERS (SRO)

To support the safety, security, and protection of students, staff, and property, the Board employs school resource officers (SROs). Per law, the Board has coordinated with the campus behavior coordinators and other District employees to ensure appropriate law enforcement duties are assigned to security staff. The law enforcement duties of District peace officers are listed in policy [CKE\(LOCAL\)](#). The law enforcement duties of school resource officers are to implement the District's comprehensive safety programs. All SROs shall receive at least the minimum amount of education and training required by law.

QUESTIONING OF STUDENTS AND SEARCHES

To aid in maintaining a safe and secure campus environment, students may, on occasion, be questioned by administrators and other professional personnel (i.e. teachers, nurses, counselors, parking lot attendants, etc.), or law enforcement officials without the presence of a parent or guardian. This is per District policies [FNF\(LOCAL\)](#) and [GRA\(LOCAL\)](#). In addition, students may be asked to provide a written statement to administrators without the presence of or permission from a parent or guardian. When a student's statement is provided to law enforcement, the officer must sign a form acknowledging the receipt of the statement. If a student is questioned by law enforcement and/or asked to provide a written statement to law enforcement, a reasonable attempt shall be made to notify the student's parents or guardians promptly. In addition, an administrator will be present at the time of questioning when permitted.

District officials may conduct searches of students, their belongings, and their vehicle per state and federal law and District policy. Searches of students shall be conducted in a reasonable and nondiscriminatory manner. A student's clothing, personal property, electronic equipment, method of transportation, or school property used by the student (such as lockers or desks) may be searched when there is reasonable suspicion to believe the search shall reveal articles or materials prohibited by the District. Students are responsible for ensuring that any personal property, method of transportation, or school property used by the student does not contain prohibited items. Students may be disciplined for possession of prohibited items discovered during a search. Refer to the District's Student Handbook, policy [FNF\(LEGAL\)](#), and policy [FNF\(LOCAL\)](#) for more information regarding investigations and searches.

Vehicles parked on school property, desks, purses, electronic equipment, and book bags brought into the District or to a District-sponsored event, and lockers assigned to students are under the jurisdiction of the school. Searches of vehicles, desks, purses, electronic equipment, or book bags may be conducted at any time there is reasonable suspicion to do so, with or without the presence of the student.

Students have full responsibility for the security of their vehicles and lockers and, therefore, need to make certain they are locked and that the keys/combinations are not given to others. Students shall be held responsible for any prohibited objects or substances, such as alcohol, drugs, or weapons that are found in any locations under their control including their cars/lockers. Students shall not place, keep, or maintain any article or material in school-owned lockers that are forbidden by District policy or that would lead school officials to reasonably believe that it would cause a substantial disruption on school property or at a school-sponsored function. Students shall be subject to disciplinary action by the District, as well as referral for criminal prosecution for prohibited objects or substances. School officials may randomly search lockers for articles or materials prohibited by District policy.

To keep the workplace and schools free of drugs and weapons, the District may use specially trained non-aggressive dogs to sniff out and alert to the current presence of concealed prohibited items, illicit substances, and alcohol. This program is implemented in response to drug and alcohol use problems in District schools and to maintain a safe school environment conducive to education. Visits to schools shall be unannounced. The dogs shall be used to sniff the air in vacant classrooms, in vacant common areas, around student lockers, and around vehicles parked on school property. In addition, the dogs may be used to sniff in classrooms, school buses, or other areas under District control after students have been directed to vacate and leave their belongings behind. The dogs shall not be used with students. If a dog alerts to a locker, a vehicle, or an item in a classroom, school bus, or other areas under District control, it may be searched by school officials. If a dog alerts on a location under the student's control, all other locations under the student's control shall be subject to search. Searches of vehicles shall be conducted as described above. The dog's official handler or designee shall determine what constitutes a detection or alert by the dog.

The search will be conducted by a school official or by a representative from a governmental agency (i.e. school resource officer or police.)

The District's policies and the Student Code of Conduct provide a range of disciplinary sanctions for alcohol and drug-related offenses. Students may be referred to appropriate law enforcement officials for criminal prosecution. Procedural requirements for the imposition of suspension and expulsion are set out in the District's policies.

**THREAT
ASSESSMENT
TEAM**

The campus behavior coordinator or other appropriate administrators will work closely with the campus threat assessment team to implement the District's threat assessment procedures, as required by law, and shall take appropriate disciplinary action per the Code of Conduct.

TRANSFERS

The District has the right to revoke the transfer of a nonresident student for violating the District's Code. In addition, the District also has a process for revoking in-District transfers (see campus administrator for details).

**UNAUTHORIZED
PERSONS**

Under [Texas Education Code 37.105](#), a school administrator, school resource officer (SRO), or District police officer 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 regarding the refusal of entry or ejection from District property may be filed under [FNG\(LOCAL\)](#) or [GF\(LOCAL\)](#), as appropriate.

**BEHAVIORS,
CONSEQUENCES,
AND
TECHNIQUES**

In general, discipline shall be designed to correct the misconduct and to encourage adherence by all students to their responsibilities as citizens of the school community. Disciplinary action shall draw on the professional judgment of teachers and administrators and a range of discipline management techniques, including restorative practices. Disciplinary action shall be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, previously tried discipline management techniques, and whether a student was reasonably acting in self-defense and statutory requirements. Because of these factors, discipline for an offense (unless otherwise specified by law) may bring into consideration varying techniques and responses.

The safety of students is a priority and goal for the District. All stakeholders (staff, students, parents, and community members) must assist the District in creating and maintaining a safe and orderly environment free of bullying, teasing, harassment, violence, weapons, etc. We appreciate all help and support in assisting the District to reach this goal.

The list of prohibited behaviors and possible consequences are listed in the next five (5) sections of the Student Code of Conduct. Those sections are Dress Code, General Misconduct Violations, Placement in a Disciplinary Alternative Education Program, Expulsion, and Procedures.

Please note: In addition to the rules/ behaviors listed in this Student Code of Conduct, the District also has campus, classroom, and District transportation rules. These rules may be listed in the other parts of the Student and Parent Handbook, given directly to the students, or posted in classrooms or on District transportation vehicles. These other rules may or may not constitute violations of this Student Code of Conduct.

**PARENTAL
QUESTIONS,
CONCERNS, OR
APPEALS**

Questions from parents regarding disciplinary measures taken should be addressed to the teacher or campus administration, as appropriate. Appeals or complaints regarding the use of specific discipline management techniques should be addressed under policy [FNG\(LOCAL\)](#). A copy of this policy may be obtained from the principal's office, the campus behavior coordinator's office, the Central Administration Office, or through Policy on Line at the following address: www.leanderisd.org.

At the administrator's discretion, consequences shall not be deferred pending the outcome of a grievance. In the instance of a student who 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 policies [FFH\(LEGAL\)](#) and [FFH\(LOCAL\)](#).

Section III: Dress Code

DRESS CODE

Our Philosophy:

The Leander Independent School District's student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff will enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law per [FFH\(LOCAL\)](#).

Our Values:

- All students should be able to dress comfortably for school and engage in the educational environment without fear of unnecessary discipline or body shaming.
- All students and staff are responsible for managing their own personal "distractions" without regulating individual students' clothing/self-expression.
- Student dress code enforcement should not result in unnecessary barriers to school attendance.
- School staff will use student/body-positive language to explain the code and to address code violations.

Our Goals:

- Ensure that all students are treated equitably regardless of race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law per [FFH\(LOCAL\)](#).
- Maintain a safe learning environment in classes where protective or supportive clothing is needed (e.g. physical activity, science, or CTE courses).
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Allow students to wear their hair naturally or styled, including hair textures and hairstyles that are commonly associated with race or national origin, without fear of discipline or discrimination.
- Ensure students' clothing or accessories do not interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.

Dress Code

All students will dress in a way that is appropriate for the school day or any school-sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). Any restrictions on 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. These dress code guidelines apply to regular school days, summer school days, and any school-related events and activities.

1. Basic Principle: Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, breasts/chest, and nipples are fully covered with opaque (not see-through) fabric. However, cleavage does not have coverage requirements. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

2. Students MUST Wear* while following the basic principle of Section 1 above:

- a. A Shirt (with fabric in the front, back, on the sides under the arms, and has a minimum of one strap), AND
- b. Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress, or shorts), AND
- c. Shoes.

*Courses that include attire as part of the curriculum (for example, safety, professionalism, public speaking, and job readiness) may include assignment-specific dress but should not focus on covering bodies in a particular way or promoting culturally specific attire. Activity-specific shoe requirements are permitted (for example, athletic shoes for PE).

3. Students MAY Wear while following the basic principle of Section 1 above:

- a. Hats facing straight forward or straight backward. Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.
- b. Religious attire including headwear.
- c. Hoodie sweatshirts (wearing the hood overhead is allowed, but the face must be visible to school staff).
- d. Fitted pants, including opaque (not see-through) leggings, yoga pants, and "skinny jeans".
- e. Ripped jeans, as long as underwear and buttocks are not exposed.
- f. Tank tops, including spaghetti straps; halter tops.
- g. Athletic attire.

4. Students Cannot Wear:

- a. Clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar, obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.
- b. Clothing or accessories with violent or offensive images or language, including profanity, hate speech, and pornography.
- c. Images or language depicting/suggesting drugs, alcohol, vaping, or paraphernalia (or any illegal item or activity).
- d. Images or language that create a hostile or intimidating environment based on any protected class or marginalized groups.
- e. Bulletproof vests, body armor, tactical gear, or clothing resembling these items.
- f. Clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- g. Swimsuits (except as required in class or athletic practice).
- h. Any item that obscures the face (except as a religious observance).

Dress Code Enforcement

To ensure effective and equitable enforcement of our dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have the discretion to vary the requirements in ways that lead to discriminatory enforcement.

1. Students should not be shamed or required to display their bodies in front of others (students, parents, or staff) in school. "Shaming" includes, but is not limited to:
 - a. kneeling or bending over to check attire fit;
 - b. measuring straps or skirt length;
 - c. asking students to account for their attire in the classroom or hallways in front of others;
 - d. calling out students in spaces, hallways, or classrooms about perceived dress code violations in front of others; in particular, directing students to correct sagged pants that do not expose the entire undergarment, or confronting students about visible bra straps, since visible waistbands and straps on undergarments are permitted; and,
 - e. accusing students of "distracting" other students with their clothing.

2. Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 4 above. Students in violation of Section 1 and/or 4 will be provided three (3) options to be dressed to code during the school day:
 - a. Students will be asked to put on their alternative clothing, if already available at school, to be dressed to code for the remainder of the day;
 - b. Students will be provided with temporary school clothing to be dressed to code for the remainder of the day; or
 - c. If necessary, students' parents may be called during the school day to bring alternative clothing for the student to be dressed to code for the remainder of the day.

Students who feel they have been subject to discriminatory enforcement of the dress code should contact Student Support Services at 512-570-0152.

Exceptions

Exceptions to these dress requirements can be made by the school administration to allow students to observe religious customs or beliefs and to accommodate medical or health needs.

Section IV: General Misconduct Violations

The categories of conduct below are prohibited at school **or on district property**, in vehicles owned or operated by the District, and at all school-related activities, but the list does not include the most severe offenses. In the subsequent sections on out-of-school suspension, DAEP placement, placement and/or expulsion for certain offenses, and expulsion, certain offenses that require or permit specific consequences are listed. Any offense, however, may be severe enough to result in removal from the regular education setting as detailed in that section.

Note: Students engaging in the offenses under Section IV shall be processed by the school administration and may also involve being processed by the School Resource Officer (SRO), as permitted by State Law.

MISCONDUCT VIOLATIONS

Students are prohibited from:

1. Failing to comply with directives and/or accept discipline management techniques given by school personnel (non-compliance and failure to accept discipline).
2. Violating school or bus safety rules.
3. Leaving school grounds, classes, or school-sponsored events without permission.
4. Being tardy, failing to attend, being truant, and having unexcused absences.
5. Violating repeatedly other communicated District, campus, or classroom standards of behavior.
6. Distributing and/or posting prohibited materials not following school procedures.
7. Violating dress code. (See Section III)
8. Violating the school's rules pertaining to the operation and/or parking of vehicles on school property.

MISTREATMENT OF OTHERS

1. Threatening a District student, employee, or volunteer, including off-school property if the conduct causes a substantial disruption to the educational environment.
2. Throwing objects that can cause bodily injury or property damage.
3. Directing profanity, vulgar language, or making obscene gestures toward other students, District employees, or visitors.
4. Participating in any manner in fight clubs or boxing.
5. Fighting or scuffling that does not result in physical pain, illness, or any impairment of a physical condition.
6. Engaging in horseplay, roughhousing, and other playful behavior that, though not intended to harm, presents a reasonable risk of harm or threatens the safety of others.
7. Participating in hazing.
8. Committing extortion, coercion, or blackmail (obtaining money or another object of value from an unwilling person), or forcing an individual to act through the use of force or threat of force.
9. Engaging in bullying or cyberbullying, including intimidation, teasing, name-calling, ethnic or racial slurs, or derogatory statements that school officials have reason to believe shall substantially disrupt the school program or incite violence.
10. Releasing or threatening to release intimate visual material of a minor or a student who is eighteen years or older without the student's consent.
11. Engaging in any conduct that constitutes sexual or gender-based harassment or sexual abuse whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors.
12. Engaging in harassment of any kind, including, but not limited to, harassment motivated by race, color, religion, national origin, disability, or age directed toward another student or District employee.
13. Engaging in any inappropriate physical or sexual contact.
14. Engaging in inappropriate or indecent exposure of private parts.
15. Making threats, including verbal and written statements, hit lists, mail and e-mail, threats of a graphic nature (drawings, graffiti), and joking about threatening subjects that threaten the safety of another student, a school employee, or school property.
16. Committing simple assault (assault by contact).
17. Participating in consensual hugging, touching, or other inappropriate displays of affection.

18. Participating in consensual activities that result in physical alteration or injury to self or of another person's body (i.e. piercing, tattooing, etc.).
19. Failing to immediately report to a school employee knowledge of a device, object, substance, or event that could cause harm to self or others.
Engaging in conduct that constitutes dating violence, including the intentional use of physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person in a current or past dating relationship.

BULLYING

Bullying is defined in [Section 37.0832](#) of the Education Code 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 that:

1. Affects 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;
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. **Cyberbullying** is defined by [Section 37.0832](#) of the Education Code as bullying that is done through the use of any electronic communication device, including the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, social media application, an Internet website, or any other Internet-based communication tool.

The State Law on Bullying Prevention applies to:

1. Bullying that occurs on or is delivered to school property or the site of a school-sponsored or school-related activity on or off school property;
2. Bullying that occurs on a publicly or privately-owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
3. Cyberbullying that occurs off school property or outside of a school-sponsored or school-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 or school-related activity.

Bullying is prohibited by the District and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism.

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, the student or parent needs to notify a teacher, counselor, principal, or other District employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The District will also contact the parents of the victim and of the student who was found to have engaged in the bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying. Any retaliation against a student who reports an incident of bullying is prohibited.

The principal may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom on the campus. In consultation with the student's parent, the student may also be transferred to another school in the District. The parent of a student who has been determined by the District to be a victim of bullying may request that his or her child be transferred to another classroom or campus within the District. Refer to the Leander ISD [Anti-Bullying website](#) for additional information.

**MISUSE
OF
PROPERTY**

1. Stealing from students, staff, or the school.
2. Committing or assisting in a robbery or theft that does not constitute a felony according to the Texas Penal Code. (Felony robbery, aggravated robbery, and theft offenses are addressed later in the Student Code of Conduct.)
3. Damaging or vandalizing property owned by others. (For felony criminal mischief see DAEP Placement or Expulsion.)
4. Defacing or damaging school property – including textbooks, **technology and electronic resources**, lockers, furniture, and other equipment with graffiti or by other means.
5. Entering, without authorization, district facilities that are not open for operations.

**POSSESSION
OF
PROHIBITED
ITEMS**

Possessing prohibited items. The District also prohibits students from possessing certain other items without administrative approval while on school property, while using District transportation, or while attending school-sponsored or school-related activities, whether on or off school property.

Prohibited Items Include but are not limited to:

- Radios, **including blue tooth speakers**
- Permanent/Sharpie® Markers
- Correction Fluid
- Clubs or Knuckles
- Laser Pointers
- Lighters, Matches, Tobacco Products, and E-Cigarettes(vapes), including any component, part, or accessory for an E-Cigarette device
- Pornography and/or materials of a profane, vulgar, or obscene nature
- Paintballs and Paintball Guns
- Mace and Pepper Spray
- Sling Shots, Starter Pistols
- Animals
- Aerosol Spray Cans, Spray Paint
- Pacifiers
- Cards/Dice
- Guitars, Harmonicas, and other Instruments unless through administrative approval
- All knives, regardless of blade length, Razors, Box Cutters, Chains, Location restricted knives, and any hand instrument designed to cut or stab another by being thrown
- Incendiaries, Smoke/Stink Bombs, Fireworks, or any other Pyrotechnic Device,
- Any type of firearm (real or otherwise), Stun, Air, “look-alike” Weapons (intended to be used or perceived as a weapon), Tasers, BB Guns, silencers or suppressors, etc.
- Ammunition, shells, bullets, or gunpowder
- Poisons, Caustic Acids, or other materials that may be toxic to the human body
- **Inline Skates, Roller Shoes**
- **Any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists.**

This list is not all-inclusive. There may be other items the campus or District administration determines to be disruptive to the educational environment and included as prohibited.

**MISUSE
OF
TECHNOLOGY**

1. Violating any of the prohibited behaviors/conduct listed in the LISD Technology Resource Acceptable Use Guidelines. [See Appendix B- Technology Resource Acceptable Use Guidelines for the complete list in the back of the handbook.](#)
2. 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.
3. 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.
4. Use the internet or other electronic communications to threaten or harass district students, employees, board members, 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.

5. Send, post, deliver, or possess electronic messages that are abusive, obscene, sexually-oriented, threatening, harassing, damaging to another's reputation, or illegal, including 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.
- ~~4-6.~~ Use the internet or other electronic communication to engage in or encourage illegal behavior or 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.
- ~~2-7.~~ Recording the voice or image of another without the prior consent of the individuals being recorded, or administrative approval, in any way that disrupts the educational environment or invades the privacy of others.
8. Copying, downloading, reproducing, distributing, retransmitting, redisplaying, or modifying items from the District's website.
- ~~3-9.~~ Use a telecommunications device, including a cell phone/smartwatch, or other electronic device in violation of district and campus rules.

NOTE: We encourage and support the proper use of various forms of technology. The District IS NOT liable for lost or stolen personal electronic devices (i.e. cell phones, iPods, iPhones, iPads, Kindles, smartwatches, etc.). In addition, the District will not expend resources to recover these items.

MISUSE OF ILLEGAL, PRESCRIPTION, AND/OR OVER- THE-COUNTER DRUGS

1. Possess, use, give, or sell alcohol or an illegal drug.
2. Possess or sell seeds or pieces of marijuana in less than a usable amount.
3. Possessing, selling, or giving something represented to be drugs, contraband, or related paraphernalia.
4. Violating the District's regulations on taking or possessing prescription drugs and/or over-the-counter medication; abusing one's prescription or giving one's prescription to another; being under the influence of another person's prescription drugs; being under the influence of prescription or over-the-counter drugs that cause impairment of the physical or mental faculties. (See Glossary for "under the influence" in the Parent Handbook).
5. Abusing or sharing/giving/selling vitamins, minerals, or herbal/dietary supplements to other students.
6. Possessing, selling, delivering, giving, using, or being under the influence of intoxicants or inhalants (i.e. whippets, bath salts, or related items listed in number 33).
7. Possessing, selling, delivering, giving, using, or being under the influence of look-alike drugs (i.e. K2, spice, or fake marijuana).
8. Possessing, smoking, or using tobacco products, cigarettes, e-cigarettes, and any component, part, or accessory for an e-cigarette device.

SAFETY

1. Discharging a fire extinguisher without valid cause.
2. Engaging in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.
3. Behaving in any way that disrupts the school environment or educational process.
4. Making false accusations or perpetrating hoaxes regarding school safety.
5. Engage in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property.
- ~~6.~~ Possess published or electronic material that is designated to promote or encourage illegal behavior or that could threaten school safety.
- ~~6-7.~~ Propping or tampering with/disabling school district door latching or locking mechanisms.

MISCELLANEOUS OFFENSES

1. Engaging in academic dishonesty, which includes cheating or copying the work of others, plagiarism, and unauthorized communication between students during an examination. This offense may result in possible grade reductions and other consequences as permitted by policy.
2. Bringing skateboards onto the bus. (Students with skateboards in their possession shall not be allowed to get on the bus.)
3. Aiding a student or students in committing prohibited behaviors.
4. Participating in gambling or betting money or other things of value.
5. Falsifying records, passes, or other school-related documents.
6. Certain criminal behavior resulting in the student receiving a ticket or citation, being arrested,

or having an arrest warrant issued for himself/herself, regardless of where or when the alleged behavior occurred.

7. Using profane language verbally, written, or in any electronic form.

8. Engage in actions or demonstrations that substantially disrupt or materially interfere with school activities.

7-9. Repeatedly violate other communicated campus or classroom standards of conduct.

Because of significant variations in student conduct, it is not always possible for the Student Code of Conduct to address each act of student misbehavior. To that end, the District retains the discretion to address student misconduct inconsistent with these standards even though the conduct may not be specifically included in the Student Code of Conduct.

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, the District shall comply with federal law. For more information regarding the discipline of students with disabilities, see policy [FOF\(LEGAL\)](#).

Per the Texas Education Code, a student who is enrolled in a special education program may not be disciplined for conduct meeting the definition of bullying, cyberbullying, harassment, or making hit lists 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 the student's conduct.

DISCIPLINE MANAGEMENT TECHNIQUES

Discipline shall be designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action shall draw on the professional judgment of teachers and administrators and a range of discipline management techniques, including restorative practices. Discipline shall be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements.

Because of these factors, discipline for a particular offense, including misconduct in a District vehicle owned or operated by the District, unless otherwise specified by law, may bring into consideration varying techniques and responses.

Since the District's primary responsibility in transporting students in District vehicles is to do so as safely as possible, the operator of the vehicle must focus on driving and not have his or her attention distracted by student misbehavior. Therefore, when appropriate disciplinary management techniques fail to improve student behavior or when specific misconduct warrants immediate removal, the principal may restrict or revoke a student's transportation privileges, per law.

In deciding whether to order out-of-school suspension, to place in a DAEP, or to expel, the District shall take into consideration:

1. Self-defense (see Glossary in the Parent Handbook),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history, or
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.
5. A student's status in the conservatorship of the Department of Family and Protective Services, or
6. A student's status as homeless.

The following discipline management techniques may be used – alone or in combination – for behavior prohibited by the Student Code of Conduct or by campus or classroom rules:

1. Verbal (oral or written) correction.
2. Cooling-off time or a brief "time-out" period, per law.
3. Seating changes within the classroom or vehicles owned or operated by the District.

4. Temporary confiscation of items that disrupt the educational process.
5. Rewards or demerits.
6. Behavioral contracts.
7. Counseling by teachers, counselors, or administrative personnel.
8. Parent-teacher conferences.
9. Behavior coaching.
10. Anger management classes.
11. Mediation (victim-offender).
12. Classroom restorative circles.
13. Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.
14. Detention, including outside regular school hours.
15. Sending the student to the office or other assigned area, or in-school suspension.
16. Assignment of school duties such as cleaning or picking up litter.
17. Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
18. Penalties identified in individual student organizations' extracurricular standards of behavior.
19. Restriction or revocation of District transportation privileges.
20. School-assessed and school-administered probation.
21. Out-of-school suspension, as specified in the suspension section of this Code.
22. Placement in a DAEP, as specified in the DAEP section of this Code.
23. Expulsion, as specified in the Expulsion section of this Code.
24. Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the District.
25. Other strategies and consequences as determined by school officials.
26. Restitution or restoration.
27. Dismissal from the extra- or co-curricular activity, office, club, group, or team, and/or referral to the Licensed Chemical Dependency Counselor for counseling, if appropriate. The student may also be required to complete a reinstatement plan.

**PROHIBITED
AVERSIVE
TECHNIQUES**

Aversive techniques are prohibited for use with students and are defined as techniques or interventions intended to reduce the reoccurrence of behavior by intentionally inflicting significant physical or emotional discomfort or pain. Aversive techniques include:

1. Using techniques designed or likely to cause physical pain.
2. Using techniques designed or likely to cause physical pain by electric shock or any procedure involving pressure points or joint locks.
3. Directed release of noxious, toxic, or unpleasant spray, mist, or substance near a student's face.
4. Denying adequate sleep, air, food, water, shelter, bedding, physical comfort, supervision, or access to a restroom facility.
5. 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.
6. Employing a device, material, or object that immobilizes all four of a student's extremities, including prone or supine floor restraint.
7. Impairing the student's breathing, including applying pressure to the student's torso or neck or placing something in, on, or over the student's mouth or nose, or covering the student's face.
8. Restricting the student's circulation.
9. Securing the student to a stationary object while the student is standing or sitting.
10. Inhibiting, reducing, or hindering the student's ability to communicate.
11. Using chemical restraints.
12. Using time-out in a manner that prevents the student from being able to be involved in and progress appropriately in the required curriculum or any applicable individualized education program (IEP) goals, including isolating the student using physical barriers.
13. Depriving the student of one or more of the student's senses, unless the technique does not cause the student discomfort or complies with the student's IEP or behavior intervention plan (BIP).

Students may be out-of-school suspended for any behavior listed in the Student Code of Conduct as a general conduct violation, DAEP offense, or expellable offense.

OUT-OF-SCHOOL SUSPENSION

The District shall not use out-of-school suspension for students in grade 2 or below unless the conduct meets the requirements established in law.

A student below grade 3 or a student who is homeless shall 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:

1. Conduct that contains the elements of a weapons offense, as provided in [Texas Penal Code Section 46.02 or 46.05](#);
2. Conduct that contains the elements of assault, sexual assault, aggravated assault, or aggravated sexual assault, as provided by the Penal Code; or
3. 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 federal or state law.

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

In deciding whether to order out-of-school suspension, the District shall take into consideration:

1. Self-defense (see Glossary in the Parent Handbook),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services, or
6. A student's status as homeless.

The number of days of a student's out-of-school suspension shall be determined by the appropriate administrator. State law allows a student to be out-of-school suspended for no more than three (3) school days per behavior violation, with no limit on the number of times a student may be suspended in a semester or school year.

Before being out-of-school suspended a student shall have an informal conference with the appropriate administrator, who shall advise the student of the conduct of which he or she is accused. The student shall be allowed to explain his or her version of the incident before the administrator's decision is made.

While on out-of-school suspension, students may not participate in school-sponsored or school-related extracurricular and/or co-curricular activities.

The District shall ensure a student receives access to coursework for foundation curriculum courses while the student is placed in in-school or out-of-school suspension, including at least one method of receiving this coursework that doesn't require the use of the Internet.

COURSEWORK DURING SUSPENSION

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in 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.

NOTIFICATION

The campus behavior coordinator shall notify a student's parent by phone or in person of any violation that may result in in-school or out-of-school suspension, placement in a DAEP, placement in a JJAEP, or expulsion. The campus behavior coordinator shall also notify a student's parent if the student is taken into custody by a law enforcement officer under the disciplinary provisions of the Education Code. A good faith effort shall be made on the day the action was taken to provide to the student for delivery to the student's parent written notification of the disciplinary action. If the parent has not been reached by telephone or in person by 5:00 p.m. of the first business day after the day the disciplinary action was taken, the campus behavior coordinator shall send written notification by U.S. Mail. If the campus behavior coordinator is not able to provide notice to the parent, the principal or designee shall provide the notice.

Before the principal or appropriate administrator assigns a student under 18 to detention outside regular school hours, notice shall be given to the student's parent to inform him or her of the reason for the detention and permit arrangements for necessary transportation.

ROUTINE REFERRAL

A routine referral occurs when a teacher sends a student to the campus behavior coordinator's office as a discipline management technique. The campus behavior coordinator shall employ alternative discipline management techniques, including progressive interventions. A teacher or administrator **may** remove a student from class for behavior that violates this Code to maintain effective discipline in the classroom.

In addition to other discipline management techniques, misconduct may result in removal from the regular educational setting in the form of a routine referral or a formal removal.

FORMAL REMOVAL

A teacher or administrator **may** remove a student from class for behavior that violates this Code to maintain effective discipline in the classroom. A teacher **may** also initiate a formal removal from class if:

1. The student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach his or her class; or
2. The behavior is so unruly, disruptive, or abusive that the teacher cannot teach, and the students in the classroom cannot learn.

Within three school days of the formal removal, the appropriate administrator shall schedule a conference with the student's parent; the student; the teacher who removed the student from class, and any other administrator.

At the conference, the appropriate administrator shall inform the student of the alleged misconduct and the proposed consequences. The student shall have an opportunity to respond to the allegations.

When a student is removed from the regular classroom by a teacher and a conference is pending, the appropriate administrator may place the student in:

- Another appropriate classroom.
- In-school suspension.
- Out-of-school suspension.
- A Disciplinary Alternative Education Program (DAEP).

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

RETURNING A STUDENT TO THE CLASSROOM

A student who has been formally removed from class by a teacher for conduct against the teacher containing the elements of assault, aggravated assault, sexual assault, or aggravated sexual assault may not be returned to the teacher's class without the teacher's consent.

A student who has been formally removed by a teacher for any other conduct may be 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.

Section V: Placement in a Disciplinary Alternative Education Program (DAEP)

LEO

Leander Independent School District's Extended Opportunity Center (LEO), the District's Disciplinary Alternative Education Program (DAEP), exists to provide a highly structured environment for students who commit major offenses or who commit a series of less serious offenses. The intense observation at the LEO Center shall be directed toward correcting the behavior. Students shall be admitted to LEO following a referral by the home campus. Days counted for LEO assigned days are only days a student is present at the LEO Center. Parents and students receive specific information regarding the LEO Center at the time of placement or expulsion.

REMOVAL TO DAEP

Part A lists behaviors that **may** result in such a placement. Part B lists behaviors that, by law, **must** result in a student's placement in a Disciplinary Alternative Education Program (DAEP).

For purposes of DAEP, elementary classification shall be kindergarten-grade 5 and secondary classification shall be 6-12th grades. An elementary school student may not be placed in a DAEP with a student who is not an elementary school student.

When a student under the age of ten engages in behavior that is expellable, 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 the student commits a federal firearm offense.

Summer programs provided by the District shall serve students assigned to a DAEP in conjunction with other students on a case-by-case basis.

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the campus behavior coordinator shall take into consideration:

1. Self-defense (see Glossary in the Parent Handbook),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services, or
6. A student's status as homeless.

PART A

Note: Students violating the offenses in Section V (Parts A and B) shall receive consequences from the school administrator and may be processed (issued a citation, arrested, etc.) by the School Resource Officer (SRO) or the local police department, as permitted by State Law.

REASONS FOR DISCRETIONARY DAEP PLACEMENT

Following an investigation and a determination is made that a secondary student committed a discretionary offense, the student shall be placed in a DAEP for a minimum of 30 school days. Depending on age appropriateness and the nature of the offense, elementary students may be placed at a DAEP from one (1) day to six (6) weeks.

SCHOOL-RELATED. A student **may** be placed in a Disciplinary Alternative Education Program (DAEP) for any of the following misconduct if committed while on school/district property, within 300 feet of school/district 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/district property:

1. Possessing, giving, buying, or selling less than a usable number of stems, seeds, or other pieces of marijuana.
2. Possessing, using, selling, buying, or giving paraphernalia (see Glossary in the Parent Handbook) related to any prohibited substance, including but not limited to marijuana, a

- controlled substance, a dangerous drug, or an alcoholic beverage.
3. Abusing the student's prescription drug or using it in a way other than prescribed; giving, buying, or selling a prescription drug; possessing, using, or being under the influence of another person's prescription drug.
 4. Preparing a hit list.
 5. Engaging in serious or persistent misbehavior.
 6. Disruptive activities including disorderly conduct.
 7. Disruption of classes including disorderly conduct.
 8. Assault (no bodily injury) with the threat of imminent bodily injury.
 9. Assault by offensive or provocative physical conduct.
 10. Theft.
 11. Weapons or instruments represented as or used as weapons, any form of knuckles or finger armor.
 12. Fighting.
 13. Sexual harassment.
 14. Transfer from another district's DAEP.
 15. Possession, use, or transmittal of something represented to be a prohibited substance or paraphernalia associated with a prohibited substance.
 16. Possessing or bringing any type of ammunition.
 17. Criminal trespass.
 18. Threats. The District takes seriously and shall act upon all threats made (verbal or written) toward the safety of our schools or others.
 19. Bullying, cyberbullying, or harassment.
 20. Violation of any campus, classroom, District transportation, or Student Code of Conduct rules as listed in Section IV, General Misconduct.

OFF-CAMPUS. A student may be placed in DAEP based on conduct occurring off school/district property and not in attendance at a school-sponsored or school-related activity if:

1. The superintendent or the superintendent's designee has a reasonable belief that the student has engaged in conduct defined as a felony offense other than aggravated robbery under Section 29.03, Penal Code, or those offenses defined in Title 5, Penal Code: and
2. The continued presence of the student in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.

REGARDLESS OF LOCATION. A student **may** be placed in DAEP if the student engages in the following misconduct, regardless of whether the conduct occurred on or off school/district property.

1. If the student is a registered sex offender who is not under any form of court supervision. (A registered sex offender who is not under any form of court supervision shall be placed in regular classes if the student is not a threat to the safety of others, is not detrimental to the educational process and such placement is not contrary to the best interests of the District's students.)
2. Engages in criminal mischief if not punishable as a felony.
3. Engages in bullying that encourages a student to commit or attempt to commit suicide.
4. Incites violence against a student through group bullying.
5. Releases or threatens to release intimate visual material of a minor or a student who is eighteen years of age or older without the student's consent

PART B

Note: Students violating the offenses in Section V (Parts A and B) shall receive consequences from the school administrator and may be processed (issued a citation, arrested, etc.) by the School Resource Officer (SRO) or the local police department, as permitted by State Law.

REASONS FOR MANDATORY DAEP PLACEMENT

Following an investigation and a determination is made that a secondary student committed a Mandatory offense, the student **shall** be placed in a DAEP for a minimum of 45 school days. Depending on age appropriateness and the nature of the offense, elementary students may be placed at a DAEP from one (1) day to six (6) weeks.

Offenses in italics and bolded may result in a discretionary expulsion.

SCHOOL-RELATED. A student **must** be placed in a DAEP for any of the following misconduct if committed while on school/district property or while attending a school-sponsored or school-related activity on or off school/district property:

1. Engages in conduct punishable as a felony.
2. Commits an assault with bodily injury under [Penal Code 22.01\(a\)\(1\)](#).
- ~~3. Sells, gives, or delivers to another person, possesses, uses, or is under the influence of marijuana, a controlled substance, or a dangerous drug, or an alcoholic beverage in any amount not punishable as a felony. 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.~~
- ~~4. Sells, gives, or delivers to another person or possesses, uses, or is under the influence of marijuana or THC. 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.~~
- ~~3.5. Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol.~~
- ~~4. Commits a serious act or offense while under the influence of an alcoholic beverage if the conduct is not punishable as a felony.~~
- ~~6. Sells, gives, or delivers to another person or possesses or uses an e-cigarette.~~
- ~~5.7. Engages in an offense relating to abusable volatile chemicals.~~
- ~~6.8. Engages in conduct that contains the elements of the offense of public lewdness.~~
- ~~7.9. Engages in conduct that contains the elements of the offense of indecent exposure.~~
- ~~8.10. Possesses or uses a knife with a blade over 3" up to 5 ½".~~
- ~~9.11. Engages in expellable conduct if the student is between six (6) and nine (9) years of age.~~
- ~~10.12. Engages in a federal firearm offense if the student is six (6) years of age or younger.~~
- ~~11.13. Engages in deadly conduct.~~
- ~~12.14. Engages in vandalism to property when conduct is punishable as a felony criminal mischief.~~

WITHIN 300 FEET. A student **must** be placed in a DAEP for any of the following misconduct while on or within 300 feet of school/district property, as measured from any point on the real property boundary line.

1. ***Commits aggravated assault, sexual assault, or aggravated sexual assault.***
2. ***Commits arson (see Glossary in the Parent Handbook).***
3. ***Commits murder, capital murder, or criminal attempt to commit murder or capital murder.***
4. ***Commits indecency with a child, aggravated kidnapping, manslaughter, criminally negligent homicide, or aggravated robbery.***
5. ***Commits a felony drug- or alcohol-related offense.***
6. ***Uses, exhibits, or possesses a firearm (as defined by state law), a location-restricted knife, a club, or prohibited weapon, or possesses a firearm (as defined by federal law).***
7. ***Continuous sexual abuse of a young child*** or disabled individual.
8. Engages in conduct that contains the elements of an offense of harassment against an employee under [Penal Code 42.07\(a\)\(1\), \(2\), \(3\), or \(7\)](#).

OFF-CAMPUS. A student **must** be placed in DAEP for engaging in conduct punishable as aggravated robbery or a felony listed under [Title 5 of the Texas Penal Code](#) when the conduct occurs off school/district property and not at a school-sponsored or school-related event and:

1. The student receives deferred prosecution for a Title 5 (see Glossary in the Parent Handbook) felony offense.
2. A court or jury finds the student engaged in delinquent conduct for a Title 5 felony offense.
3. The administrator reasonably believes that the student engaged in a Title 5 felony offense.
4. **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.**

*Title 5 offenses against a person may include the following, but are not limited to:

1. Murder	9. Unlawful transport	16. Injury to a child, an elderly person, or a disabled person	21. Terroristic threat
2. Capital murder	10. Assault	17. Abandoning or endangering a child	22. Aiding a person to commit suicide
3. Manslaughter	11. Aggravated assault	18. Improper photography or visual recording	23. Harassment by a person in a correctional facility
4. Criminally negligent homicide	12. Sexual assault	19. Coercing, soliciting, or inducing gang membership	24. Continuous sexual abuse of a young child or children
5. Unlawful restraint	13. Aggravated sexual assault	20. Deadly Conduct	25. Tampering with a consumer product.
6. Kidnapping	14. Improper relationship between educator & student		
7. Aggravated kidnapping	15. Indecency with a child		
8. Trafficking of persons			

REGARDLESS OF LOCATION. A student **must** be placed in DAEP if the student engages in the following misconduct, regardless of whether the conduct occurred on or off school/district property:

1. **Engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (See Glossary in the Parent Handbook)**
2. Engages in conduct that contains the elements of the offense of retaliation against any school employee or volunteer on or off school property.
3. **Engages in conduct that contains the elements of assault under [Penal Code 22.01\(a\)\(1\)](#) against a school employee or volunteer.**
4. Is involved with a public school fraternity, sorority, secret society, or gang, including participating as a member or pledge, or soliciting another person to become a member or pledge.
5. **Is involved with a criminal street gang or encourages, solicits, recruits, enables, or causes another to become a member of a criminal street gang.**
6. **Engages in criminal mischief if punishable as a felony.**
7. Is a registered sex offender under court supervision, probation, community supervision, or parole.
8. **Breach of computer security.**
9. **Engages in conduct that contains the elements of one of the following offenses against another student, without regard to where the conduct occurs:**
 - a. **Aggravated assault.**
 - b. **Sexual assault.**
 - c. **Aggravated sexual assault.**
 - d. **Murder.**
 - e. **Capital murder.**
 - f. **Criminal attempt to commit murder or capital murder.**
 - g. **Aggravated robbery.**

A student shall be transferred to another campus if:

- The 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
- The victim's parent or another person with the authority to act on behalf of the victim requests that the board transfer the offending student to another campus.

Section VI: Expulsion

PART A

Note: Students committing any of the offenses under Section VI shall receive consequences from the school administrator and may be processed (issued a citation, arrested, etc.) by the School Resource Officer (SRO) or the police department, as permitted by State Law.

REASONS FOR DISCRETIONARY EXPULSIONS

In deciding whether to expel a student, regardless of whether the action is mandatory or discretionary, the District shall take into consideration:

1. Self-defense (see Glossary in the Parent Handbook).
2. Intent or lack of intent at the time the student engaged in the conduct, **and**
3. The student's disciplinary history.
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.
5. A student's status in the conservatorship of the Department of Family and Protective Services, or
6. A student's status as homeless.

A student **may** be expelled for engaging in documented serious misbehavior that violates the District's Student Code of Conduct, despite documented behavioral interventions **while placed in a DAEP**. For purposes of discretionary expulsion from a 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 property by force or threat;
- c. Conduct that constitutes coercion, as defined by [Texas Penal Code Section 1.07](#); or
- d. Conduct that constitutes the offense of:
 - Public lewdness under [Texas Penal Code Section 21.07](#);
 - Indecent exposure under [Texas Penal Code Section 21.08](#);
 - Criminal mischief under [Texas Penal Code Section 28.03](#);
 - Personal hazing under [Texas Penal Code Section 37.152](#); or
 - Harassment under [Texas Penal Code Section 42.07\(a\)\(1\)](#) of a student or District employee.

OFF-CAMPUS. A student **may** be expelled for engaging in the following misconduct while off school/district property and not in attendance at a school-sponsored or school-related activity:

Per the [Texas Education Code 37.0081](#), after an opportunity for a hearing before the Board or its designee, a student may be expelled if:

1. The student receives deferred prosecution for conduct defined as a felony offense in Title 5 of the Texas Penal Code;
2. The student has been found by a court of law to have engaged in delinquent conduct for conduct defined as a felony offense in Title 5 of the Texas Penal Code;
3. Is charged with engaging in conduct defined as a felony offense in Title 5, Penal Code;
4. Has been referred to a juvenile court for allegedly engaging in delinquent conduct under Section 54.03, Family Code, or for conduct defined as a felony offense in Title 5, Penal Code;
5. Has received probation or deferred adjudication for a felony offense under Title 5, Penal Code;
6. Has been convicted of a felony offense under Title 5, Penal Code; or
7. Has been arrested for or charged with a felony offense under Title 5, Penal Code.

The Board or the Board's designee must determine the student's presence in the classroom:

1. Threatens the safety of other students or teachers;
2. Shall be detrimental to the educational process; **or**
3. Is not in the best interest of the District's students.

A student's expulsion as a result of receiving deferred prosecution or delinquent conduct, as described above, may occur regardless of:

1. The date on which the student's conduct occurred;
2. The location at which the conduct occurred;

3. Whether the conduct occurred while the student was enrolled in the District, **or**
4. Whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.

REGARDLESS OF LOCATION. A student **may** be expelled if the student engages in the following misconduct, regardless of whether the conduct occurred on or off school/district property.

1. Engages in conduct that contains the elements of assault under [Texas Penal Code Section 22.01\(a\)\(1\)](#) against an employee or a volunteer.
2. Engages in bullying that encourages a student to commit or attempt to commit suicide.
3. Incites violence against a student through group bullying.
4. Releases or threatens to release intimate visual material of a minor or a student who is eighteen years of age or older without the student's consent.

PART B
REASONS FOR
MANDATORY
EXPULSIONS

A student **must** be expelled for any of the following offenses if **committed on school/district property or while attending a school-sponsored or school-related activity on or off school/district property:**

1. Bringing to school or possessing at school, including any setting that is under the district's control or supervision for the purpose of a school activity, a firearm, as defined by federal law..
Firearm under federal law includes:
 - a. Any weapon (including a starter gun), which shall or is designed to or which may readily be converted to expel a projectile by the action of an explosive.
 - b. The frame or receiver of any such weapon.
 - c. Any firearm muffler or firearm weapon.
 - d. Any destructive device, such as any explosive, incendiary, poison gas bomb, or grenade.
2. Use, exhibition, or possession of the following, under the Texas Penal Code:
 - a. A firearm (any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use), unless the use, exhibition, or possession of the firearm occurs at an off-campus approved target range facility while participating in or preparing for a school-sponsored shooting sports competition or a shooting sports educational activity that is sponsored or supported by the Parks and Wildlife Department or a shooting sports sanctioning organization working with the department.
 - b. A location-restricted knife, defined by Texas State Law as a knife with a blade over 5 ½ inches.
 - c. A club such as an instrument specially designed, made, or adapted to inflict serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace, and tomahawk.
 - d. A prohibited weapon, such as an explosive weapon, a machinegun, a short-barrel firearm, a firearm silencer, knuckles, armor-piercing ammunition, a chemical dispensing device, a zip gun, or a tire deflation device. (See Glossary in the Parent Handbook).
3. Behavior containing the elements of the following under the Texas Penal Code:
 - a. Aggravated assault, sexual assault, or aggravated sexual assault.
 - b. Arson.
 - c. Murder, capital murder, or criminal attempt to commit murder.
 - d. Indecency with a child.
 - e. Aggravated kidnapping.
 - f. Aggravated robbery.
 - g. Manslaughter.
 - h. Criminally negligent homicide.
 - i. Behavior punishable as a felony that involves selling, giving, or delivering to another person, or possessing, using, or being under the influence of ~~marijuana~~, a controlled substance, ~~or~~ a dangerous drug, ~~or alcohol; or committing a serious act or offense while under the influence of alcohol.~~
 - j. Continuous sexual abuse of a young child or children.

REGARDLESS OF LOCATION. A student **must** be expelled if the student engages in the following misconduct, regardless of whether the conduct occurred on or off school/district property:

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

Placement and/or Expulsion for Certain Offenses

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

1. Registered Sex Offenders

NOTIFICATION

Upon receiving notification under 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 under any form of court supervision, including probation, community supervision, or parole, the placement shall be in either DAEP or JJAEP for at least one semester.

If the student is not under any form of court supervision, the placement may be in DAEP or 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:

1. Threatens the safety of other students or teachers.
2. Shall be detrimental to the educational process, **or**
3. Is not in the best interests of the District's students.

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 alternative placement, the District shall convene a committee, per state law, to review the student's placement. The committee shall 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.

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

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.

2. CERTAIN FELONIES

CERTAIN FELONIES

Regardless of whether placement or expulsion is required or permitted by one of the reasons in the DAEP Placement or Expulsion sections, per [Education Code 37.0081](#), a student **may** be expelled and placed in either DAEP or JJAEP if the Board or its designee makes certain findings and the following circumstances exist concerning aggravated robbery or a felony offense under Title 5 (see Glossary in the Parent Handbook) of the Texas Penal Code.

The student must have:

1. Received deferred prosecution for conduct defined as an aggravated robbery or a Title 5 felony offense;
2. Been found by a court or jury to have engaged in delinquent conduct for conduct defined as an aggravated robbery or a Title 5 felony offense;
3. Been charged with engaging in conduct defined as an aggravated robbery or a Title 5 felony offense;
4. Been referred to a juvenile court for allegedly engaging in delinquent conduct for conduct defined as an 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.

The District may expel the student and order placement under these circumstances regardless of:

1. The date on which the student's conduct occurred,
2. The location at which the conduct occurred,
3. Whether the conduct occurred while the student was enrolled in the District, **or**
4. Whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.

HEARINGS 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. Shall be detrimental to the educational process, **or**
3. Is not in the best interest of the District's students.

Any decision of the Board or the Board's designee under this section is final and may not be appealed.

LENGTH OF PLACEMENT

The student is subject to the placement until:

1. The student graduates from high school,
2. The charges are dismissed or reduced to a misdemeanor offense, **or**
3. The student completes the term of the placement or is assigned to another program.

PLACEMENT REVIEW

A student placed in a DAEP or JJAEP under these circumstances is entitled to a review of his or her status, including academic status, by the campus behavior coordinator or board's designee at intervals not to exceed 120 days. In the case of a high school student, the student's progress toward graduation, and the student's graduation plan shall also be reviewed. At the review, the student or the student's parent shall have the opportunity to present arguments for the student's return to the regular classroom or campus.

NEWLY ENROLLED STUDENTS

Any student who enrolls in the District before completing a placement under this section from another school district must complete the term of the placement.

REMOVAL TO A DAEP

If a student was placed in a DAEP for such conduct, on receiving the notice from the prosecutor, the superintendent or designee shall review the student's placement and schedule a review with the student's parent not later than the third day after the superintendent or designee receives notice from the prosecutor. The student may not be returned to the regular classroom pending the review.

After reviewing the notice and receiving information from the student's parent, the superintendent or designee may continue the student's placement if there is reason to believe that the presence of the student in the regular classroom threatens the safety of other students or teachers.

Section VII: Procedures

DAEP Placement Procedures

APPEALS

Questions from parents regarding disciplinary measures should be addressed to the teacher, campus administration, or campus behavior coordinator, as appropriate. Appeals or complaints regarding the use of specific discipline management techniques should be addressed per policy [FNG\(LOCAL\)](#). A copy of this policy may be obtained from the principal's office or the central administration office or through Policy On-Line at the following address: <https://pol.tasb.org/Policy/Code/1248?filter=FNG>

APPEAL TO A DAEP PLACEMENT

Student or parent appeals regarding a student's placement in a DAEP should be addressed per policy [FNG\(LOCAL\)](#). A copy of this policy may be obtained from the principal's office or the central administration office or through Policy On-Line at the following address: <https://pol.tasb.org/Policy/Code/1248?filter=FNG>.

The District shall not delay disciplinary consequences pending the outcome of an appeal. The decision to place a student in a DAEP cannot be appealed beyond the Board.

The student or the student's parent may appeal the superintendent's or designee's decision to the Board per policy [FOC\(LEGAL\)](#). The student may not be returned to the regular classroom pending the appeal.

MANDATORY FORMAL REMOVAL

A teacher **may** remove a student from class for an offense listed in Part A. A teacher **must** remove a student from class for offenses listed in Part B of this Section. The teacher shall write a Code of Conduct Violation Report if a student commits any of the behaviors in Section IV of the Code. Within three (3) school days of receiving the Student Code of Conduct violation report and removal of the student, the principal shall schedule a conference with the student's parent, teacher, and student.

REMOVAL BY CAMPUS ADMINISTRATOR

Removals to a DAEP shall be made by a campus administrator. An administrator **may** remove a student for offenses listed in Part A. An administrator **must** remove a student for offenses listed in Part B of this Section. The administrator shall decide on placement in the Disciplinary Alternative Education Program (DAEP) according to law and local policy. The campus administrator shall schedule a conference with the student's parent and the student within three (3) school days.

CONFERENCE

Until a conference can be held as a result of a DAEP offense, a formal teacher removal, or campus administrator removal, the campus administrator may suspend or place a student in:

- Another appropriate classroom.
- In-school suspension.
- Out-of-school suspension.
- A Disciplinary Alternative Education Program in which the student must be separated from the other students for the entire school program day and shall be provided instruction in the core subjects. Counseling shall also be provided to the student.

At the conference, a campus administrator shall inform the student, orally or in writing, of the allegation against the student:

- Information, orally or in writing, of the reasons for the removal;
- An explanation of the basis for the removal, and
- An opportunity to respond to the reasons for the removal.

Following valid attempts to contact the parent, the District may hold the conference and make a placement decision regardless of whether the student or the student's parent attends the conference.

MITIGATING FACTORS

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the administrator shall take into consideration:

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student’s disciplinary history,
4. A disability that substantially impairs the student’s capacity to appreciate the wrongfulness of the student’s conduct,
5. A student’s status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student’s status as homeless.

PLACEMENT ORDER

After the conference, if the student is placed in the DAEP, the appropriate administrator shall write a placement order. A copy of the DAEP placement order **and information for the parent or person standing in parental relation to the student regarding the process for requesting a full individual and initial evaluation of the student for purposes of special education services** shall be sent to the student and the student’s parent.

Not later than the second business day after the conference, the Board’s designee shall deliver to the juvenile court a copy of the placement order and all information required by [Section 52.04](#) of the Family Code (if applicable).

If the student is placed in the DAEP and the length of placement is inconsistent with the guidelines included in this Code, the placement order shall give notice of the inconsistency.

DAEP CAPACITY

If a DAEP is at capacity at the time of placement for conduct related to marijuana, THC, an e-cigarette, alcohol, or an abusable volatile chemical, the student shall be placed in ISS and may be transferred to a DAEP for the remainder of the period if space becomes available before the expiration of the period of the placement.

If a DAEP is at capacity at the time of placement for a student who engaged in violent conduct, a student placed in a DAEP for conduct related to marijuana, THC, an e-cigarette, alcohol, or an abusable volatile chemical may be placed in ISS to make a position in the DAEP available for the student who engaged in violent conduct. If a position becomes available in a DAEP before the expiration of the period of the placement for the student removed, the student must be returned to a DAEP for the remainder of the period.

COURSEWORK NOTICE

The parent or guardian of a student placed in DAEP shall be given written notice of the student’s opportunity to complete a foundation curriculum course for graduation, at no cost to the student. The notice shall include information regarding all methods available for completing the coursework.

LENGTH OF PLACEMENT

The duration of a student’s placement in a DAEP shall be determined by the campus administrator.

The duration of a student’s placement shall be determined on a case-by-case basis. DAEP placement shall be correlated to the seriousness of the offense, the student’s age and grade level, the frequency of misconduct, the student’s attitude, and statutory requirements.

For a day to count toward the DAEP assignment, the student must be present for the entire day, arrive on time, complete all assignments, follow all rules, and engage in no additional violations of the Student Code of Conduct.

The District shall administer the required pre-and post-assessments for students assigned to DAEP for 90 days or longer per established District administrative procedures for administering other diagnostic or benchmark assessments.

Exceeds One Year:

Placement in a DAEP may exceed one year when a review by the District determines that:

1. The student is a threat to the safety of other students or District employees, **or**
2. Extended placement is in the best interest of the student.

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 the sexual assault of another student so that the students are not assigned to the same campus.

Exceeds School Year:

Students who commit offenses requiring placement in a DAEP at the end of one (1) school year may be required to continue that placement at the start of the next school year to complete the assigned term of placement.

For placement in a DAEP to extend beyond the end of the school year, the superintendent or superintendent's designee must determine that:

1. The student's presence in the regular classroom or campus presents a danger of physical harm to the student or others, **or**
2. The student has engaged in serious or persistent misbehavior (see Glossary in the Parent Handbook) that violates the District's Code.

Exceeds 60 Days:

For placement in a DAEP to extend beyond 60 days or the end of the next grading period, whichever is sooner, a student's parent shall be given notice and the opportunity to participate in a proceeding before the superintendent or the superintendent's designee.

**RETURNING
STUDENT
TO
CLASSROOM**

When a student has been formally removed from class by a teacher for conduct against the teacher containing the elements of assault, aggravated assault, sexual assault, aggravated sexual assault, murder, capital murder, or criminal attempt to commit murder or capital murder, the student may not be returned to the teacher's class without the teacher's consent.

When a student has been 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.

**WITHDRAWAL
DURING
PROCESS**

When a student violates the District's code in a way that requires or permits the student to be placed in a DAEP and the student withdraws from the District before a placement order is completed, the District may complete the proceedings and issue a placement order. If the student then re-enrolls in the District during the same or a subsequent school year, the District may enforce the order at that time, less any period of the placement that has been served by the student during enrollment in another district. If the appropriate administrator or the Board fails to issue a placement order after the student withdraws, the next district in which the student enrolls may complete the proceedings and issue a placement order.

**NEWLY
ENROLLED
STUDENTS**

The District shall decide on a case-by-case basis whether to continue the placement of a student who enrolls in the District and was assigned to a DAEP in an open-enrollment charter school or another district, including a district in another state (if the behavior committed is a reason for DAEP placement in the receiving district). The District may place the student in the District's DAEP or a regular classroom setting.

If the student was placed in a DAEP by a school district in another state for a period that exceeds one year, this District, by state law, shall reduce the period of the placement so that the total placement does not exceed one year. After a review, however, the placement may be extended beyond a year if the District determines that the student is a threat to the safety of other students or employees, or if the extended placement is in the best interest of the student.

**EXTRA-
CURRICULAR
AND NON-
CURRICULAR
RESTRICTIONS**

Students placed in DAEP for any mandatory or discretionary reason are not allowed to attend or participate in school-sponsored or school-related extracurricular or co-curricular activities during the period of DAEP placement. This restriction applies until the student fulfills the DAEP assignment at this or another school district.

**TRANS-
PORTATION**

The District shall provide transportation to the DAEP for students in a Disciplinary Alternative Education Program. However, if a student placed in the DAEP violates District transportation rules, the student may be denied transportation provided by the District.

A bus driver may refer a student to the principal’s office or campus behavior coordinator’s office to maintain effective discipline on the bus. The principal or campus behavior coordinator must employ additional discipline management techniques, as appropriate, which can include restricting or revoking a student’s bus riding privileges.

**EMERGENCY
PLACEMENT**

A principal or a principal’s designee can order an immediate DAEP placement of a student per [Section 37.019](#) of the Texas Education Code.

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 shall be given oral notice of the reason for the action. Not later than the tenth day after the date of the placement, the student shall be given the appropriate conference required for assignment to a DAEP.

**TRANSITION
SERVICES**

Per law and District procedures, campus staff shall provide transition services to a student returning to the regular classroom from an alternative education program, including a DAEP. See policy [FOCA\(LEGAL\)](#) for more information.

**PARTICIPATING
IN
GRADUATION**

It is within the District’s discretion to deny participation in the graduation ceremony or other related graduation activities if a student has met all the criteria for graduation and is pending a DAEP placement or is in a DAEP at the end of the school year.

The District has the right to limit a student’s participation in graduation activities for violating the District’s Code.

Participation may include a speaking role, as established by District policy and procedures.

Students eligible to give the opening and closing remarks at graduation shall be notified by the campus principal. Notwithstanding any other eligibility requirements, to be considered as an eligible student to give the opening or closing remarks, a student shall not have engaged in any misconduct in violation of the District’s Code resulting in an out-of-school suspension, removal to a DAEP, or expulsion during the semester immediately preceding graduation.

The valedictorian and salutatorian may also have speaking roles at graduation. No student shall be eligible to have such a speaking role if he or she engaged in any misconduct in violation of the District’s Code resulting in an out-of-school suspension, removal to a DAEP, or expulsion during the semester immediately preceding graduation.

**DAEP
PLACEMENT
REVIEW**

The campus administrator will review a student’s DAEP placement and academic status every 120 calendar days. In the case of a high school student, the student’s progress toward graduation will be reviewed and a graduation plan will be established. At the review, the student or the parent/guardian will have an opportunity to present reasons 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.

**COURT/
CRIMINAL
PROCEEDING**

A juvenile court shall notify the District if:

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 shall be initiated; or
2. The court or jury found the student not guilty or concluded the student did not engage in delinquent conduct or conduct indicating a need for supervision and the case was dismissed.

Upon receipt of the official written notice from the juvenile court, the Board’s designee shall review the student’s placement in the DAEP. The student may not be returned to the regular classroom pending the review. The Board’s designee shall schedule a review of the student’s placement with

the student's parent or guardian no later than the third day after the Board's designee receives notice from the juvenile court.

After reviewing the notice and receiving information from the student's parent or guardian, the Board's designee may continue the student's placement in the DAEP if there is reason to believe that the presence of the student in the regular classroom threatens the safety of other students or teachers.

The student or the student's parent may appeal the superintendent's decision to the board. The student may not be returned to the regular classroom pending the appeal. In the case of an appeal, the board shall, at the next scheduled meeting, review the notice from the prosecutor and receive information from the student, the student's parent, and the superintendent or designee, and confirm or reverse the decision of the superintendent or designee. The board shall make a record of the proceedings.

If the board confirms the decision of the superintendent or designee, the student and the student's parent may appeal to the Commissioner of Education. The student may not be returned to the regular classroom pending the appeal.

Expulsion Procedures

EXPULSION HEARING

The following techniques and procedures apply to both **Mandatory Expulsion** and **Discretionary Expulsion**.

After providing notice to the student and parent of the hearing, the District may hold the hearing regardless of whether the student or the student's parent attends.

The Board of Trustees delegates to the superintendent or his designee authority to conduct hearings and expel students.

After the due process hearing, if the student is expelled, the Board or its designee shall deliver to the student and the student's parent a copy of the order expelling the student.

Not later than the second business day after the hearing, the hearing officer shall deliver to the juvenile court a copy of the expulsion order and the information required by Section 52.04 of the Family Code (if applicable).

HEARING REVIEW

A student expelled or removed to a DAEP by order of the Board's designee after the due process hearing may request that the Board review the expulsion or removal decision. The student or parent shall submit a written request to the Board's designee within ten (10) days from the date of the written decision of the designee. The Board's designee shall provide the requestor written notice of the date, time, and place of the meeting at which the Board will review the decision.

The Board shall review the record of the due process hearing on the expulsion, and may hear a statement from the student or parent and the Board's designee.

In the event of an appeal to the Board, the Board shall base its decision on evidence reflected in the record and any statements made by the parties at the review. The Board shall make and communicate its decision orally after the presentation and after its deliberation.

LENGTH OF EXPULSION

If the length of the expulsion is inconsistent with the guidelines included in the Student Code of Conduct, the expulsion order shall give notice of the inconsistency. The length of expulsion shall be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, and statutory requirements.

The duration of a student's expulsion shall be determined on a case-by-case basis. The maximum period of expulsion is one (1) calendar year except as provided below:

An expulsion may not exceed one (1) year unless, after review, the District determines that:

1. The student is a threat to the safety of other students or District employees, **or**
2. Extended expulsion is in the best interest of the student.

State and federal law require a student to be expelled from the regular classroom for at least one (1) calendar year for bringing a firearm, as defined by federal law, to school. However, the superintendent or other appropriate administrator may modify the length of the expulsion on a case-by-case basis.

Students who commit offenses that require expulsion during one (1) school year may be expelled into the next school year to complete the term of expulsion.

Expelled students are prohibited from being on school grounds or attending school-sponsored or school-related activities during the period of expulsion.

**WITHDRAWAL
DURING
PROCESS**

When a student has violated the District's Code in a way that requires or permits expulsion from the District and the student withdraws from the District before the expulsion hearing takes place, the District may conduct the hearing after sending written notice to the parent and student.

If the student then reenrolls in the District during the same or subsequent school year, the District may enforce the expulsion order at that time, less any expulsion period that has been served by the student during enrollment in another district.

If the appropriate administrator or the Board fails to issue an expulsion order after the student withdraws, the next district in which the student enrolls may complete the proceedings.

**ADDITIONAL
MISCONDUCT**

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

**ACADEMIC
CREDIT**

No District academic credit shall be earned for work missed during the period of expulsion unless the student is enrolled in a JJAEP or another district-approved program.

**NEWLY
ENROLLED
STUDENT**

The District shall continue the expulsion of any newly enrolled student expelled from another Texas school district or open-enrollment charter school until the period of the expulsion is completed.

**CONTINUATION
OF
OTHER
DISTRICT'S
EXPULSION
ORDER**

If a student expelled in another state enrolls in the District, the District may continue the expulsion under the terms of the expulsion order, may place the student in a DAEP for the period specified in the order, or may allow the student to attend regular classes if:

1. The out-of-state district provides the District with a copy of the expulsion order, **and**
2. The offense resulting in the expulsion is also expellable in the District in which the student is enrolling.

If a student is expelled by a district in another state for a period that exceeds one year and the District continues the expulsion or places the student in a DAEP, the District shall reduce the period of the expulsion or DAEP placement so that the entire period does not exceed one (1) year, unless after a review it is determined that:

1. The student is a threat to the safety of other students or District employees, **or**
2. Extended placement is in the best interest of the student.

**DAEP
PLACEMENT
OF EXPELLED
STUDENTS**

The District may provide educational services to an expelled student in a DAEP. When a student under the age of ten engages in behavior that is 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 the student commits a federal firearm offense.

**EMERGENCY
EXPULSION**

In an emergency, the principal or the principal's designee **may** order the immediate removal of a student when people or property is in imminent harm or for any reason for which expulsion may be made on a non-emergency basis.

When an emergency expulsion is necessary to protect persons or property from imminent harm, the student shall be given verbal notice of the reason for the action. Within ten (10) days after the date of the emergency expulsion, the student shall be given the appropriate due process required for a student facing expulsion. If emergency expulsion involves a student with disabilities who receives special education services, the term of the student's emergency expulsion is subject to the requirements of federal law.

**JUVENILE
JUSTICE
ALTERNATIVE
EDUCATION
PROGRAM
(JJAEP)
PLACEMENT**

The Board of Trustees has entered into an agreement with the county juvenile Board outlining the juvenile Board's responsibilities concerning the establishment and operation of the Juvenile Justice Alternative Education Program (JJAEP). Details of this relationship are defined in agreements.

Based on age appropriateness and the nature of the offense, a student may be expelled to a Juvenile Justice Alternative Education Program for six (6) weeks to one (1) calendar year.

**DRUG-FREE
NOTICE**

The District believes that student use of alcohol and illicit drugs is both wrong and harmful. Consequently, the District has established a code of Student Conduct that prohibits the use, sale, possession, and distribution of alcohol and illicit drugs by students on school premises, on a passenger transportation vehicle of the District, or as part of any school activity, regardless of its location. Compliance with this Code of Conduct is mandatory, and students shall be disciplined and may be referred to legal authorities if they are found to have violated this Code of Conduct.

The District's policies and Student Code of Conduct provide a range of disciplinary sanctions for alcohol and drug-related offenses. Students may be referred to appropriate law enforcement officials for criminal prosecution. Procedural requirements for the imposition of suspension and expulsion are set out in the District's policies.

Depending on the nature and severity of a drug or alcohol-related offense, a student may be required to complete an appropriate rehabilitation program either in place of or in addition to other disciplinary sanctions. The principal or counselor can provide information about rehabilitation and re-entry programs available in the LISD community or within reasonable access to the LISD community.

**SEXUAL
ASSAULT
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 another person with the authority to act on behalf of the victim requests that the Board transfer the offending student to another campus, the offending student shall be transferred to another campus in the District. If there is no other campus in the District serving the grade level of the offending student, the offending student shall be transferred to a DAEP.

**PARENTAL
QUESTIONS,
CONCERNS,
OR APPEALS**

Questions from parents regarding disciplinary measures taken should be addressed to the teacher or campus administration, as appropriate. Appeals or complaints regarding the use of specific discipline management techniques should be addressed per policy [FNG\(LOCAL\)](#). A copy of this policy may be obtained from the principal's office, the campus behavior coordinator's office, the Central Administration Office, or through Policy on Line at the following address: www.leanderisd.org. At the administrator's discretion, consequences shall not be deferred pending the outcome of a grievance.

END OF CODE OF CONDUCT

GLOSSARY

This section provides legal definitions and locally established definitions and is intended to assist in understanding terms related to the Student Code of Conduct and terms found in the Student Handbook.

ABUSABLE VOLATILE CHEMICALS are those substances as defined in Texas Health and Safety Code § 485.001.

ABUSE is improper or excessive use.

ACCELERATED INSTRUCTION is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level and/or as a result of a student not meeting the passing standard on a safe-mandated assessment.

AGGRAVATED ROBBERY is defined in part by 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 bodily injury to another person or threatens or places another person in fear of imminent bodily injury or death, if the other person is:
 - a. 65 years of age or older; or
 - b. A disabled person.

ALCOHOLIC BEVERAGES are those substances as defined in Texas Alcoholic Beverage Code § 1.04.

ADMISSION, REVIEW, AND DISMISSAL (ARD) is the committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student and his or her parents are members of the committee.

AMERICAN COLLEGE TEST (ACT) refers to one of the two (2) most frequently used college or university admissions exams: the American College Test. The test may be a requirement for admission to certain colleges or universities.

ARMOR-PIERCING AMMUNITION is defined by Penal Code 46.01 as handgun ammunition that is designed primarily to penetrate metal or body armor and to be used primarily in pistols and revolvers or other firearms.

ARSON is defined in part by Penal Code 28.02 as

1. A crime that involves starting a fire or causing an explosion with intent to destroy or damage:
 - a. Any vegetation, fence, or structure on open-space land; **or**
 - b. Any building, habitation, or vehicle:
 1. Knowing that it is within the limits of an incorporated city or town.
 2. Knowing that it is insured against damage or destruction,
 3. Knowing that it is subject to a mortgage or other security interest,
 4. Knowing that it is located on property belonging to another,
 5. Knowing that it has located within it property belonging to another, **or**
 6. When the person starting the fire is reckless about whether the burning or explosion shall endanger the life of some individual or the safety of the property of another:
2. A crime that involves recklessly starting a fire or causing an explosion while manufacturing or attempting to manufacture a controlled substance and the fire or explosion damages any building, habitation, or vehicle; **or**
3. A crime that involves intentionally starting a fire or causing an explosion and in so doing:
 - a. Recklessly damages or destroys a building belonging to another, **or**
 - b. Recklessly causes another person to suffer bodily injury or death.

ASSAULT is defined in part by Penal Code §22.01(a)(1) as intentionally, knowingly, or recklessly causing

bodily injury to another; §22.01(a)(2) as intentionally or knowingly threatening another with imminent bodily injury; and §22.01(a)(3) as intentionally or knowingly causing physical contact with another that can reasonably be regarded as offensive or provocative.

ATTENDANCE REVIEW COMMITTEE is sometimes responsible for reviewing a student's absences when the student's attendance drops below 90 percent of the days the class is offered. Under guidelines adopted by the Board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit lost because of absences.
BODILY INJURY any damage to a person's physical condition including pain or illness.

BREACH OF COMPUTER SECURITY includes knowingly accessing a computer, computer network, or computer system without the effective consent of the owner as defined in Texas Penal Code 33.02, 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 district property or information; or commits a breach of any other computer, computer network, or computer system.

BULLYING is defined in Section 37.0832 of the Education Code 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 that:

1. Affects 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;
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. **Cyberbullying** is defined by Section 37.0832 of the Education Code as bullying that is done through the use of any electronic communication device, including the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, social media application, an Internet website, or any other Internet-based communication tool.

The State Law on Bullying prevention applies to:

1. Bullying that occurs on or is delivered to school property or the site of a school-sponsored or school-related activity on or off school property;
2. Bullying that occurs on a publicly or privately-owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
3. Cyberbullying that occurs off school property or outside of a school-sponsored or school-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 or school-related activity.

CHEMICAL DISPENSING DEVICE is defined by Penal Code 46.01 as a device designed, made, or adapted to dispense 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.

CLUB is an instrument specially designed, made, or adapted to inflict serious bodily injury or death. A blackjack, nightstick, mace, and tomahawk are in the same category.

CONTROLLED SUBSTANCE means a substance, including a drug, an adulterant, and a dilutant, listed in Schedules I through V or Penalty Group 1, 1-A, 1-B, 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 tetrahydrocannabinol (THC) in hemp.

CRIMINAL STREET GANG is defined by Penal Code 71.01 as three or more persons having a common identifying sign or symbol or an identifiable leadership who continuously or regularly associate in the commission of criminal activities.

CYBERBULLYING is defined by Section 37.0832 of the Education Code as 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, social media application, an Internet website, or any other Internet-based communication tool.

DISTRICT ALTERNATIVE EDUCATION PROGRAM (DAEP) stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct.

DANGEROUS DRUG is defined by Health and Safety Code 483.001 as a device or a drug that is unsafe for self-medication and that is not included in Schedules I through V or Penalty Groups 1 through 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 occurs 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 in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense, as defined by Section 71.0021 of the Family Code.

DEADLY CONDUCT under 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, habitation, building, or vehicle.

DEFERRED ADJUDICATION is an alternative to seeking a conviction in court that may be offered to a juvenile for delinquent conduct or conduct indicating a need for supervision.

DEFERRED PROSECUTION may be offered to a juvenile as an alternative to seeking a conviction in court for delinquent conduct or conduct indicating a need for supervision.

DELINQUENT CONDUCT is conduct that violates either state or federal law and is punishable by imprisonment or confinement in jail. It includes conduct that violates certain juvenile court orders, including probation orders, but does not include violations of traffic laws.

DISCRETIONARY means that something is left to or regulated by a local decision maker.

E-CIGARETTE means 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 substances to the individual inhaling from the device or a consumable liquid solution or other material aerosolized or vaporized during the use of an electronic cigarette or other device described by this provision. The term includes any device that is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description and a component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.

EXPLOSIVE WEAPON is defined by Penal Code 46.01 as any explosive or incendiary bomb, grenade, rocket, or mine and has a delivery mechanism that is designed, made, or adapted to inflict 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.

END OF COURSE (EOC) assessments are state-mandated end-of-course tests and are part of the STAAR program. Successful performance on EOC assessments will be required for graduation beginning with students in grade 9 during the 2011- 2012 school year. These exams will be given in English I, English II, English III, Algebra I, Geometry, Algebra II, Biology, Chemistry, Physics, World Geography, World History, and United States History.

FALSE ALARM OR REPORT under Penal Code 42.06 occurs when a person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or another emergency that he or she knows is false or baseless and that would ordinarily:

1. Cause action by an official or volunteer agency organized to deal with emergencies;
2. Place a person in fear of imminent serious bodily injury; **or**
3. Prevent or interrupt the occupation of a building, room, or place of assembly.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) refers to the federal Family Educational Rights and Privacy Act that grants specific privacy protections to student records. The law contains certain exceptions, such as for directory information, unless a student's parent or a student 18 or older directs the school not to release directory information.

FIGHTING is two or more persons engaged in any mutual violent or physically aggressive contact toward each other such as scuffling, pushing, shoving, or hitting.

FIREARM is defined by federal law (18 U.S.C. 921(a)) as:

1. Any weapon, including a starter gun, that shall, is designed to, or may readily be converted to expel a projectile by the action of an explosive;
2. The frame or receiver of any such weapon;
3. Any firearm muffler or firearm silencer, defined as any device for silencing, muffling, or diminishing the report of a portable firearm; or
4. Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.

FIREARM (State Law) is 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.

GANG is an organization, combination, or association of persons composed wholly or in part of students that:

1. Seeks to perpetuate itself by taking in additional members based on the decision of the membership rather than on the free choice of the individual, **or**
2. That engages in illegal and/or violent activities. In identifying gangs and associated gang attire, signs, or symbols, the District shall consult with law enforcement authorities.

GRAFFITI includes markings with paint, an 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, drawings, or paintings.

HARASSMENT includes:

1. Conduct that meets the definition established in district policies DIA(LOCAL) and FFH(LOCAL); **or**
2. Conduct that threatens to cause harm or bodily injury to another student, 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 as defined in Section 37.001(b)(2) of the Education Code; or
3. 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:
 - a. Initiating communication and, in the course of the communication, making a comment, request, suggestion, or proposal that is obscene, as defined by law;
 - b. 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;
 - c. Conveying, in a manner reasonably likely to alarm the person receiving the report, a false report, which is known by the conveyor to be false, that another person has suffered death or serious bodily injury; and
 - d. Causing the telephone of another to ring repeatedly or making repeated telephone communications anonymously or in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another;
 - e. Making a telephone call and intentionally failing to hang up or disengage the connection;
 - e-f. Knowingly permitting a telephone under the person's control to be used by another to commit an offense under this section;
 - d-g. Sending repeated electronic communications in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another.
 - h. Publishing on an internet website, including a social media platform, repeated electronic

communications in a manner reasonably likely to cause emotional distress, abuse, or torment to another person unless the communications are made in connection with a matter of public concern, as defined by law; or

- e.i. Making obscene, intimidating, or threatening telephone calls or other electronic communications from a temporary or disposable telephone number provided by an internet application or other technological means.

HAZING is defined by Section 37.151 of the Education Code as an intentional, knowing, or reckless act, on or off campus, by one person alone or acting with others, that endangers the mental or physical health or safety of a student directed against a student to pledge, initiation into, affiliation with, holding office in, or maintaining membership in a student organization. If the act meets the elements in Education Code 37.151, including:

1. Any type of physical brutality;
2. 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;
3. An activity that induces, causes, or requires the student to perform a duty or task that violates the Penal Code; and
4. 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 is defined in Section 37.001(b)(3) of the Education Code as a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

IMPROVISED EXPLOSIVE DEVICE is defined by Penal Code 46.01 as 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.

IN SCHOOL SUSPENSION (ISS) refers to in-school suspension, a disciplinary technique for misconduct found in the Student Code of Conduct. Although different from out-of-school suspension and placement in a DAEP, ISS removes the student from the regular classroom.

INDIVIDUALIZED EDUCATION PROGRAM (IEP) is the written record of the individualized education program prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains several parts, such as a statement of the student's present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services to be provided, and program modifications or support by school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; accommodations for state or Districtwide tests; whether successful completion of state-mandated assessments is required for graduation, etc.

INDECENT EXPOSURE is defined by Penal Code 21.08 as an offense that occurs when a person exposes the person's anus or any part of the person's genitals 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.

INTIMATE VISUAL MATERIAL is defined by Civil Practices and Remedies Code 98B.001 and Penal Code 21.16 as 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.

INTENT is the design, resolve, or determination with which a person acts. Since intent is a state of mind, it is ordinarily proved through inferences drawn from the act and/or circumstances surrounding the act. Intent includes the conscious objective or desire to engage in the conduct or cause the result, an awareness that the conduct is reasonably certain to cause the result, or disregard of a substantial and justifiable risk when there is an awareness that the circumstances exist, or the result shall occur.

KNIFE is a bladed hand instrument that is capable of inflicting serious bodily injury or death by cutting or stabbing.

KNUCKLES is 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.

LINGUISTICALLY ACCOMMODATED TEST (LAT) stands for linguistically accommodated testing, which is an assessment process for recent immigrant English language learners who are required to be assessed in certain grades and subjects under the NCLB Act.

LOCATION-RESTRICTED KNIFE is defined by Texas Penal Code 46.01 as a knife with a blade over five and one-half inches.

LOOK ALIKE WEAPON an item that looks like a weapon but is not intended to be used to cause serious bodily injury.

MACHINE GUN as defined by Penal Code 46.01 is any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

MANDATORY means that something is obligatory or required because of authority.

PARAPHERNALIA is any article or device used or intended for use to inject, ingest, inhale, or otherwise introduce marijuana, a controlled substance, dangerous drug, or alcohol into the human body, including but not limited to roach clips, rolling papers, needles, baggies with residue, razor blades, or pipes.

PERSONAL GRADUATION PLAN (PGP) stands for Personal Graduation Plan, which is recommended for all students entering grade 9 and is required by state law for any student in middle school or higher who fails a section on a state-mandated test or is identified by the District as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

POSSESSION means to have an item on one's person or one's personal property, including but not limited to clothing, purse, or backpack; a private vehicle used for transportation to or from school or school-related activities, including but not limited to an automobile, truck, motorcycle, or bicycle; telecommunications or electronic devices; or any other school property used by the student, including but not limited to a locker or desk.

PROHIBITED WEAPONS under Penal Code 46.05(a) means:

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;
2. Armor-piercing ammunition;
3. A chemical dispensing device;
4. A zip gun;
5. A tire deflation device; or
6. An improvised explosive device.

PUBLIC LEWDNESS is defined by Penal Code 21.07 as an offense that occurs when a person knowingly engages in an act of sexual intercourse, deviant 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 means 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 the free choice of a qualified student. Educational organizations listed in Section 37.121(d) of the Education Code are accepted by this definition.

REASONABLE BELIEF is that which an ordinary person of average intelligence and sound mind would believe. Chapter 37 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 under Article 15.27 of the Code of Criminal Procedure.

RETALIATION is harming or threatening to harm another: (1) on account of their service as a District employee or volunteer, (2) to prevent or delay another's service to the District, or (3) because the person intends to report a crime.

SCHOLASTIC APTITUDE TEST (SAT) refers to one of the two (2 most frequently used college or university admissions exams: The Scholastic Aptitude Test. The test may be a requirement for admissions to certain colleges or universities.

SCHOOL HEALTH ADVISORY COUNCIL (SHAC) is a group of at least five (5) members, a majority of whom must be parents, appointed by the school Board to assist the District in ensuring that local community values and health issues are reflected in the District's health education instruction.

SECTION 504 is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

SELF-DEFENSE is the use of force against another to the degree a person reasonably believes the force is immediately necessary to protect himself or herself. To claim self-defense, the student must (1) be without fault in provoking the encounter and not act as the aggressor, and (2) use the minimum force required to remove himself or herself from immediate danger of harm. Actions that escalate or continue the encounter shall not be considered self-defense. Interactions before the encounter shall also be considered.

SERIOUS MISBEHAVIOR means:

1. Deliberate violent behavior that poses a direct threat to the health or safety of others;
2. Extortion, meaning the gaining of money or other property by force or threat;
3. Conduct that constitutes coercion, as defined by Section 1.07, Penal Code; or
4. Conduct that constitutes the offense of:
 - i. Public lewdness under Penal Code 21.07;
 - ii. Indecent exposure under Penal Code 21.08;
 - iii. Criminal mischief under Penal Code 28.03;
 - iv. Hazing under Education Code 37.152; or
 - v. Harassment under Penal Code 42.07(a)(1), of a student or district employee.

SERIOUS OR PERSISTENT MISBEHAVIOR includes but is not limited to:

1. Behavior that is grounds for permissible expulsion or mandatory DAEP placement.
2. Behavior identified by the District as grounds for discretionary DAEP placement.
3. Actions or demonstrations that substantially disrupt or materially interfere with school activities.
4. Refusal to attempt or complete work as assigned.
5. Profanity, vulgar language, or obscene gestures.
6. Leaving school grounds without permission.
7. Falsification of records, passes, or other school-related documents.
8. Refusal to accept discipline assigned by the teacher or principal.

SEX OFFENDER is a student required to register as a sex offender under Chapter 62 of the Code of Criminal Procedure for an offense committed on or after September 1, 2007. The term does not include a student who:

1. Is no longer required to register as a sex offender under Chapter 62,
2. Is exempt from registering as a sex offender under Chapter 62, **or**
3. Receives an early termination of the obligation to register as a sex offender under Chapter 62.

SEXTING is creating an offense for electronic transmission of visual material depicting a minor (any student under the age of 17).

SEXUAL HARASSMENT is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that is so severe, persistent, or pervasive that it has the purpose or effect

of unreasonably interfering with a student's performance, creates an intimidating, hostile, or offensive educational environment; affects a student's ability to participate in or benefit from an educational program or activity; otherwise adversely affects the student's educational opportunities, or is prohibited by District policy FFH or FNC.

SHORT-BARREL FIREARM is defined by Penal Code 46.01 as a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

STATE OF TEXAS ASSESSMENTS OF ACADEMIC READINESS (STAAR) is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments, effective beginning with certain students for the 2011-2012 school year.

STAAR Alternate is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student's ARD committee.

STAAR Modified is an alternative state-mandated assessment based on modified achievement standards that are administered to eligible students receiving special education services, as determined by the student's ARD committee.

STAAR Linguistically Accommodated (STAAR L) is an alternative state-mandated assessment with linguistic accommodations designed for certain recent immigrant English language learners.

STATE-MANDATED ASSESSMENTS are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion and passing the grade 11 exit-level test or end-of-course assessment, when applicable, is a condition of graduation. Students have multiple opportunities to take the tests if necessary, for promotion or graduation.

STUDENT CODE OF CONDUCT is developed with the advice of the District-level committee and adopted by the Board and identifies the circumstances, consistent with law, when a student may be removed from the classroom or campus. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP. It outlines conditions for out-of-school suspension and for expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

SWITCHBLADE is any knife with a blade that folds, closes, or retracts into the handle or sheath and that opens automatically by pressing a button or other device located on the handle or opens or releases a blade from the handle or sheath by the force of gravity or centrifugal force. It does not include a knife that has a spring, detent, or another mechanism designed to create a bias toward closure and that requires exertion applied to the blade by hand, wrist, or arm to overcome the bias toward closure and open the knife (also known as one-handed openers or assisted openers).

TELECOMMUNICATIONS DEVICE is any type of device that:

1. Emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, or
2. Permits the recording, transmission, and/or receipt of messages, voices, images, or information in any format or media, electronic or otherwise. It does not include an amateur radio under the control of someone with an amateur radio license.

TERRORISTIC THREAT is defined by Penal Code 22.07 as a threat of violence to any person or property with intent to:

1. Cause a reaction of any type by an official or volunteer agency organized to deal with emergencies;
2. Place any person in fear of imminent serious bodily injury;
3. Prevent or interrupt the occupation or use of a building; room, place of assembly, or place to which the public has access; place of employment or occupation; aircraft, automobile, or another form of conveyance; or another public place;
4. Cause impairment or interruption of public communications, public transportation, public water, gas, or power supply, or other public services;
5. Place the public or a substantial group of the public in fear of serious bodily injury; or
6. Influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state (including the District).

TEXAS ENGLISH LANGUAGE PROFICIENCY ASSESSMENT SYSTEM (TELPAS) assesses the progress that English language learners make in learning the English language and is administered for those who meet the participation requirements in kindergarten-grade 12.

TEXAS VIRTUAL SCHOOL NETWORK (TxVSN), which provides online courses for Texas students to supplement the instructional programs of public school districts. Courses are taught by qualified instructors, and courses are equivalent in rigor and scope to a course taught in a traditional classroom setting.

TIRE DEFLATION DEVICE is defined in part by Penal Code 46.01 as 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 are those crimes listed in Title 5 of the Penal Code that typically involve injury to a person and may include:

- Murder, manslaughter, or homicide under Sections 19.02, –. 05;
- Kidnapping under Section 20.03;
- Trafficking of persons under Section 20A.02;
- Smuggling or continuous smuggling of persons under Sections 20.05 – .06;
- Assault under Section 22.01;
- Aggravated assault under Section 22.02;
- Sexual assault under Section 22.011;
- Aggravated sexual assault under Section 22.021;
- Unlawful restraint under Section 20.02;
- Continuous sexual abuse of a young child or disabled individual under Section 21.02;
- Bestiality under Section 21.09;
- Improper relationship between educator and student under Section 21.12;
- Voyeurism under Section 21.17;
- Indecency with a child under Section 21.11;
- Invasive visual recording under Section 21.15;
- Disclosure or promotion of intimate visual material under Section 21.16;
- Sexual coercion under Section 21.18;
- Injury to a child, an elderly person, or a disabled person of any age under Section 22.04;
- Abandoning or endangering a child under Section 22.041;
- Deadly conduct under Section 22.05;
- Terroristic threat under Section 22.07;
- Aiding a person to commit suicide under Section 22.08; and
- Tampering with a consumer product under Section 22.09.

UNDER THE INFLUENCE is when in an employee's professional judgment, the student does not have the normal use of mental or physical faculties likely attributable to the student's use of a prohibited substance. Such impairment may be evidenced by the symptoms typically associated with drug or alcohol use or other abnormal or erratic behavior or by the student's admission. A student "under the influence" need not be legally intoxicated to trigger disciplinary action.

UNIVERSITY INTERSCHOLASTIC LEAGUE(UIL) is a statewide voluntary nonprofit organization that oversees educational extracurricular academic, athletic, and music contests.

USE means concerning substances, voluntarily injecting, ingesting, inhaling, or otherwise introducing a prohibited substance into the body. Concerning objects or devices, putting into action or service or carrying out an action or purpose with the object or device.

ZIP GUN is defined by Penal Code 46.01 as a device or combination of devices, not originally a firearm, but adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.

2023-24 Student Code of Conduct Change Tracker

Page Number(s)	SCOC Change	Notes
11	The categories of conduct below are prohibited at school or on district property.	Added after a parent questioned the code of conduct jurisdiction applied to our district football stadiums claiming it was not a “school” as stated previously in the code. This change was added throughout the code.
13	Defacing or damaging school property – including textbooks, technology and electronic resources, lockers, furniture, and other equipment with graffiti or by other means.	TASB recommended addition
13	Radios, including blue tooth speakers	Change to reflect campus experiences and current technology
13	Any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists.	TASB recommended addition
13-14	<p>2. 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.</p> <p>3. 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.</p> <p>4. Use the internet or other electronic communications to threaten or harass district students, employees, board members, 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.</p> <p>5. Send, post, deliver, or possess electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal, including cyberbullying and “sexting,” either on or off school property, if the conduct causes a substantial disruption to the educational environment or</p>	TASB recommended addition – replicated in our Technology Resource Acceptable Use Guidelines. Added to provide clarity for parents/students to have it written in the code as well.

2023-24 Student Code of Conduct Change Tracker

	<p><u>infringes on the rights of another student at school.</u></p> <p><u>6. Use the internet or other electronic communication to engage in or encourage illegal behavior or 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.</u></p> <p><u>9. Use a telecommunications device, including a cell phone/smartwatch, or other electronic device in violation of district and campus rules.</u></p>	
14	<u>smartwatches</u>	Added to reflect current technology trends
14	<u>7. Propping or tampering with/disabling school district door latching or locking mechanisms.</u>	Added to reflect security practices added
15	<p><u>8. Engage in actions or demonstrations that substantially disrupt or materially interfere with school activities.</u></p> <p><u>9. Repeatedly violate other communicated campus or classroom standards of conduct.</u></p>	TASB recommended addition
21	<p>3. Sells, gives, or delivers to another person, possesses, uses, or is under the influence of marijuana, a controlled substance or a dangerous drug, or an alcoholic beverage in any amount not punishable as a felony. 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.</p> <p><u>4. Sells, gives, or delivers to another person or possesses, uses, or is under the influence of marijuana or THC. 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.</u></p> <p><u>5. Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol.</u></p> <p>4. Commits a serious act or offense while under the influence of an alcoholic beverage if the conduct is not punishable as a felony.</p>	<p>HB 114 requires mandatory placement in a DAEP for selling, giving, delivering, possessing, using, or being under the influence of marijuana, THC, or e-cigarettes 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.</p> <p>A district is prohibited from enacting, adopting, or enforcing a rule or regulation that prohibits the possession of low-THC cannabis as authorized by The Texas Compassionate Use Act, Chapter 487 of the Health and Safety Code, which permits prescriptions for low-THC cannabis in limited circumstances. If a student has a prescription, any possession or use of low-THC cannabis should not be considered a violation of the adjacent text. Follow the district's policies and procedures for prescription medications.</p>

2023-24 Student Code of Conduct Change Tracker

	6. Sells, gives, or delivers to another person or possesses or uses an e-cigarette.	
24	i. Behavior punishable as a felony that involves selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana , a controlled substance, or a dangerous drug, or alcohol; or committing a serious act or offense while under the influence of alcohol.	HB 114 removes the mandatory expulsion requirement for marijuana, THC, and alcohol-related offenses that are punishable as a felony.
28	A copy of the DAEP placement order and information for the parent or person standing in parental relation to the student regarding the process for requesting a full individual and initial evaluation of the student for purposes of special education services shall be sent to the student and the student's parent.	HB 3928 requires the district to provide to a student's parent or person standing in parental relation to the student the process for requesting a full individual and initial evaluation of the student for purposes of special education services as part of the student's personalized transition plan.
28	DAEP CAPACITY If a DAEP is at capacity at the time of placement for conduct related to marijuana, THC, an e-cigarette, alcohol, or an abusable volatile chemical, the student shall be placed in ISS and may be transferred to a DAEP for the remainder of the period if space becomes available before the expiration of the period of the placement. If a DAEP is at capacity at the time of placement for a student who engaged in violent conduct, a student placed in a DAEP for conduct related to marijuana, THC, an e-cigarette, alcohol, or an abusable volatile chemical may be placed in ISS to make a position in the DAEP available for the student who engaged in violent conduct. If a position becomes available in a DAEP before the expiration of the period of the placement for the student removed, the student must be returned to a DAEP for the remainder of the period.	HB 114 states when a DAEP is at capacity, a student who engaged in conduct related to marijuana, THC, an e-cigarette, alcohol, or an abusable volatile chemical must be placed in ISS until the student can be transferred to a DAEP if space becomes available before the expiration of the period of the placement. In addition, when a DAEP is at capacity, a student in a DAEP for conduct related to marijuana, THC, e-cigarette, alcohol, or an abusable volatile chemical may be moved to ISS to create space for a student who engaged in violent conduct. If space becomes available, the removed student must be returned to a DAEP to complete the period of the placement.
37-38	d. Causing the telephone of another to ring repeatedly or making repeated telephone communications anonymously or in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another; e. Making a telephone call and intentionally failing to hang up or disengage the connection;	HB 1427 expands the offense of harassment under Penal Code 42.07 to include making obscene, intimidating, or threatening telephone calls or other electronic communications from a temporary or disposable telephone number.

2023-24 Student Code of Conduct Change Tracker

	<p>f. Knowingly permitting a telephone under the person's control to be used by another to commit an offense under this section;</p> <p>i. Making obscene, intimidating, or threatening telephone calls or other electronic communications from a temporary or disposable telephone number provided by an internet application or other technological means.</p>	
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Leander ISD Board Meeting Agenda Item Information

Meeting Date: Thursday, August 10, 2023

Agenda Item: Legislative Committee Update
Purpose (this meeting): Discussion Item/Report Only Action Requested
Administrator Responsible: Colby Nichols (Ancira Strategic Partners, LLP)
Attachments: Legislative Committee Update Pres (*Uploaded 08-10-23*)

Background Information:

Colby Nichols with Ancira Strategic Partners and members of the legislative committee will give a legislative update.

Administrative Recommendation:

N/A

Sample Motion:

N/A



Leander ISD Legislative Wrap-up

96

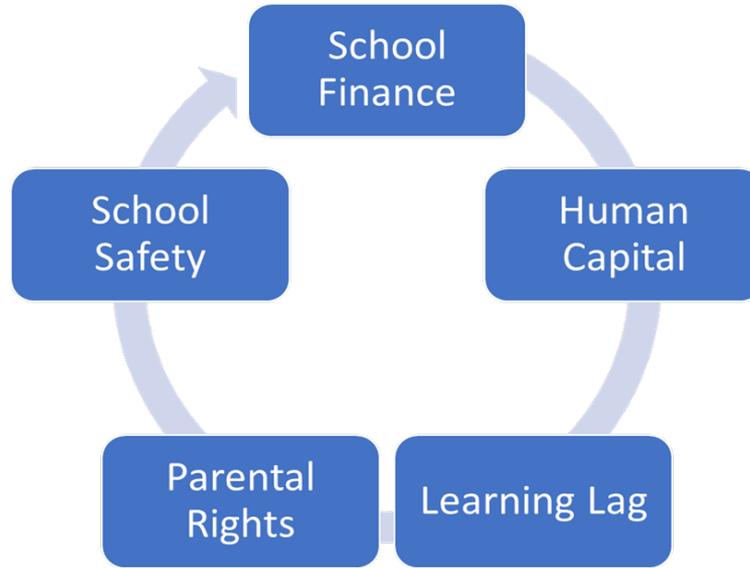
Colby Nichols, Ancira Strategic Partners



As the Session Started

97

What was expected for public education?



**The Legislative Landscape:
What were the anticipated public education policy issues?**

The Legislative Landscape:

Who were the public education legislative leaders?

- **Senate Education**

- New Chair-Brandon Creighton
- New Members-Morgan LaMantia, Tan Parker, Pete Flores, Brian Birdwell, Drew Springer, and Mayes Middleton
- New Senate Education Policy Director-Chris Duke
- New Senate Education Chief with several new staff members

- **House Public Education**

- New Chair-Brad Buckley
- New Members-Charles Cunningham, Cody Harris, Brian Harrison, Cole Hefner, Gina Hinojosa, Oscar Longoria, and Matt Schaefer
- New House Public Education Committee Chief and no returning staff members

88th Legislature by the Numbers

Bill Statistics

House: 5413 HBs filed, 744 passed (13.7% passage rate)

Senate: 2633 SBs filed, 502 passed (19.1% passage rate)

Total: 8046 filed, 1246 passed (15.5% passage rate)

Appropriations: The Squandered Surplus

- **\$32.7 billion dollar surplus**
- **School Safety**
 - **HB 3 & 13 moved to \$100/student; Senate = 15,000 per campus & \$10 per student**
 - **300 million & 1.1 billion in TEA grants**
- **2.36 billion golden penny yield increase**
- **3.2 billion for enrollment growth**
- **60 million NIFA increase**
- **588.5 million for TRS Active Care**
- **IMTA = \$1.049 billion**



ARTICLE III – Agencies of Education

Public Education

\$111,839.1

\$82,901.5

\$119,994.6

\$88,768.0

\$99,416.4

\$70,980.3

School Safety/Mental Health: HB 3

- Allotment - \$10/student & 15,000 per campus
- Compliance Requirements: You could get a conservator (Office of School Safety and Security)
- Regional School Safety Review Teams
 - Housed in ESCs
- Notification of violent activity required
- Vendor registry
 - May use different vendors if they get three bids from other vendors
 - Allows TEA to enter into a statewide contract if it would reduce the price for districts to purchase the technology.
- Mental health training for all employees who regularly interact with students
 - TEA to provide an allotment to cover costs and when deadline is for training
- Each campus must have at least one armed peace officer at each campus.
 - Good cause exception - Must develop an alternative standard that it can comply with (like marshal or guardian)

102

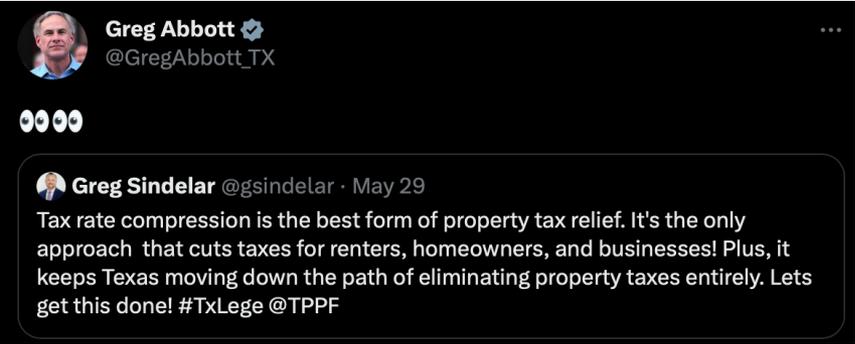
HB 1605 - Curriculum

- Teacher Assignments
- Parent portal for all SBOE approved materials
- IMTA Amendment
- Shared Authorities between TEA and SBOE
- New allotment of \$40/student for HQIM grant program
- New Allotment of \$20 for OER printing expenses

103

		FY 2014-15	FY 2016-17	FY 2018-19	FY 2020-21	FY 2022-23	FY 2024-25
1	SBOE Distribution -- 16 quarter average	2.54143E+10	3.0166E+10	3.33952E+10	3.70434E+10	4.14045E+10	\$46,878,136,893
2	SBOE Distribution -- Spending rate	3.30%	3.50%	3.70%	2.97%	4.18%	3.32%
3	SBOE Distribution -- Annual dollars	\$838,672,280	\$1,055,810,853	\$1,235,621,684	\$1,101,669,657	\$1,730,707,808	\$1,556,354,145
4	SBOE Distribution -- Biennial dollars	\$1,677,344,559	\$2,111,621,705	\$2,471,243,368	\$2,203,339,314	\$3,461,415,615	\$3,112,708,290
5	SBOE Distribution -- 50% (for TIMF)	\$838,672,280	\$1,055,810,853	\$1,235,621,684	\$1,101,669,657	\$1,730,707,808	\$1,556,354,145
6	GAA total amount to TIMF*	\$843,107,704	\$1,059,369,568	\$1,103,381,468	\$1,105,972,113	\$429,300,599	\$1,049,980,630
7	Difference in 50% of SBOE Distribution & GAA total amount (lines 6 & 7)	\$4,435,424	\$3,558,715	-\$132,240,216	\$4,302,456	-\$1,301,407,209	-\$506,373,515
	Name of Fund#	IMF	IMF	IMTF	IMTF	IMTF	IMTF
	<i>*Note 1: Amount for FY 24-25 in Line 6 is the total appropriation in the LBB recommended versions of the House and Senate introduced budgets.</i>						
	<i>#Note 2: Beginning in FY 2018 the fund changed from the Instructional Materials Fund (IMF) to the Instructional Materials & Technology Fund (IMTF).</i>						
	https://statutes.capitol.texas.gov/Docs/ED/htm/ED.43.htm						
	https://statutes.capitol.texas.gov/Docs/ED/htm/ED.31.htm#31.021						

Property Taxes



When the Session Began

House - HB 2/5% tax appraisal caps (currently 10%) and applies to both commercial and residential.

Senate - SB 3/\$40,000 homestead to \$70,000

104

When the Session Ended

House - 5% Cap & 100,000 Homestead Exemption plus 0.15 rate buydown.

Senate- 100,000 Homestead Exemption, but no cap

The First Called Session

House - 0.162 rate compression

Senate - \$100,000 Homestead Exemption plus 0.10 compression

Final = 10.7 cents in compression, \$100,000 homestead exemption, 20% appraisal cap for 5 million and below

Teachers

105



As the Session Ended

106

What lies ahead for public education?



Leander ISD Board Meeting Agenda Item Information

Meeting Date: Thursday, August 10, 2023

Agenda Item:	Discussion and Consider Approval of Appointment and Alternate to Represent Leander ISD at the Texas Association of School Board's 2023 Delegate Assembly
Purpose (this meeting):	<input type="checkbox"/> Discussion Item/Report Only <input checked="" type="checkbox"/> Action Requested
Administrator Responsible:	Bruce Gearing, Ed.D.
Attachments:	TASB Official Delegate Designation Form

Background Information:

TASB's Delegate Assembly gives school boards a direct voice in TASB's advocacy and in the overall direction of the Association. This year's assembly will be held on Sept. 30. At the Delegate Assembly, school board members meet to vote on the Advocacy Agenda, elect TASB's Board of Directors, and earn continuing education credit. School boards may appoint one delegate and one alternate to serve as their representatives.

Administrative Recommendation:

Administration recommends that the Board appoint a delegate and an alternate representative to TASB's 2023 Delegate Assembly.

Sample Motion:

I move that _____ be appointed as Leander ISD's delegate, and _____ be appointed as Leander ISD's alternate representative to the 2023 Texas Association of School Boards Delegate Assembly.

Official Delegate Designation Form

Please note:

- Only trustees of TASB Active Members (boards of public school districts and ESCs) may serve as delegates or alternates.
- TASB Directors and the four Legislative Advisory Council (LAC) members serving on the TASB Legislative Committee are delegates by virtue of their positions. If one of your trustees is also a TASB Director or one of the four LAC representatives, do not designate this trustee because that trustee will already be participating as a voting delegate in the Assembly.
- If you are designating an individual newly elected to your board, please update your membership information. The update form is available under the Member Profile link (<https://www.tasb.org/apps/memberprofile/index.aspx>). If you have any questions about updating your membership information, contact Michael Pennant (contact information located at bottom of page).
- The Delegate Assembly Handbook will be distributed electronically at least 20 days prior to Delegate Assembly. Hard copies of the Handbook will be available on site. (Copies will be mailed upon request.)
- Please submit your delegate designation online. The online form is available under the Member Profile link (<https://www.tasb.org/apps/memberprofile/index.aspx>).

Credentials (ribbon) will be mailed to delegates and alternates who are registered by August 25. After that date, credentials must be picked up on-site at Delegate Assembly.

Delegate: _____

Board position: _____ E-mail: _____

Mailing address (if NOT the district/ESC address) for Delegate Assembly materials:

Alternate: _____

Board position: _____ E-mail: _____

Mailing address (if NOT the district/ESC address) for Delegate Assembly materials:

Name of district/ESC: _____

County-district number: _____ **TASB (ESC) region number:** _____

I hereby certify that the above persons were chosen by our board as our official voting delegate and alternate to the 2023 TASB Delegate Assembly scheduled for September 30 (as provided by the TASB Bylaws).

Board president's signature: _____ Date: _____

Please return your board's designations online by August 25, 2023, to receive Delegate Assembly credentials by mail. Delegates submitted after August 25 will need to pick up credentials (ribbon) on-site.

Texas Association of School Boards
Attn: Michael Pennant
Email: membercommunications@tasb.org
Fax: 512.467.3554



Leander ISD Board Meeting Agenda Item Information

Meeting Date: Thursday, August 10, 2023

Agenda Item: Discussion of 2023-24 Board Member Representation on Board and District Administrative Committees

Purpose (this meeting): Discussion Item/Report Only Action Requested

Administrator Responsible: Bruce Gearing, Ed.D.

Attachments: 2023-24 Board Member Representation on Board and District Administrative Committees List Atch

Background Information:

At the June 15, 2023 Board meeting, Trustees were asked to communicate their 2023-24 committee interests to the Superintendent's Office. The 2023-24 committee list being discussed tonight includes feedback received from Trustees.

Administrative Recommendation:

N/A

Sample Motion:

N/A

**Board Member Representation on Board and District Administrative Committees
2023-24**

- **Audit Committee**
 - Chair: Sade Fashokun
 - Representatives: Trish Bode and Anna Smith
- **Board Operating Procedures Review Committee**
 - Chair: Anna Smith
 - Representative: Trish Bode and Francesca Romans
- **Legislative Priorities Committee**
 - Chair: Trish Bode
 - Representatives: Gloria Gonzales-Dholakia and Anna Smith
- **Policy Review Committee**
 - Chair: TBD
 - Board Representatives: Trish Bode, Sade Fashokun and Francesca Romans
- **Community-Based Accountability System Committee:**
 - Administrators Responsible: Brenda Cruz
 - Board Representatives: Paul Gauthier and Christine Mauer
- **Community Curriculum Advisory Committee (CCAC)**
 - Administrator Responsible: Alicia Westcot
 - Board Representatives: Gloria Gonzales-Dholakia and Francesca Romans
- **Diversity, Equity and Inclusion Advisory Committee:**
 - Administrator Responsible: DeWayne Street
 - Board Representatives: Gloria Gonzales-Dholakia, Sade Fashokun and Christine Mauer
- **School Health Advisory Committee (SHAC)**
 - Administrator Responsible: Matt Bentz
 - Board Representatives: Paul Gauthier and Francesca Romans
- **School Safety and Security Committee**
 - Administrator Responsible: Bryan Miller
 - Board Representatives: Gloria Gonzales-Dholakia, Trish Bode and Sade Fashokun
- **Long Range Planning Committee**
 - Administrator: Sarah Grissom
 - Board Representatives: Trish Bode, Christine Mauer and Anna Smith

Non-LISD committees/boards on which LISD Board members represent the District:

- The City of Austin Regional Affordability Committee: Sade Fashokun
- The City of Cedar Park Key 6: LISD Board President
- The City of Leander Key 6: LISD Board President
- LEEF Board Ex-Officio Director: Francesca Romans

Leander ISD Board Meeting Agenda Item Information

Meeting Date: Thursday, August 10, 2023

Agenda Item: Discussion of Board Operating Procedures
Purpose (this meeting): Discussion Item/Report Only Action Requested
Action Requested (future meeting): Thursday, August 24, 2023
Administrator Responsible: Trish Bode, Anna Smith, Holly Wardell (Eichelbaum Wardell Hansen Powell & Muñoz, P.C.)
Attachments: Recommended Updates to Board Operating Procedures August 2023 – Redline Version Atch
Recommended Updates to Board Operating Procedures August 2023 - Clean Version Atch

Background Information:

The Board Operating Procedures Review Committee will be discussing proposed revisions.

Administrative Recommendation:

N/A

Sample Motion:

N/A



**EDITS/Review Changes On - Board of Trustees Operating
Procedures 2023**

Leander Independent School District Board of Trustees Operating Procedures

The Board Operating Procedures serve as standard operating procedures that supplement the local policies of the School District and provide guidance to the Board of Trustees, as a body corporate, as they: ensure creation of a shared vision that promotes enhanced student achievement; provide guidance and direction for accomplishing the vision; measure and communicate how well the vision is being accomplished; promote the vision; works with the Superintendent to lead the District toward the vision as specified and further detailed in Board Policy ([BBD – EXHIBIT](#)), [and in Texas Education Code, Chapter 11, Subchapter D](#).

This document has been adopted by the Board at a regularly scheduled meeting and may be modified by a majority vote of the Board. The manual is divided into six (6) sections: **Effective Governance, New Board Member Orientation & Board Officers, Board Meetings, Committees, Evaluations & Trainings, and Board Relationships**. While these Board Operating Procedures may be amended at any time the Board deems it necessary to do so, they should be reviewed annually by the whole board during the December Team of 8 Board Retreat. Subsequently, any changes or discussions from the December Retreat should then be compiled and reviewed by a subcommittee along with any other changes suggested throughout the year and brought to the whole Board at a regularly scheduled meeting. The Board Operating Subcommittee may continue to meet through the year and bring any suggestions or changes to the whole board for possible adoption at any time based on agenda capacity.

Effective Governance

The purpose of the LISD Board of Trustees is to unleash the potential of each and every learner in our system by listening to and engaging with the community in order to advocate for every student’s needs while continuously improving, enhancing, and optimizing the system for student success.

The Board will rely on its adopted core beliefs, vision, and mission as they deliberate with the adopted Strategic Plan in mind.

The Board will hold itself accountable for governing with excellence. This self-discipline of excellence applies to attendance, beginning meetings on time, preparation for meetings, adherence to policy-making principles, respect of roles, active participation in the monitoring process, and ensuring effective governance capability into the future.

~~Deliberations will also be conducted with~~ The board will use a system of communications and interaction that builds upon mutual respect and trust between Board Members and between Board Members and the Superintendent.

Accordingly, the Team of 8 will:

1. Listen to each other and demonstrate respect for the opinions and comments of each other.
2. Maintain honesty and transparency in all interactions.
3. Have an expectation of preparedness for all meetings.
 - a. Respond in a timely manner to requests and inquiries from each other and from administration

Leander Independent School District Board of Trustees Operating Procedures

employees

4. Remember, all are equal Members and have a purpose on the team.
5. Make space for each other.
6. Stay curious and engaged.
7. Acknowledge the issue, but focus on the mission
 - a. Criticize privately, praise publicly
 - b. Maintain appropriate confidentiality
 - c. Maintain focus on common goals
 - d. Promote the positive image of the District
8. Attempts to resolve conflict will include:
 - a. Seeking to find common ground
 - b. Keep away from personalities
 - c. Stay focused on core beliefs
 - d. Think - How does this impact our District?

The Board is committed to utilizing the tools of Continuous Improvement such as Plan-Do-Study-Act (PDSA) and quality tools, including but not limited to consensograms and Plus/Delta, in order to be as efficient and effective as possible. Continuous Improvement and the Board's Theory of Action is the framework by which Trustees do their work. The Board continues to use Continuous Improvement in setting and reviewing progress at the district.

~~H. New Board Member Orientation & Election of Board Officers Members-~~

*For specific policies related to Board Member Elections, see [Board Policy BBB](#).

- I. New Board Member Orientation
 - A. The Board will offer orientation and training to new Board Members in the Board's governance process.
 1. New Board Members will have a meeting with District staff for their name badge and other generic, logistical information before their first board meeting.

Leander Independent School District Board of Trustees Operating Procedures

2. As a supplement to the information provided in relation to his/her candidacy, a District orientation for a new Board Member will be scheduled, if possible, by or around the first Board meeting a new Board Member takes the Oath of Office.
3. At a minimum, the Superintendent and Board President will participate in the orientation. Additional administrative staff also may be included to provide specific information about the District.
4. The orientation should include, but will not be limited to the following:
 - a. Board Operating Procedures and Board Policies
 - b. Superintendent's overview of District administrative organization
 - c. Training to access District electronic communications
 - d. District budget overview
 - e. Strategic Plan, Goals, and Guiding Documents
 - f. Board annual calendar and briefing of upcoming events
 - g. Superintendent's current contract & Instrument for Superintendent Evaluation
 - h. List of Board and administrative committees having Trustee representation.

~~A. The Board is composed of seven Members, all of whom are elected at large. Board elections are held in alignment with November uniform election dates, in even numbered years, as established by the legislature. ¶~~

~~B. A meeting will be held not earlier than the 8th day and not later than the 11th day after the election to canvass office returns and for new Members to file the Statement of an Elected Officer. See [Board Policy BBBB \(LEGAL\)](#).~~

II.E. Election of Board Officers

- A. The new Board will meet at the next regularly scheduled meeting after the results are canvassed to review the selection of the following Board Officers: President, Vice-President, and Secretary. See [Board Policy BDAA \(LEGAL\)](#). The LISD Board typically reorganizes in June following the November elections.
 1. Board Officers shall serve for a term of one year or until the next called officer election. Officers may succeed themselves in office.
 2. At any meeting at which the Board will take action on Board Officers, the agenda shall include a provision for a closed session deliberation to discuss reconstituting the Officers of the Board. During the closed meeting, the Board will deliberate the duties and qualifications of Public Officers. The current Board President will ask for nominations. **During this time the board shall also consider Board Committee assignments and selection of Chairs for Internal Standing Board Committees.**
 3. When reconvened in open meeting, in compliance with the Texas Open Meetings Act, the current Board President will preside over the election of the Board Officers. The current Board President

Leander Independent School District Board of Trustees Operating Procedures

will entertain nominations. Board Members will not self-nominate from the dais. A nomination requires a second. If additional nominations are made, then each office will be voted on separately by the Board according to Robert's Rules of Order. The Board will vote for each office in turn, beginning with the Board President. If there is more than one nominee for a position, candidates will be voted on in the order of their nomination.

4. Newly elected Officers will assume responsibility for their office immediately upon election to the Board Office.
5. In the event of a vacancy in an Officer's position, the Board may by a majority action of the Board at any duly called meeting fill the vacancy.
6. The immediate past President and the newly elected President shall meet with the Superintendent ~~within one week of the~~ after election of Officers to review all matters pending, to ensure the newly elected President has all the information required of the office, ~~and to be sure all operating procedures are completed in a timely manner.~~

~~D. The Board will offer orientation and training to new Board Members in the Board's governance process. ¶~~

- ~~1. New Board Members will have a meeting with District staff for their name badge and other generic, logistical information before their first board meeting. ¶~~
- ~~2. As a supplement to the information provided in relation to his/her candidacy, a District orientation for a new Board Member will be scheduled, if possible, by or around the first Board meeting a new Board Member takes the Oath of Office. ¶~~
- ~~3. At a minimum, the Superintendent and Board President will participate in the orientation. Additional administrative staff also may be included to provide specific information about the District. ¶~~
- ~~4. The orientation should include, but will not be limited to the following: ¶~~
 - ~~a. Board Operating Procedures and Board Policies ¶~~
 - ~~b. Superintendent's overview of District administrative organization ¶~~
 - ~~c. Training to access District electronic communications ¶~~
 - ~~d. District budget overview ¶~~
 - ~~e. Strategic Plan, Goals, and Guiding Documents ¶~~
 - ~~f. Board annual calendar and briefing of upcoming events ¶~~
 - ~~g. Superintendent's current contract & Instrument for Superintendent Evaluation ¶~~
 - ~~h. List of Board and administrative committees having Trustee representation. ¶~~

~~E. For specific policies related to Board Member Elections, see Board Policy BBB. ¶~~

III. Roles and Official Duties of the Board Officers

A. The **President of the Board** ensures the integrity of the Board's processes and serves as the Board's official spokesperson. Accordingly, the President has the following authority and duties:

Leander Independent School District Board of Trustees Operating Procedures

1. Monitor Board behavior to ensure that it is consistent with its own rules and policies and those legally imposed upon it from outside the organization.
 - a. Conduct and monitor Board meeting deliberations to ensure that only Board issues are discussed.
 - b. Ensure that the Board meeting deliberations are fair, open, and thorough, but also efficient, timely, orderly, and to the point.
 - c. Chair Board meetings with all the commonly accepted power of that position as described in Robert's Rules of Order, and with voting rights.
 - d. Conduct periodic self-assessments to ensure process improvement.
 - e. Facilitate communication between Board Members.
 - f. Facilitate agenda planning (including consent agenda items), development, and ordering of agenda items during meetings.
 - g. Act as the Board's spokesperson to the media.
2. Compile and facilitate the summative evaluation of the Superintendent.
3. Represent the Board to outside parties in announcing Board-stated positions and in stating decisions and interpretations with the areas assigned to the President, delegating this authority to other Board Members when appropriate, but remaining accountable for its use.
4. Sign contracts, resolutions, and legal documents authorized by the Board.

B. Board Vice President:

1. Act in the capacity and perform the duties of the President of the Board in the event of the absence, disability, or resignation of the President.
2. Have the opportunity to participate in agenda planning and development, including consideration of items for the consent agenda. If the Board Vice President is unavailable to participate in an agenda planning meeting, another Trustee will have the opportunity to participate in the agenda planning meeting with the Board President and Superintendent.
3. Become President only upon being elected to the position by the Board.

C. Board Secretary:

1. Ensure that accurate records of Board meetings are kept.
2. Act in the capacity and perform the duties of the President of the Board in the event of the absence, disability, or resignation of the President and Vice President.
3. Sign contracts, resolutions, and legal documents authorized by the Board.
4. The Secretary shall work with administration to prepare discussions with Trustees and compile

Leander Independent School District Board of Trustees Operating Procedures

Trustee response, if they are available, throughout the year to complete the Superintendent's evaluation.

- D. For specific policies related to Duties and Requirements of Board Officers, see [Board Policy BDAA](#).
- E. If the Board cannot reach a consensus on the results of the Superintendents' evaluation, the Board Officers will finalize the evaluation.

Board Meetings

IV. Developing Board Meeting Agendas

- A. To accomplish its stated objectives, the Board **follows its adopted purpose and goals, and** develops and follows an Annual Agenda Planning Calendar that includes a schedule for significant aspects of the Board's upcoming work, including monitoring of District performance, matters related to the District budget, bond and facility work, contracts, policies, personnel, evaluation of the Superintendent, and other items pertaining to major business of the Board.
- B. Not later than June 30 of each year, the Board President, in cooperation and consultation with the Superintendent, will develop a draft of the Board's Annual Planning Calendar of Board Meetings. The Annual Planning Calendar will serve as a template for agenda and activity planning purposes. The Board's Annual Planning Calendar provides a general planning guideline and can, at a minimum, include the following items:
 - 1. **Items in the strategic plan, board goals, district goals, and superintendent goals.**
 - 2. Items legally required annually but not at specific times;
 - 3. Items required by Board Policy;
 - 4. Desired Board Reports;
 - 5. Student Performance Reports;
 - 6. Program Evaluation;
 - 7. Instructional Programs and District Initiatives to review in the upcoming year;
 - 8. Activities not related to Board meetings, to include District activities/events, major campus events, meetings of District-related organizations/committees, Board training opportunities/workshops/conventions, business meetings of local governmental entities, and advisory group meetings.
- ~~C. Board Member Remarks. Board Member Remarks is a standing item on the agenda and notice of regular Board meetings. This item allows Board Members to highlight announcements of or attendance at~~

Leander Independent School District Board of Trustees Operating Procedures

~~school and community events, visits to campuses, recognitions of outstanding performance by District staff and students, and recognition of new programs and special activities, and committee updates. This agenda item is not an opportunity for Trustees to make statements, general or otherwise, about their positions on issues or conditions in the District/community or to provide commentary on a topic.~~

II-D. Placing Items on the Agenda

1. The Board President and Superintendent shall prepare the agenda for each Board meeting in accordance with the Annual Agenda Planning Calendar. Agenda items may be added by the Superintendent through appropriate consultation with the Board President.
2. Any Board Member may propose a subject for consideration by the Board. Ideally, such requests should be made before the Board at a Board meeting or proposed in writing to the Board President no later than **7 calendar days** before the meeting is posted. If two Board Members (the Board President may be one of the two Members) agree to have an item placed on the agenda, the Board President shall place the item on the agenda of the next regular Board meeting or a subsequent meeting. Notwithstanding, the Board President may refuse to place an item on the agenda if it is not time to discuss the subject per the Board's Annual Planning Calendar and the item has already been discussed on two or more agendas within the preceding quarter. In accordance with the Texas Open Meetings Act, no Member can place an item on the agenda less than 72 hours in advance of a meeting, except in an emergency as per Texas law.
3. Board agendas **and corresponding documents** when possible will be ~~electronically delivered~~ uploaded to Board Book to Board Members **6 calendar days** prior to the regular Board meeting.
4. The Superintendent's office is responsible for the posting of the agenda, no later than **72 hours** before the meeting in accordance with Chapter 551 (Open Meetings Act) of the Texas Government Code.
5. The order in which posted agenda items are taken may be changed by the presiding officer at any meeting.
6. Should a Member wish to remove an item from the consent agenda, that item will be discussed as a separate action item. See [Board Policy BE\(LOCAL\)](#).
7. Board Members are encouraged to advise the Board President, Superintendent, or Board contacts of questions or concerns on agenda items before the Board meeting. **As such, Board members will attempt to have all questions regarding regular agenda items submitted to the Superintendent or appropriate staff member 48 hours before the called board meeting.**
8. For more information about agenda preparation, see [Board Policy BE\(LOCAL\)](#).

III-V. Conducting Board Meetings

Leander Independent School District Board of Trustees Operating Procedures

- A. The Leander ISD Board of Trustees typically will meet on the second and fourth Thursdays of each month with meetings normally beginning at 6:15 p.m., but times may vary. The Board President may call a special or emergency meeting at the request of two or more Board Members and/or by the Superintendent as provided in Chapter 551 (Open Meetings Act) of the Texas Government Code.
- B. Four Members present constitute a quorum for a meeting.
- ~~C. The Board will hold itself accountable for governing with excellence. This self-discipline of excellence applies to attendance, beginning meetings on time, preparation for meetings, adherence to policy-making principles, respect of roles, active participation in the monitoring process, and ensuring effective governance capability into the future.~~
- C. ~~D.~~ The Board solemnizes its proceedings by beginning regular monthly Board meetings with a recitation of the pledge of allegiance to the United States, the pledge of allegiance to the state flag, and a moment of silence.
- D. ~~E.~~ Board Members shall refrain from electioneering and political advertising from the dais. See [BBBD\(LEGAL\)](#).
- E. F. Board Members shall refrain from conversing at the dais with community where confidential or personal documents may be observed.
- F. The Board shall observe the parliamentary procedures as outlined in *Robert's Rules of Order Newly Revised*, except as otherwise provided in Board procedural rules or by law.
1. All discussion shall be directed solely to the business currently under deliberation.
 2. The presiding officer has the responsibility to keep the discussion to the motion at hand and shall halt discussion that is not germane to the business before the Board.
 3. The presiding officer shall recognize a Board Member wishing to comment. Board Members shall be respectful of time to allow other Trustees an opportunity to ask questions or make comments.
 4. Questions and comments must be germane to the current agenda item.
 - ~~5. Encourage Board Members to be thoughtful in questioning and allow others to engage and participate not monopolize the discussion~~
 - ~~6. Only Board Members who are counted as present may participate in discussion, debate, or voting.~~
 - 5.7. Board Members shall rRespects the right of individual Members to express their viewpoints and vote their convictions and honor the decisions of the majority.
- HG. For the most updated information on meetings, visit the [LISD Board of Trustees website](#) and click on the Board Meetings & Live Stream drop-down box.

Leander Independent School District Board of Trustees Operating Procedures

IH. For specific policies related to Board meetings, see [Board Policy BE](#).

IVH. Citizen Comments/Public Participation during Board Meetings

1. Although not the only way the citizens can reach out to the board, the Board encourages citizens to make their comments, concerns and ideas known to the Board during the Citizen Comments segment of the meeting. Persons may address the Board on agenda or non-agenda items at regular Board meetings. *At specially called meetings, the public may comment only on items on the agenda.*
2. Citizen Comments will normally be held after the call to order, Pledge of Allegiance, and recognitions. A person wishing to address the Board shall sign up prior to the beginning of the meeting. For meetings that start at the usual time of 6:15 PM, the sign-up sheets for Citizen Comments will be available online from 12:00 p.m. the day before through 12:00 p.m. the day of the meeting. The deadline for signing up to speak will be 12:00 p.m. preceding the Board meeting. For meetings with a different start time, the sign-up window will be specified at the top of the meeting agenda. Each citizen should sign up for themselves. Citizens who need special accommodations or assistance with sign-up should contact the office of the Superintendent (512-570-0000) during regular business hours. The LISD Board seeks to conduct its meetings in a polite, professional manner, and would appreciate Citizen Comments being shared in a similar fashion. The LISD Board's standard expectation will be that the Board Book will be complete prior to the deadline for Citizen Comment sign-up to ensure that citizens have an awareness of the items the Board will be considering.
3. Each speaker will be given up to 1.5 minutes. The presiding officer may modify this time at his/her discretion based on the number of citizens who signed up to speak unless additional time is needed for translation in accordance with [BED\(LEGAL\)](#). Speakers may not "donate" their time to other speakers. Citizens will miss their speaking time if they are not present when their number is called.
4. After the sign-up deadline, speakers will be notified via email of their speaking order and the amount of time they will have to address the Board. Current LISD students will be placed at the top of the speaking order during Citizen Comments.
5. The request to address the Board form shall ask for the speakers:
 - a. Name,
 - b. Address,
 - c. Phone,
 - d. If they are a Parent/Guardian, Student, Teacher/Staff, Resident of LISD, Community Member that works or shops in the District, or Other.
 - e. Name of your topic: General Information, Complaint (not specific to student or staff member), Complaint (specific to the student or staff member)- if you select this option a

Leander Independent School District Board of Trustees Operating Procedures

staff member will follow up and provide you details on the grievance process.

- f. What item on the agenda will you be addressing?
 - g. Briefly state the issue you wish to discuss:
 - h. What would you suggest the remedy or appropriate response to your issue?
6. The Board does not allow the use of video, slide, or other electronic presentations. Speakers must address the Board from a speakers' podium/table. No speaker may approach the dais without the permission of the presiding officer.
 7. If citizens bring a written statement or support materials, they should provide enough copies for the seven Board Members and the Superintendent.
 8. Specific complaints about individual District personnel shall be processed through the District's grievance policies [DGBA \(Employee\)](#), [FNG \(Parent/Student\)](#), and [GF \(Public\) \(LOCAL\)](#). See [Leander ISD Complaint Form \(FNG Exhibit\)](#) for sample parent/student grievance form.
 9. The Board requests that citizens not refer to individual students or employees by name during Citizen Comments.
 10. The Board will not engage in dialogue with the speaker during the Board meeting. However, the Board or Superintendent may provide specific factual information or recite existing policy to clarify some inquiries or issues.
 11. The Board shall not deliberate or make decisions regarding any subject that is not on the posted agenda. The presiding officer shall recognize Board Members prior to any Member asking clarifying questions or making statements to the Board. Board Members may direct the Superintendent to investigate item(s) and report back to the Board as appropriate.
 12. The Board President shall maintain decorum, so that the Board may conduct the business of the District. Outbursts and demonstrations that disrupt a Board Meeting are prohibited. The Board shall not tolerate disruption of the Board Meeting by members of the public. If, after one warning from the presiding officer, any person continues to disrupt the meeting by words or actions, the person shall be removed from the meeting. All individuals attending meetings are expected to comply with applicable guidelines from the District regarding emergency procedures and/or in accordance with executive orders issued by duly authorized local, state, and/or federal authorities. A single outburst or incident may be so disruptive that an individual may be removed without an initial warning.
 13. Signs or placards brought to a Board meeting shall not block the vision of those attending the meeting.
 14. For specific legal policies related to public participation at Board meetings, see [Board Policy](#)

Leander Independent School District Board of Trustees Operating Procedures

[BED.](#)

VI. Closed Meetings

- A. The Board must convene in open session with proper posting prior to the presiding officer announcing a recess into closed meeting. The reason/exception for a closed session must be read aloud indicating the items to be discussed in closed session under Chapter 551 (Open Meetings) of the Texas Government Code. During a closed meeting, the Board can deliberate properly posted items but may not take any actions related to those items. All Board actions, including voting, must occur in open session.
- B. Discussions and information shared during closed session shall remain confidential. Board Members must always be mindful of their fiduciary duty to the District and protect information provided to them in trust during closed meeting. Trustees who reveal matters discussed in closed meeting are subject to censure in accordance with these procedures. If a Board Member has questions about the confidentiality of information shared in closed meeting, they are encouraged to confer with the Board's Counsel.
- C. The Board Secretary shall prepare a certified agenda of the proceedings of each closed session and file it with the Executive Assistant to the Board or designee. Only Members of the Board (whether present at the closed session or not) can review the minutes of a closed session without a court order. A Board Member wishing to review the certified agenda of a closed session should contact the Superintendent's office. A copy may not be made. Certified agendas are to be sealed, kept confidential, and stored in a locked place in accordance with retention schedules and Board policy.
- D. For more information on closed meetings, see [Board Policy BEC.](#)

~~VI:~~ Voting

- A. No item shall be acted upon by the Board unless the item is posted in the public notice for the meeting.
- B. When an item for action on the agenda is reached, the following procedure will apply:
 - 1. The Presiding officer shall announce the item for action.
 - 2. The Superintendent or appropriate staff member may make a comment, statement, recommendation, or presentation regarding the item.
 - 3. The Board may discuss the item and raise questions.
 - 4. Action is taken by means of a motion and a second, followed by a hand vote of Board Members present. The Board also has the option of not taking action on an item.
 - 5. The Board President may vote on all action items.

Leander Independent School District Board of Trustees Operating Procedures

6. In case of a tie vote, a motion fails.
 7. Dissenting and abstaining votes shall be recorded in the minutes of the Board Meeting.
- C. For more information about voting, see Board Policies [BDAA\(LOCAL\)](#) and [BE\(LOCAL\)](#).

Committees

~~IXIX.~~ Internal Board Committees

- A. In accordance with Board Policy [BDB \(LEGAL\)](#), the Board has created standing committees to facilitate the efficient operation of the Board.
- B. Each standing committee shall consist of up to three Trustees, one serving as Chair and two serving as Members.
 1. ~~Legislative~~
 2. ~~Board Operating Procedures~~
 3. ~~Policy~~
 4. ~~Long Range~~
- C. The Board may create additional committees as necessary.
- D. The Chair of the committee, in consultation with the staff liaison, shall determine the number and frequency of meetings each year and keep meeting minutes as well as attendance.
- E. The Chair of the committee shall provide regular reports to the Board regarding the work of the committee during regularly scheduled Board meetings.
- F. When possible, committee member terms will be: Staggered to minimize the impact of member turnover.
- G. The Board has created committees to facilitate the efficient operation of the Board. Those committees are reviewed annually and consist of up to three members and work with a Staff/Board Attorney liaison in an advisory capacity. These committees serve purely in an advisory function, with no power to supervise or control District business.
- H. The committee members will typically be agreed to annually by the Board, along with the designation of a chair of that committee. The chair will work with the staff liaison to determine when meetings are needed. Trustees will work with one another to ensure a smooth transition across committee assignment by transferring all written materials to their successors, meeting with them to discuss pending committee

Leander Independent School District Board of Trustees Operating Procedures

matters, and assisting in other ways as needed.

I. The Board annually reviews committee members for all internal Board committees.

J. The current standing committees are:

1. Legislative - ** a member from this committee shall be selected as the district's TASB Legislative Delegate*

The Purpose of the Board Legislative Committee is to cultivate relationships with elected officials to open lines of communication and increase opportunities to advocate for the interests of Leander ISD; to unify the messages individual trustees convey to legislators; and to monitor and review legislative actions to inform advocacy efforts. The Committee will also bring together the Legislative Priorities for board action.

2. Board Operating Procedures

The purpose of the Board Operating Procedures Committee is to establish an annual, or as needed review review, of the board operating procedures. The Committee shall make recommendations for board action on the Board Operating Procedures.

3. Policy

The purpose of the Board Policy Committee is to establish policy review and adoption priorities; make recommendations for Board action on policies including the creation and amendment of policies; and review policy concerns raised by stakeholders to ensure compliance and fairness.

4. Audit

The purpose of the Board Audit Committee is to serve in an advisory role to review internal and external audit process and reports.

IIXX. District Citizen Advisory Committees

- A. Board Member appointments to certain District administrative committees, created by board policy or established through administration, may be conducted annually or as specified by administration. Beginning with appointments for the 2022-2023 school year, the Board shall instruct the District to include on the committee webpage each Board appointee's name and the name of the Board Member who nominated them, as well as details regarding the time frame during which appointments shall be made. Beginning with appointments for the 2022-2023 school year, community members must be residents of Leander ISD. The Board reserves the right to replace committee members who miss more than two consecutive meetings.

Leander Independent School District Board of Trustees Operating Procedures

- B. The Board shall consider each committee requirement composition when submitting appointees including but not limited to parents with students in the District, the feeder pattern, as well as a commitment of attendance. The Board will only approve committee member appointments/nominations if required by policy or statute. If Board approval of the entire committee is required by policy or statute, appointments shall be reviewed and voted on by the Board at the same time of approval as the entire committee membership.
- C. The function of the committees, unless otherwise stated in statute, shall be fact-finding, deliberative, and advisory. The District shall consider the Board appointments when determining the remaining composition of the committee so that selection of the remaining members provide for an adequate representation of the community's diversity and geography.

Evaluations and Training

VIII. Evaluation of the Superintendent

- A. The Superintendent formative evaluation will be conducted on a periodic basis and the summative evaluation on an annual basis. **New Board members will receive training on how to evaluate the superintendent prior to the first formative evaluation.**
- B. The evaluation will be conducted in closed meeting.
- C. The Board shall evaluate and assess the Superintendent's performance in writing at least once each year. The Board's evaluation and assessment of the Superintendent shall be reasonably related to the duties of the Superintendent as outlined in the Superintendent's job description and shall be based on the District's progress towards accomplishing the District Goals. If the Board cannot reach consensus on the results of the Superintendent's performance review, the Board Officers will finalize the performance review. The evaluation format and procedure shall be in accordance with the evaluation instrument selected by the Board in accordance with the Board's policies, and state and federal law. In the event the Board deems that the evaluation instrument, format, and/or procedure is to be modified by the Board and such modifications would require new or different performance expectations, such modifications must be adopted with input from the Superintendent and the Superintendent shall be provided a reasonable period of time to demonstrate such expected performance before being evaluated.
- D. For more information on Superintendent evaluations, see Board Policy [BJCD\(LOCAL\)](#).

IX. Evaluation of the Board

- A. The Board shall perform a self-review or evaluation **at a properly called board in closed meeting using the adopted State Board of Education Framework for School Board Development.**

Leander Independent School District Board of Trustees Operating Procedures

- B. ~~That Board~~ review shall take place annually.
- C. Additional reviews shall include performing an evaluation on reaching board goals and aligning to Board Purpose Statement as well as guiding documents.
- D. During the December Team of 8 Retreat, ~~the~~ Board Operating Procedures, effective governance, and Board Member Code of Ethics shall be reviewed ~~included in the review or evaluation~~. For information about Board Member ethics, see [BBF\(LOCAL\)](#).
- E. Additional evaluations can be included as needed by the Board President.
- ~~F.~~ For more information about Board self-evaluations, see Board Policy [BG\(LEGAL\)](#).

III~~XV~~. Board Training Development

- A. Board Members must meet minimum annual requirements for training. Based on our November Trustee election cycle, Leander ISD is required to announce at the last Board meeting in October, each Board Member who has completed, exceeded or is deficient in meeting the required continuing education hours. However, the requirements for training are measured as of the first anniversary of the date of the Trustee's election or appointment, or two-year anniversary of his or her previous training, as applicable.
- B. At the last regular October Board meeting, the Board President must announce the name of each Board Member who has completed/exceeded/or is deficient in the required continuing education as required by 19 Tex. Admin Code 61.1 (j).
- C. Pending any necessary budget considerations, all Board Members may attend any training through identified entities such as Region 13, CTSSA, TASB and are encouraged to focus on training identified through the SBOE Board Training Framework and as identified by the annual board evaluation of trainings.
- C. ~~All Board Members may attend the annual state TASA/TASB Convention, and the Board's TASB representative(s) may attend appropriate TASB meetings in accordance with LISD's representation on the TASB Board of Directors.~~
- ~~D. Pending any necessary budget considerations, all Board Members may attend TASB's Summer Leadership Institute and TASB Winter Governance Conference.~~
- ~~E. The Board's representative(s) are encouraged to attend the Central Texas School Board Association meetings (Region XIII).~~
- ~~F. All Board Members may attend the Region XIII Education Service Center Board training sessions and/or meetings.~~
- ~~G. The Board's representative(s) may attend the legislative sessions and/or meetings of the State~~

Leander Independent School District Board of Trustees Operating Procedures

~~Board of Education as appropriate.~~

- H. Additional training or educational seminars may be requested by individual Board Members and approved by a majority of the Board through Board action.
- ~~I. Board Members may attend local breakfast, lunch, or dinner meetings that are education-related or related to Board and/or District business.~~
- J. Exceptions to the above that will require reimbursement must be approved by a majority of the Board Members.
- K. For specific legal policies related to Board Member training, see Board Policy BBD (LEGAL).

IVXVI. Travel Reimbursement

- A. Reimbursement to Board Members for reasonable travel expenses* for attendance at regional, state, or national conventions, conferences, and workshops shall be made by the District when attendance is authorized and deemed by the Board to be necessary to conducting the business of schools. Board Members have two weeks to turn in travel expenses to the Superintendent's Office for reimbursement.
- B. Recognizing that Board Members serve the Leander Independent School District without compensation for their service as Trustees while also maintaining separate employment, Board Members are permitted to engage in limited work on private or personal matters while travelling on school business, so long as the work or personal/private matter does not interfere with the Board Member's ability to attend to the business of LISD.
- C. The District may not pay the travel expenses of spouses and other persons who have no responsibilities or duties to perform for the Board when they accompany a Board Member to Board related activities.
- D. For specific policies related to Board Member Travel Reimbursement, see Board Policy BBG.

***Reasonable expenses** are defined to mean:

1. **Hotel:** Not to exceed the standard negotiated rate available through the conference sponsor. If no standard negotiated rate has been established, the reimbursement rate shall not exceed the rate for key officials as stated by the Texas Comptroller for the current fiscal year.
2. **Meals:** Without receipts, for overnight travel, Board Members may claim per diem in the same manner and at the same rates as specified for employees in the Leander ISD Business Operating Guidelines. With receipts, meals for overnight and non-overnight travel may be reimbursed up to the rate for key officials as stated by the Texas Comptroller for the current fiscal year.
3. **Parking:** Hotel self-parking is highly recommended in the hotel in which the Board Member is a guest, unless no self-parking is available or if it is not safe.
4. **Mileage:** Not to exceed the allowable IRS rates (or the District approved rate if lower) for use of a

Leander Independent School District Board of Trustees Operating Procedures

personal car or the actual cost of the lowest fare for commercial transportation plus parking.

No reimbursement will be made for:

1. Non-District facsimiles or phone calls
2. Entertainment or in-room movies
3. Alcohol
4. Souvenirs
5. Spouse/family expenses

Cancellation of conference registration, hotel, travel accommodations, etc. must be completed within the allowable “cancellation” timeline established by the vendor or sponsoring entity. Every attempt must be made by the Board Member to notify the Superintendent’s Administrative Assistant of such cancellation plans as soon as plans need to be changed. For cancellations not completed within the designated timeline, the loss of reimbursement eligibility and/or monetary commitment of the District shall be borne by the individual Board Member responsible for the cancellation, unless the cancellation is the result of personal illness or a family emergency or natural disaster.

Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.

A statement shall be submitted for all authorized expenses incurred, including receipts to the extent feasible, documenting actual expenses and in accordance with procedures applicable to employee expense reimbursement.

~~X. Communications~~

Board Relationships

- I. The Leander ISD Board of Trustees are committed to ensuring that all trustees act in a fair and ethical manner, upholding our guiding documents and direction of the Strategic Plan and that no trustee uses their position for personal gain or to exert undue influence over others.
 1. Trustees shall not use their position or access to confidential information to benefit themselves, their family members, or any other person or organization with which they have a financial or personal interest.
 2. Trustees shall not use their position to coerce or intimidate school staff, students, or members of the community.
 3. Trustees shall not use their position to interfere with the day to day operations of the school district.
 4. Trustees who violate this policy will be subject to disciplinary action, up to and including censure.

Leander Independent School District Board of Trustees Operating Procedures

XVII. Conflicts of Interest

- A. Board Members are expected to avoid conflicts of interest involving any matter pending before the Board. A conflict of interest is deemed to exist when a Member is confronted with an issue in which the Member has a personal or pecuniary interest or an issue or circumstances that could render the Member unable to devote complete loyalty and singleness of purpose to the public interest. Accordingly:
1. If a Board Member has a substantial personal or private interest in any matter pending before the Board, the Member shall disclose such interest to the Board and shall not vote on the matter.
 2. A Member of the Board shall not also be an employee of the District, nor shall a Member receive any compensation for services rendered to the District. This provision shall not prohibit Members from receiving reimbursement for authorized expenses incurred during the performance of Board duties.
 3. The Board shall not enter into any contract with any of its Members or with a firm in which a Member has a financial interest unless one or more of the following conditions apply:
 - a. The contract is awarded to the lowest responsible bidder based upon established competitive bidding procedures; or
 - b. The Board Member is the highest bidder for merchandise sold at a public auction.
 4. Board Member is expected to avoid conflict of interest in the exercise of the Member's fiduciary responsibility. Accordingly, a Board Member may not:
 - a. Disclose or use confidential information acquired during the performance of official duties as a means to further the Board Member's own personal financial interests or the interests of a Member of the Board Member's immediate family;
 - b. Accept a gift of substantial value or economic benefit which would tend to improperly influence a reasonable person, or which the Board Member knows or should know is primarily for the purpose of a reward for official action;
 - c. Engage in a substantial financial transaction for private business purposes with a person whom the Board Member directly or indirectly supervises;
 - d. Perform an official act, which directly confers an economic benefit on a business in which the Board Member has a substantial financial interest or is engaged as a counsel, consultant, representative or agent.
- B. Board Members are encouraged to file an affidavit disclosing a substantial interest in a business entity or real property to identify potential conflicts of interest to the public and vendors. See Board Policy BBFA (EXHIBIT).
- C. For specific policies related to Board Member Ethics and Conflicts of Interest, see Board Policies

Leander Independent School District Board of Trustees Operating Procedures

BBFA (LEGAL and LOCAL).

~~III~~IV. Board Member Visits to District Facilities ~~a School Campus~~

- A. Prior to any ~~campus~~ visitation to a district facility in their official capacity, Board Members will complete a full background check through LISD's Volunteer Application Process as detailed in policy GKG(LEGAL).
- B. Board Members may be invited to attend public events, receptions, groundbreakings, dedications, ribbon cuttings, and other campus events. ~~In such cases, notifying the Superintendent is not necessary; however,~~ Board Members must be cognizant of whether a quorum attends the event and Open Meeting Act requirements and must notify the Superintendent's Office of any events they have been invited to as Trustees.
- C. Board Members who wish to visit district facilities, or a campus to view a program or activity in their official capacity shall notify the Superintendent. ~~and~~ The Superintendent's Office will coordinate the visit with the principal or appropriate personnel. At no time will Board Members visit district offices, campuses or other school programs in an attempt to evaluate personnel.
- D. These guidelines do not pertain to visits as a parent or as a spectator to school events. Board Members with children enrolled in the school District are entitled to the same rights, privileges, and courtesies as all other parents or guardians. However, when engaging in conferences or interactions with school personnel as a parent, a Board Member shall not let his/her official position interfere or dictate decisions that should be fair and impartial.
- E. Board Members who wish to visit a campus in any capacity other than their official capacity shall do so in accordance with Board Policy GKC (LOCAL).

~~IV~~V. Individual Board Member Requests for Information or Reports

- A. An individual Board Member, acting in his or her official capacity, has the right to seek information pertaining to District fiscal affairs, business transactions, governance, school operations, and personnel matters, including information that properly may be withheld from members of the general public in accordance with the Public Information Chapter of the Government Code. Written responses to information requests from the Board will be distributed to all Board Members in a timely manner.
- B. Individual Members shall not have access to confidential student records unless the Member is acting in his or her official capacity and has a legitimate educational interest in the records. In such cases, individual Members shall seek access to the records from the Superintendent. At the time access to the records is provided, the Board Member shall be advised of his or her responsibility to comply with confidentiality requirements.

Leander Independent School District Board of Trustees Operating Procedures

- C. Individual Board Members shall not issue formal written or oral requests for information directly to campus principals or other administrators not designated as Board contacts. Board Members may e-mail or call the Superintendent to ask questions or request information.
- D. For more information about Board Members' access to information, see Board Policy BBE(LEGAL).

VHH. Citizen or Employee Request/Complaint to Individual Board Member

- A. If parents, students, or other members of the public bring concerns or complaints to an individual Trustee, the Board Member should listen to the complaint to better understand the critical issues, unless it relates to a formal complaint or grievance already filed under Board Policies DGBA, FNG, or GF and upon which the Board may be requested to take action. The Board Member should take the following steps:
 1. Refer the parent, student, employee, citizen to the administrator who is in the best position to assist in addressing the concern or complaint.
 2. Make the citizen aware of the District's policies and procedures in place to address citizen concerns or complaints and remind them that Board Members must remain impartial in case the matter requires Board action in the future.
 3. Notify the Superintendent's office if the situation warrants.
- B. For more information about access to the LISD's grievance procedures, see Board Policies DGBA (Employee), FNG (Parent/Student), and GF (Public).

VIXH. Media Inquiries to the Board

- A. The Board President generally serves as the official spokesperson for the Board. However, under special circumstances, the Board President may select to appoint a different spokesperson for the Board.
- B. A Board Member who receives calls from the media should notify the Superintendent and the Chief Communications Officer.
- C. Individual Board Members who are asked for individual comments or opinions by the media are to qualify those statements as being the opinion of the individual Board Member and not representative of the Board as a whole or the school District. Board Members must be mindful that comments to the media or on social media in their individual capacity may be perceived as statements on behalf of the District. See BBF(LOCAL).
- D. For more information about LISD's Centralized Communication Functions, see Board Policy GBB(LOCAL).

Leander Independent School District Board of Trustees Operating Procedures

VIII. Communications

- A. Board/Superintendent Communication: In order to build and maintain productive and effective relationships between the Board and the Superintendent, both the Board and the Superintendent will maintain a system of communication and interaction that builds upon mutual respect and trust.
- B. With respect to providing information and counsel to the Board, the Superintendent shall not fail to give the Board as much information as necessary to allow Board Members to be adequately informed.
- C. The Superintendent will communicate information in a timely fashion to all Board Members through:
 - 1. Board meetings and executive sessions;
 - 2. Board correspondence;
 - 3. Telephone calls;
 - 4. One-on-one meetings.
- D. Board Members will keep the Superintendent informed via telephone calls, voice mails, e-mails, personal visits, dialogue meetings, and requests for executive session or open meeting discussions.
- E. Correspondence related to formal complaints or grievances, as described in [Board Policies DGBA](#), [FNG](#), and [GF \(LEGAL and LOCAL\)](#) will not be forwarded to Board Members in order that they may maintain their objectivity pertaining to matters that may require Board action in the future. The sender will be notified with an explanation of the decision not to forward the communication.
- F. Board Response to Contacts/Correspondence
 - 1. Individual Board Members may communicate with members of the community as they deem appropriate. However, Board Members should not try to solve complaints or grievances individually or outside established procedures for complaints or grievances. While Board Members strive to be responsive to stakeholders, it is not possible for them to respond to every inquiry due to the volume of correspondence. When responding to members of the community via email or letter, Board Members are encouraged to cc the Board President or Vice President.
 - 2. Letters and faxes addressed to individual Board Members and received in the Superintendent's office are delivered to that Board Member at the next Board meeting. If an item is urgent or time-sensitive, the Board Member is contacted by email or telephone before the meeting.
 - 3. Citizens may contact the Board of Trustees by email at: governance.team@leanderisd.org. The Superintendent's office will acknowledge receipt of the email and inform the sender that the message has been forwarded to individual Board Members and to the appropriate administrator(s). The administration will ensure that an appropriate response within a reasonable time is provided on behalf of the Board of Trustees.

Leander Independent School District Board of Trustees Operating Procedures

4. If a Board Member responds to an inquiry in writing, he or she will copy the Superintendent's office who will determine whether information needs to be added to the Superintendent's weekly memo to the Board.
5. The Board of Trustees encourages input, and the confidentiality of reports will be maintained when possible and requested. Anonymous calls or letters will not receive a response and will not result in directives to the administration.

G. Administration Response to Contacts/Correspondence

1. All correspondence addressed to the Superintendent or administration will be routed to the appropriate staff members.
2. The appropriate staff members will investigate the issues raised in the correspondence and will respond in a reasonable and appropriate manner. It is the goal of the administration to respond to correspondence within ten working days.
3. The LISD administration encourages input. Anonymous calls or letters, however, will not receive a reply from the administration. If requested, the confidentiality of the person writing the correspondence will be maintained when possible.

H. Social Media

1. The Board recognizes that social media can be a positive tool for fostering community engagement with the school District; however, Board Members must operate within appropriate guidelines when they are communicating online about school District business.
2. In using social media to communicate about school District business, the Board Member shall:
 - a. Clarify that he/she is communicating as an individual Member of the Board and not as an official District spokesperson;
 - b. Avoid deliberating school District business with a quorum of the Board;
 - c. Direct complaints or concerns presented online to the appropriate administrator;
 - d. Avoid posting content that indicates that the Board Member has already formed an opinion on pending matters or matters that may come before the Board;
 - e. Not solicit input from the community by polling or surveying friends or connections and not allow social media to direct decisions as a Trustee;
 - f. Post only content that the District has already released to the public;
 - g. When attempting to restate what happened at a Board meeting, clarify that the posting is not an official record of the Board meeting and share information only from the open portions of the meeting;
 - h. Conduct oneself online in a manner that reflects well on the District; avoid posting

Leander Independent School District Board of Trustees Operating Procedures

information that has not been verified and made public by the District; and never post anonymously about school business or repeat rumors;

- i. Immediately report suspected illegal activities and harassing or defamatory communications that involve school officials, staff, students, or District business to the Superintendent;
- j. Realize that by using a personal account to conduct official school District business the account may become a public forum under the First Amendment;
- k. Retain electronic records—including the Board Member’s posts and content others post to the account—when required to do so by the District’s records retention schedule;
- l. Comply with the District’s acceptable use policy when using District-issued devices or technology resources and immediately report to the District any potential security breach if control or possession of confidential District records are lost; and
- m. Understand that a Board Member’s failure to comply with these communication requirements will be addressed in the manner described below in Addressing Board Member Violations.

~~XI. Individual Board Member Requests for Information or Reports ¶~~

~~A. An individual Board Member, acting in his or her official capacity, has the right to seek information pertaining to District fiscal affairs, business transactions, governance, school operations, and personnel matters, including information that properly may be withheld from members of the general public in accordance with the Public Information Chapter of the Government Code. Written responses to information requests from the Board will be distributed to all Board Members in a timely manner. ¶~~

~~B. Individual Members shall not have access to confidential student records unless the Member is acting in his or her official capacity and has a legitimate educational interest in the records. In such cases, individual Members shall seek access to the records from the Superintendent. At the time access to the records is provided, the Board Member shall be advised of his or her responsibility to comply with confidentiality requirements. ¶~~

~~C. Individual Board Members shall not issue formal written or oral requests for information directly to campus principals or other administrators not designated as Board contacts. Board Members may e-mail or call the Superintendent to ask questions or request information. ¶~~

~~D. For more information about Board Members’ access to information, see [Board Policy BBE\(LEGAL\)](#). ¶~~

~~XII. Citizen or Employee Request/Complaint to Individual Board Member ¶~~

Leander Independent School District Board of Trustees Operating Procedures

- ~~A. If parents, students, or other members of the public bring concerns or complaints to an individual Trustee, the Board Member should listen to the complaint to better understand the critical issues, unless it relates to a formal complaint or grievance already filed under [Board Policies DGBA](#), [FNG](#), or [GF](#) and upon which the Board may be requested to take action. The Board Member should take the following steps: ¶~~
- ~~1. Refer the parent, student, employee, citizen to the administrator who is in the best position to assist in addressing the concern or complaint. ¶~~
 - ~~2. Make the citizen aware of the District's policies and procedures in place to address citizen concerns or complaints and remind them that Board Members must remain impartial in case the matter requires Board action in the future. ¶~~
 - ~~3. Notify the Superintendent's office if the situation warrants. ¶~~
- ~~B. For more information about access to the LISD's grievance procedures, see [Board Policies DGBA](#) (Employee), [FNG](#) (Parent/Student), and [GF](#) (Public). ¶~~

~~XIII. Media Inquiries to the Board ¶~~

- ~~A. The Board President generally serves as the official spokesperson for the Board. However, under special circumstances, the Board may elect to appoint a different spokesperson for the Board. ¶~~
- ~~B. A Board Member who receives calls from the media should notify the Superintendent and the Chief Communications Officer. ¶~~
- ~~C. Individual Board Members who are asked for individual comments or opinions by the media are to qualify those statements as being the opinion of the individual Board Member and not representative of the Board as a whole or the school District. Board Members must be mindful that comments to the media or on social media in their individual capacity may be perceived as statements on behalf of the District. See [BBF\(LOCAL\)](#). ¶~~
- ~~D. For more information about LISD's Centralized Communication Functions, see Board Policy [GBB\(LOCAL\)](#). ¶~~

~~XIV. Board Member Visits to a School Campus ¶~~

- ~~B. Prior to any campus visitation in their official capacity, Board Members will complete a full background check through LISD's Volunteer Application Process as detailed in policy [GKG\(LEGAL\)](#). ¶~~
- ~~B. Board Members may be invited to attend public events, receptions, groundbreakings, dedications, ribbon cuttings, and other campus events. In such cases, notifying the Superintendent is not necessary; however, Board Members must be cognizant of whether a quorum attends the event and Open Meeting ¶~~

Leander Independent School District Board of Trustees Operating Procedures

~~Act requirements. ¶~~

- ~~C. Board Members who wish to visit a campus to view a program or activity in their official capacity shall notify the Superintendent and the Superintendent's Office will coordinate the visit with the principal. At no time will Board Members visit campuses or other school programs in an attempt to evaluate personnel. ¶~~
- ~~D. These guidelines do not pertain to visits as a parent or as a spectator to school events. Board Members with children enrolled in the school District are entitled to the same rights, privileges, and courtesies as all other parents or guardians. However, when engaging in conferences or interactions with school personnel as a parent, a Board Member shall not let his/her official position interfere or dictate decisions that should be fair and impartial. ¶~~
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- ~~F. All Board Members may attend the Region XIII Education Service Center Board training sessions and/or meetings. ¶~~
- ~~G. The Board's representative(s) may attend the legislative sessions and/or meetings of the State Board of Education as appropriate. ¶~~

Leander Independent School District Board of Trustees Operating Procedures

- ~~H. Additional training or educational seminars may be requested by individual Board Members and approved by a majority of the Board through Board action. ¶~~
- ~~I. Board Members may attend local breakfast, lunch, or dinner meetings that are education related or related to Board and/or District business. ¶~~
- ~~J. Exceptions to the above must be approved by a majority of the Board Members. ¶~~
- ~~K. For specific legal policies related to Board Member training, see Board Policy [BBD \(LEGAL\)](#). ¶~~

~~XVI. Travel Reimbursement ¶~~

- ~~A. Reimbursement to Board Members for reasonable travel expenses* for attendance at regional, state, or national conventions, conferences, and workshops shall be made by the District when attendance is authorized and deemed by the Board to be necessary to conducting the business of schools. Board Members have two weeks to turn in travel expenses to the Superintendent's Office for reimbursement. ¶~~
- ~~B. Recognizing that Board Members serve the Leander Independent School District without compensation for their service as Trustees while also maintaining separate employment, Board Members are permitted to engage in limited work on private or personal matters while travelling on school business, so long as the work or personal/private matter does not interfere with the Board Member's ability to attend to the business of LISD. ¶~~
- ~~C. The District may not pay the travel expenses of spouses and other persons who have no responsibilities or duties to perform for the Board when they accompany a Board Member to Board related activities. ¶~~
- ~~D. For specific policies related to Board Member Travel Reimbursement, see [Board Policy BBG](#). ¶~~

~~*Reasonable expenses are defined to mean: ¶~~

- ~~1. **Hotel:** Not to exceed the standard negotiated rate available through the conference sponsor. If no standard negotiated rate has been established, the reimbursement rate shall not exceed the rate for key officials as stated by the Texas Comptroller for the current fiscal year. ¶~~
- ~~2. **Meals:** Without receipts, for overnight travel, Board Members may claim per diem in the same manner and at the same rates as specified for employees in the Leander ISD Business Operating Guidelines. With receipts, meals for overnight and non-overnight travel may be reimbursed up to the rate for key officials as stated by the Texas Comptroller for the current fiscal year. ¶~~
- ~~3. **Parking:** Hotel self parking is highly recommended in the hotel in which the Board Member is a guest, unless no self parking is available or if it is not safe. ¶~~
- ~~4. **Mileage:** Not to exceed the allowable IRS rates (or the District approved rate if lower) for use of a personal car or the actual cost of the lowest fare for commercial transportation plus parking. ¶~~

~~No reimbursement will be made for: ¶~~

- ~~1. Non-District facsimiles or phone calls ¶~~

Leander Independent School District Board of Trustees Operating Procedures

- ~~2. Entertainment or in-room movies ¶~~
- ~~3. Alcohol ¶~~
- ~~4. Souvenirs ¶~~
- ~~5. Spouse/family expenses ¶~~

~~Cancellation of conference registration, hotel, travel accommodations, etc. must be completed within the allowable “cancellation” timeline established by the vendor or sponsoring entity. Every attempt must be made by the Board Member to notify the Superintendent’s Administrative Assistant of such cancellation plans as soon as plans need to be changed. For cancellations not completed within the designated timeline, the loss of reimbursement eligibility and/or monetary commitment of the District shall be borne by the individual Board Member responsible for the cancellation, unless the cancellation is the result of personal illness or a family emergency or natural disaster. ¶~~

~~Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees. ¶~~

~~A statement shall be submitted for all authorized expenses incurred, including receipts to the extent feasible, documenting actual expenses and in accordance with procedures applicable to employee expense reimbursement. ¶~~

~~**XVII. Conflicts of Interest ¶**~~

~~A. Board Members are expected to avoid conflicts of interest involving any matter pending before the Board. A conflict of interest is deemed to exist when a Member is confronted with an issue in which the Member has a personal or pecuniary interest or an issue or circumstances that could render the Member unable to devote complete loyalty and singleness of purpose to the public interest. Accordingly: ¶~~

- ~~1. If a Board Member has a substantial personal or private interest in any matter pending before the Board, the Member shall disclose such interest to the Board and shall not vote on the matter. ¶~~
- ~~2. A Member of the Board shall not also be an employee of the District, nor shall a Member receive any compensation for services rendered to the District. This provision shall not prohibit Members from receiving reimbursement for authorized expenses incurred during the performance of Board duties. ¶~~
- ~~3. The Board shall not enter into any contract with any of its Members or with a firm in which a Member has a financial interest unless one or more of the following conditions apply: ¶~~
 - ~~a. The contract is awarded to the lowest responsible bidder based upon established competitive bidding procedures; or ¶~~
 - ~~b. The Board Member is the highest bidder for merchandise sold at a public auction. ¶~~

Leander Independent School District Board of Trustees Operating Procedures

- ~~4. Board Member is expected to avoid conflict of interest in the exercise of the Member's fiduciary responsibility. Accordingly, a Board Member may not: ¶
 - ~~a. Disclose or use confidential information acquired during the performance of official duties as a means to further the Board Member's own personal financial interests or the interests of a Member of the Board Member's immediate family; ¶~~
 - ~~b. Accept a gift of substantial value or economic benefit which would tend to improperly influence a reasonable person, or which the Board Member knows or should know is primarily for the purpose of a reward for official action; ¶~~
 - ~~c. Engage in a substantial financial transaction for private business purposes with a person whom the Board Member directly or indirectly supervises; ¶~~
 - ~~d. Perform an official act, which directly confers an economic benefit on a business in which the Board Member has a substantial financial interest or is engaged as a counsel, consultant, representative or agent. ¶~~~~
- ~~B. Board Members are encouraged to file an affidavit disclosing a substantial interest in a business entity or real property to identify potential conflicts of interest to the public and vendors. See Board Policy BBFA (EXHIBIT). ¶~~
- ~~C. For specific policies related to Board Member Ethics and Conflicts of Interest, see Board Policies BBFA (LEGAL and LOCAL). ¶~~

~~XVIII. Addressing Board Member Violations ¶~~

- ~~A. The Board and each of its Members are committed to faithful compliance with the provisions of the Board's policies and these procedures. In the event of a Member's willful violation of policy, the Board will seek remedy by the following sequential process: ¶
 - ~~1. Private conversation between the offending Member and the Board President or other Trustee; ¶~~
 - ~~2. Discussion in executive session between the offending Member and the full Board; and ¶~~
 - ~~3. Upon an affirmative vote of a simple majority, public censure of the offending Member of the Board. ¶~~~~
- ~~B. For specific policies related to Board Member Removal from Office see BBC(LEGAL). ¶~~

VIII Addressing Board Member Violations

- A. The Board and each of its Members are committed to faithful compliance with the provisions of the Board's policies and these procedures. In the event of a Member's willful violation of policy, the Board will seek remedy by the following sequential process:

Leander Independent School District Board of Trustees Operating Procedures

1. Private conversation between the offending Member and the Board President or other Trustee; and
2. Discussion in executive session between the offending Member and the full Board; and
3. ~~Upon an affirmative vote of a simple majority, public censure of the offending Member of the Board.~~

~~B. For specific policies related to Board Member Removal from Office see BBC(LEGAL).~~

B. Either before or after a censure the board can implement the following corrective action steps; including but not limited to:

1. Additional discussion with Board President/Officer and/or Board attorney and/or discussion with trustee/s
2. Board level discussion in closed and/or open meeting
3. Training requirement on areas of violation* (simple majority of board vote)
4. Removal from Board Committees (simple majority of board vote)
5. Removal from District Committees (simple majority of board vote)
6. Removing financial support to attend TASB/TASA conference, SLI, Governance, until training in the area of violation has been fulfilled (simple majority of board vote)
*If required training as a result of violations are not completed within a specified time period, then non-compliance will be posted on the board members page until compliance is achieved (simple majority of board vote)

C. Public Censure of the offending member can be made upon an affirmative vote of a simple majority.

D.. For specific policies related to Board Member Removal from Office see BBC(LEGAL).

Committees¶

~~**IXIX. Internal Board Committees ¶**~~

- ~~A. In accordance with Board Policy BDB (LEGAL), the Board has created standing committees to facilitate the efficient operation of the Board. ¶~~
- ~~B. Each standing committee shall consist of up to three Trustees, one serving as Chair and two serving as Members. ¶~~
 - ~~1. Legislative ¶~~
 - ~~2. Board Operating Procedures ¶~~

Leander Independent School District Board of Trustees Operating Procedures

~~3. Policy ¶¶~~

~~4. Long Range ¶¶~~

~~C. The Board may create additional committees as necessary. ¶¶~~

~~D. The Chair of the committee, in consultation with the staff liaison, shall determine the number and frequency of meetings each year. ¶¶~~

~~E. The Chair of the committee shall provide regular reports to the Board regarding the work of the committee during regularly scheduled Board meetings. ¶¶~~

~~F. When possible, committee member terms will be: Staggered to minimize the impact of member turnover. ¶¶~~

~~G. The Board has created committees to facilitate the efficient operation of the Board. Those committees are reviewed annually and consist of up to three members and work with a Staff/Board Attorney liaison in an advisory capacity. These committees serve purely in an advisory function, with no power to supervise or control District business. ¶¶~~

~~H. The committee members will typically be agreed to annually by the Board, along with the designation of a chair of that committee. The chair will work with the staff liaison to determine when meetings are needed. Trustees will work with one another to ensure a smooth transition across committee assignment by transferring all written materials to their successors, meeting with them to discuss pending committee matters, and assisting in other ways as needed. ¶¶~~

~~I. The Board annually reviews committee members for all internal Board committees. ¶¶~~

~~HXX. District Citizen Advisory Committees ¶¶~~

~~A. Board Member appointments to certain District administrative committees, created by board policy or established through administration, may be conducted annually or as specified by administration. Beginning with appointments for the 2022-2023 school year, the Board shall instruct the District to include on the committee webpage each Board appointee's name and the name of the Board Member who nominated them, as well as details regarding the time frame during which appointments shall be made. Beginning with appointments for the 2022-2023 school year, community members must be residents of Leander ISD. The Board reserves the right to replace committee members who miss more than two consecutive meetings. ¶¶~~

~~B. The Board shall consider each committee requirement composition when submitting appointees including but not limited to parents with students in the District, the feeder pattern, as well as a commitment of attendance. The Board will only approve committee member appointments/nominations~~

Leander Independent School District Board of Trustees Operating Procedures

~~if required by policy or statute. If Board approval of the entire committee is required by policy or statute, appointments shall be reviewed and voted on by the Board at the same time of approval as the entire committee membership. ¶~~

~~C. The function of the committees, unless otherwise stated in statute, shall be fact-finding, deliberative, and advisory. The District shall consider the Board appointments when determining the remaining composition of the committee so that selection of the remaining members provide for an adequate representation of the community's diversity and geography. ¶~~

XXI. Reviewing the Board Operating Procedures

Board of Trustees Governance Policies and Operating Procedures will be reviewed and updated each year and will be part of Board training.

ACKNOWLEDGMENT

I hereby acknowledge that it is my responsibility to review the Leander Independent School District Board Operating Procedures, and my signature indicates that I agree to do so and abide by the standards, policies, and procedures contained therein.

Name _____

Date _____

Trustee, Place 1 _____ Date: _____

Trustee, Place 2 _____ Date: _____

Trustee, Place 3 _____ Date: _____

Trustee, Place 4 _____ Date: _____

Trustee, Place 5 _____ Date: _____

Trustee, Place 6 _____ Date: _____

Trustee, Place 7 _____ Date: _____



**Final Draft for Discussions - Board of Trustees
Operating Procedures 2023**

Leander Independent School District Board of Trustees Operating Procedures

The Board Operating Procedures serve as standard operating procedures that supplement the local policies of the School District and provide guidance to the Board of Trustees, as a body corporate, as they: ensure creation of a shared vision that promotes enhanced student achievement; provide guidance and direction for accomplishing the vision; measure and communicate how well the vision is being accomplished; promote the vision; work with the Superintendent to lead the District toward the vision as specified and further detailed in Board Policy ([BBD – EXHIBIT](#)), and in Texas Education Code, Chapter 11, Subchapter D. This document has been adopted by the Board at a regularly scheduled meeting and may be modified by a majority vote of the Board. The manual is divided into six (6) sections: Effective Governance, New Board Member Orientation & Board Officers, Board Meetings, Committees, Evaluations & Trainings, and Board Relationships. While these Board Operating Procedures may be amended at any time the Board deems it necessary to do so, they should be reviewed annually by the whole board during the December Team of 8 Board Retreat. Subsequently, any changes or discussions from the December Retreat should then be compiled and reviewed by a subcommittee along with any other changes suggested throughout the year and brought to the whole Board at a regularly scheduled meeting. The Board Operating Subcommittee may continue to meet through the year and bring any suggestions or changes to the whole board for possible adoption at any time based on agenda capacity.

Effective Governance

The purpose of the LISD Board of Trustees is to unleash the potential of each and every learner in our system by listening to and engaging with the community in order to advocate for every student’s needs while continuously improving, enhancing, and optimizing the system for student success.

The Board will rely on its [adopted core beliefs, vision, and mission as they deliberate with the adopted Strategic Plan in mind](#).

The Board will hold itself accountable for governing with excellence. This self-discipline of excellence applies to attendance, beginning meetings on time, preparation for meetings, adherence to policy-making principles, respect of roles, active participation in the monitoring process, and ensuring effective governance capability into the future.

The Board will use a system of communications and interaction that builds upon mutual respect and trust between Board Members and between Board Members and the Superintendent.

Accordingly, the Team of 8 will:

1. Listen to each other and demonstrate respect for the opinions and comments of each other.
2. Maintain honesty and transparency in all interactions.
3. Have an expectation of preparedness for all meetings.
 - a. Respond in a timely manner to requests and inquiries from each other and from administration employees

Leander Independent School District Board of Trustees Operating Procedures

4. Remember, all are equal Members and have a purpose on the team.
5. Make space for each other.
6. Stay curious and engaged.
7. Acknowledge the issue, but focus on the mission
 - a. Criticize privately, praise publicly
 - b. Maintain appropriate confidentiality
 - c. Maintain focus on common goals
 - d. Promote the positive image of the District
8. Attempts to resolve conflict will include:
 - a. Seek to find common ground
 - b. Keep away from personalities
 - c. Stay focused on core beliefs
 - d. Think - How does this impact our District?

The Board is committed to utilizing the tools of Continuous Improvement such as Plan-Do-Study-Act (PDSA) and quality tools, including but not limited to consensograms and Plus/Delta, in order to be as efficient and effective as possible. Continuous Improvement and the Board's Theory of Action is the framework by which Trustees do their work. The Board continues to use Continuous Improvement in setting and reviewing progress at the district.

New Board Member Orientation & Election of Board Officers

***For specific policies related to Board Member Elections, see Board Policy BBB.**

- I. New Board Member Orientation
 - A. The Board will offer orientation and training to new Board Members in the Board's governance process.
 1. New Board Members will have a meeting with District staff for their name badge and other generic, logistical information before their first board meeting.
 2. As a supplement to the information provided in relation to his/her candidacy, a District orientation for a new Board Member will be scheduled, if possible, by or around the first Board meeting a new Board Member takes the Oath of Office.
 3. At a minimum, the Superintendent and Board President will participate in the orientation. Additional administrative staff also may be included to provide specific information about the District.

Leander Independent School District Board of Trustees Operating Procedures

4. The orientation should include, but will not be limited to the following:
 - a. Board Operating Procedures and Board Policies
 - b. Superintendent's overview of District administrative organization
 - c. Training to access District electronic communications
 - d. District budget overview
 - e. Strategic Plan, Goals, and Guiding Documents
 - f. Board annual calendar and briefing of upcoming events
 - g. Superintendent's current contract & Instrument for Superintendent Evaluation
 - h. List of Board and administrative committees having Trustee representation.

II. Election of Board Officers

- A. The new Board will meet at the next regularly scheduled meeting after the results are canvassed to review the selection of the following Board Officers: President, Vice-President, and Secretary. See [Board Policy BDAA \(LEGAL\)](#). The LISD Board typically reorganizes in June following the November elections.
 1. Board Officers shall serve for a term of one year or until the next called officer election. Officers may succeed themselves in office.
 2. At any meeting at which the Board will take action on Board Officers, the agenda shall include a provision for a closed session deliberation to discuss reconstituting the Officers of the Board. During the closed meeting, the Board will deliberate the duties and qualifications of Public Officers. The current Board President will ask for nominations. During this time the Board shall also consider Board Committee assignments and selection of Chairs for Internal Standing Board Committees.
 3. When reconvened in open meeting, in compliance with the Texas Open Meetings Act, the current Board President will preside over the election of the Board Officers. The current Board President will entertain nominations. Board Members will not self-nominate from the dais. A nomination requires a second. If additional nominations are made, then each office will be voted on separately by the Board according to Robert's Rules of Order. The Board will vote for each office in turn, beginning with the Board President. If there is more than one nominee for a position, candidates will be voted on in the order of their nomination.
 4. Newly elected Officers will assume responsibility for their office immediately upon election to the Board Office.
 5. In the event of a vacancy in an Officer's position, the Board may by a majority action of the Board at any duly called meeting fill the vacancy.
 6. The immediate past President and the newly elected President shall meet with the Superintendent

Leander Independent School District Board of Trustees Operating Procedures

after election of Officers to review all matters pending, to ensure the newly elected President has all the information required of the office.

III. Roles and Official Duties of the Board Officers

A. The **President of the Board** ensures the integrity of the Board's processes and serves as the Board's official spokesperson. Accordingly, the President has the following authority and duties:

1. Monitor Board behavior to ensure that it is consistent with its own rules and policies and those legally imposed upon it from outside the organization.
 - a. Conduct and monitor Board meeting deliberations to ensure that only Board issues are discussed.
 - b. Ensure that the Board meeting deliberations are fair, open, and thorough, but also efficient, timely, orderly, and to the point.
 - c. Chair Board meetings with all the commonly accepted power of that position as described in Robert's Rules of Order, and with voting rights.
 - d. Conduct periodic self-assessments to ensure process improvement.
 - e. Facilitate communication between Board Members.
 - f. Facilitate agenda planning (including consent agenda items), development, and ordering of agenda items during meetings.
 - g. Act as the Board's spokesperson to the media.
2. Compile and facilitate the summative evaluation of the Superintendent.
3. Represent the Board to outside parties in announcing Board-stated positions and in stating decisions and interpretations with the areas assigned to the President, delegating this authority to other Board Members when appropriate, but remaining accountable for its use.
4. Sign contracts, resolutions, and legal documents authorized by the Board.

B. Board Vice President:

1. Act in the capacity and perform the duties of the President of the Board in the event of the absence, disability, or resignation of the President.
2. Have the opportunity to participate in agenda planning and development, including consideration of items for the consent agenda. If the Board Vice President is unavailable to participate in an agenda planning meeting, another Trustee will have the opportunity to participate in the agenda planning meeting with the Board President and Superintendent.
3. Become President only upon being elected to the position by the Board.

Leander Independent School District Board of Trustees Operating Procedures

C. Board Secretary:

1. Ensure that accurate records of Board meetings are kept.
2. Act in the capacity and perform the duties of the President of the Board in the event of the absence, disability, or resignation of the President and Vice President.
3. Sign contracts, resolutions, and legal documents authorized by the Board.
4. The Secretary shall work with administration to prepare discussions with Trustees and compile Trustee response, if they are available, throughout the year to complete the Superintendent's evaluation.

D. For specific policies related to Duties and Requirements of Board Officers, see [Board Policy BDAA](#).

E. If the Board cannot reach a consensus on the results of the Superintendents' evaluation, the Board Officers will finalize the evaluation.

Board Meetings

I. Developing Board Meeting Agendas

- A. To accomplish its stated objectives, the Board follows, its adopted purpose and goals, and develops and follows an Annual Agenda Planning Calendar that includes a schedule for significant aspects of the Board's upcoming work, including monitoring of District performance, matters related to the District budget, bond and facility work, contracts, policies, personnel, evaluation of the Superintendent, and other items pertaining to major business of the Board.
- B. Not later than June 30 of each year, the Board President, in cooperation and consultation with the Superintendent, will develop a draft of the Board's Annual Planning Calendar of Board Meetings. The Annual Planning Calendar will serve as a template for agenda and activity planning purposes. The Board's Annual Planning Calendar provides a general planning guideline and can, at a minimum, include the following items:
 1. Items in the strategic plan, board goals, district goals, and superintendent goals.
 2. Items legally required annually but not at specific times;
 3. Items required by Board Policy;
 4. Desired Board Reports;
 5. Student Performance Reports;
 6. Program Evaluation;

Leander Independent School District Board of Trustees Operating Procedures

7. Instructional Programs and District Initiatives to review in the upcoming year;
8. Activities not related to Board meetings, to include District activities/events, major campus events, meetings of District-related organizations/committees, Board training opportunities/workshops/conventions, business meetings of local governmental entities, and advisory group meetings.

II. Placing Items on the Agenda

1. The Board President and Superintendent shall prepare the agenda for each Board meeting in accordance with the Annual Agenda Planning Calendar. Agenda items may be added by the Superintendent through appropriate consultation with the Board President.
2. Any Board Member may propose a subject for consideration by the Board. Ideally, such requests should be made before the Board at a Board meeting or proposed in writing to the Board President no later than **7 calendar days** before the meeting is posted. If two Board Members (the Board President may be one of the two Members) agree to have an item placed on the agenda, the Board President shall place the item on the agenda of the next regular Board meeting or a subsequent meeting. Notwithstanding, the Board President may refuse to place an item on the agenda if it is not time to discuss the subject per the Board's Annual Planning Calendar and the item has already been discussed on two or more agendas within the preceding quarter. In accordance with the Texas Open Meetings Act, no Member can place an item on the agenda less than 72 hours in advance of a meeting, except in an emergency as per Texas law.
3. Board agendas and corresponding documents when possible will be uploaded to Board Book **6 calendar days** prior to the regular Board meeting.
4. The Superintendent's office is responsible for the posting of the agenda, no later than **72 hours** before the meeting in accordance with Chapter 551 (Open Meetings Act) of the Texas Government Code.
5. The order in which posted agenda items are taken may be changed by the presiding officer at any meeting.
6. Should a Member wish to remove an item from the consent agenda, that item will be discussed as a separate action item. See [Board Policy BE\(LOCAL\)](#).
7. Board Members are encouraged to advise the Board President, Superintendent, or Board contacts of questions or concerns on agenda items before the Board meeting. As such, Board members will attempt to have all questions regarding regular agenda items submitted to the Superintendent or appropriate staff member 48 hours before the called board meeting.
8. For more information about agenda preparation, see [Board Policy BE\(LOCAL\)](#).

Leander Independent School District Board of Trustees Operating Procedures

III: Conducting Board Meetings

- A. The Leander ISD Board of Trustees typically will meet on the second and fourth Thursdays of each month with meetings normally beginning at 6:15 p.m., but times may vary. The Board President may call a special or emergency meeting at the request of two or more Board Members and/or by the Superintendent as provided in Chapter 551 (Open Meetings Act) of the Texas Government Code.
- B. Four Members present constitute a quorum for a meeting.
- C. The Board solemnizes its proceedings by beginning regular monthly Board meetings with a recitation of the pledge of allegiance to the United States, the pledge of allegiance to the state flag, and a moment of silence.
- D.. Board Members shall refrain from electioneering and political advertising from the dais. See [BBBD\(LEGAL\)](#).
- E. Board Members shall refrain from conversing at the dais with community where confidential or personal documents may be observed.
- F.. The Board shall observe the parliamentary procedures as outlined in *Robert's Rules of Order Newly Revised*, except as otherwise provided in Board procedural rules or by law.
 - 1. All discussion shall be directed solely to the business currently under deliberation.
 - 2. The presiding officer has the responsibility to keep the discussion to the motion at hand and shall halt discussion that is not germane to the business before the Board.
 - 3. The presiding officer shall recognize a Board Member wishing to comment. Board Members shall be respectful of time to allow other Trustees an opportunity to ask questions or make comments.
 - 4. Questions and comments must be germane to the current agenda item.
 - 5. Board Members shall respect the right of individual Members to express their viewpoints and vote their convictions and honor the decisions of the majority.
- G. For the most updated information on meetings, visit the [LISD Board of Trustees website](#) and click on the Board Meetings & Live Stream drop-down box.
- H.. For specific policies related to Board meetings, see [Board Policy BE](#).

IV. Citizen Comments/Public Participation during Board Meetings

- 1. Although not the only way citizens can reach out to the board, the Board encourages citizens to make their comments, concerns and ideas known to the Board during the Citizen Comments segment of the meeting. Persons may address the Board on agenda or non-agenda items at regular Board meetings. ***At specially called meetings, the public may comment only on items on the agenda.***

Leander Independent School District Board of Trustees Operating Procedures

2. Citizen Comments will normally be held after the call to order, Pledge of Allegiance, and recognitions. A person wishing to address the Board shall sign up prior to the beginning of the meeting. For meetings that start at the usual time of 6:15 PM, the sign-up sheets for Citizen Comments will be available online from 12:00 p.m. the day before through 12:00 p.m. the day of the meeting. The deadline for signing up to speak will be 12:00 p.m. preceding the Board meeting. For meetings with a different start time, the sign-up window will be specified at the top of the meeting agenda. Each citizen should sign up for themselves. Citizens who need special accommodations or assistance with sign-up should contact the office of the Superintendent (512-570-0000) during regular business hours. The LISD Board seeks to conduct its meetings in a polite, professional manner, and would appreciate Citizen Comments being shared in a similar fashion. The LISD Board's standard expectation will be that the Board Book will be complete prior to the deadline for Citizen Comment sign-up to ensure that citizens have an awareness of the items the Board will be considering.
3. Each speaker will be given up to 1.5 minutes. The presiding officer may modify this time at his/her discretion based on the number of citizens who signed up to speak unless additional time is needed for translation in accordance with [BED\(LEGAL\)](#). Speakers may not "donate" their time to other speakers. Citizens will miss their speaking time if they are not present when their number is called.
4. After the sign-up deadline, speakers will be notified via email of their speaking order and the amount of time they will have to address the Board. Current LISD students will be placed at the top of the speaking order during Citizen Comments.
5. The request to address the Board form shall ask for the speakers:
 - a. Name,
 - b. Address,
 - c. Phone,
 - d. If they are a Parent/Guardian, Student, Teacher/Staff, Resident of LISD, Community Member that works or shops in the District, or Other.
 - e. Name of your topic: General Information, Complaint (not specific to student or staff member), Complaint (specific to the student or staff member)- if you select this option a staff member will follow up and provide you details on the grievance process.
 - f. What item on the agenda will you be addressing?
 - g. Briefly state the issue you wish to discuss:
 - h. What would you suggest the remedy or appropriate response to your issue?
6. The Board does not allow the use of video, slide, or other electronic presentations. Speakers must address the Board from a speakers' podium/table. No speaker may approach the dais without the

Leander Independent School District Board of Trustees Operating Procedures

permission of the presiding officer.

7. If citizens bring a written statement or support materials, they should provide enough copies for the seven Board Members and the Superintendent.
8. Specific complaints about individual District personnel shall be processed through the District's grievance policies [DGBA \(Employee\)](#), [FNG \(Parent/Student\)](#), and [GF \(Public\) \(LOCAL\)](#). See [Leander ISD Complaint Form \(FNG Exhibit\)](#) for sample parent/student grievance form.
9. The Board requests that citizens not refer to individual students or employees by name during Citizen Comments.
10. The Board will not engage in dialogue with the speaker during the Board meeting. However, the Board or Superintendent may provide specific factual information or recite existing policy to clarify some inquiries or issues.
11. The Board shall not deliberate or make decisions regarding any subject that is not on the posted agenda. The presiding officer shall recognize Board Members prior to any Member asking clarifying questions or making statements to the Board. Board Members may direct the Superintendent to investigate item(s) and report back to the Board as appropriate.
12. The Board President shall maintain decorum, so that the Board may conduct the business of the District. Outbursts and demonstrations that disrupt a Board Meeting are prohibited. The Board shall not tolerate disruption of the Board Meeting by members of the public. If, after one warning from the presiding officer, any person continues to disrupt the meeting by words or actions, the person shall be removed from the meeting. All individuals attending meetings are expected to comply with applicable guidelines from the District regarding emergency procedures and/or in accordance with executive orders issued by duly authorized local, state, and/or federal authorities. A single outburst or incident may be so disruptive that an individual may be removed without an initial warning.
13. Signs or placards brought to a Board meeting shall not block the vision of those attending the meeting.
14. For specific legal policies related to public participation at Board meetings, see [Board Policy BED](#).

VI. Closed Meetings

- A. The Board must convene in open session with proper posting prior to the presiding officer announcing a recess into closed meeting. The reason/exception for a closed session must be read aloud indicating the items to be discussed in closed session under Chapter 551 (Open Meetings) of the Texas Government Code. During a closed meeting, the Board can deliberate properly posted items but may

Leander Independent School District Board of Trustees Operating Procedures

not take any actions related to those items. All Board actions, including voting, must occur in open session.

- B. Discussions and information shared during closed session shall remain confidential. Board Members must always be mindful of their fiduciary duty to the District and protect information provided to them in trust during closed meeting. Trustees who reveal matters discussed in closed meeting are subject to censure in accordance with these procedures. If a Board Member has questions about the confidentiality of information shared in closed meeting, they are encouraged to confer with the Board's Counsel.
- C. The Board Secretary shall prepare a certified agenda of the proceedings of each closed session and file it with the Executive Assistant to the Board or designee. Only Members of the Board (whether present at the closed session or not) can review the minutes of a closed session without a court order. A Board Member wishing to review the certified agenda of a closed session should contact the Superintendent's office. A copy may not be made. Certified agendas are to be sealed, kept confidential, and stored in a locked place in accordance with retention schedules and Board policy.
- D. For more information on closed meetings, see [Board Policy BEC](#).

VII. Voting

- A. No item shall be acted upon by the Board unless the item is posted in the public notice for the meeting.
- B. When an item for action on the agenda is reached, the following procedure will apply:
 - 1. The Presiding officer shall announce the item for action.
 - 2. The Superintendent or appropriate staff member may make a comment, statement, recommendation, or presentation regarding the item.
 - 3. The Board may discuss the item and raise questions.
 - 4. Action is taken by means of a motion and a second, followed by a hand vote of Board Members present. The Board also has the option of not taking action on an item.
 - 5. The Board President may vote on all action items.
 - 6. In case of a tie vote, a motion fails.
 - 7. Dissenting and abstaining votes shall be recorded in the minutes of the Board Meeting.
- C. For more information about voting, see Board Policies [BDAA\(LOCAL\)](#) and [BE\(LOCAL\)](#).

Committees

I. Board Committees

Leander Independent School District Board of Trustees Operating Procedures

- A. In accordance with Board Policy BDB (LEGAL), the Board has created standing committees to facilitate the efficient operation of the Board.
- B. Each standing committee shall consist of up to three Trustees, one serving as Chair and two serving as Members.
- C. The Board may create additional committees as necessary.
 - D. The Chair of the committee, in consultation with the staff liaison, shall determine the number and frequency of meetings each year and keep meeting minutes as well as attendance.
- E. The Chair of the committee shall provide regular reports to the Board regarding the work of the committee during regularly scheduled Board meetings.
- F. When possible, committee member terms will be: Staggered to minimize the impact of member turnover.
- G. The Board has created committees to facilitate the efficient operation of the Board. Those committees are reviewed annually and consist of up to three members and work with a Staff/Board Attorney liaison in an advisory capacity. These committees serve purely in an advisory function, with no power to supervise or control District business.
- H. The committee members will typically be agreed to annually by the Board, along with the designation of a chair of that committee. The chair will work with the staff liaison to determine when meetings are needed. Trustees will work with one another to ensure a smooth transition across committee assignment by transferring all written materials to their successors, meeting with them to discuss pending committee matters, and assisting in other ways as needed.
- I. The Board annually reviews committee members for all internal Board committees.
- J. The current standing committees are:

- 1. Legislative - * a member from this committee shall be selected as the district's TASB Legislative Delegate

The Purpose of the Board Legislative Committee is to cultivate relationships with elected officials to open lines of communication and increase opportunities to advocate for the interests of Leander ISD; to unify the messages individual trustees convey to legislators; and to monitor and review legislative actions to inform advocacy efforts. The Committee will also bring together the Legislative Priorities for board action.

- 2. Board Operating Procedures

The purpose of the Board Operating Procedures Committee is to establish an annual, or as needed review review, of the board operating procedures. The Committee shall make recommendations for

Leander Independent School District Board of Trustees Operating Procedures

board action on the Board Operating Procedures.

3. Policy

The purpose of the Board Policy Committee is to establish policy review and adoption priorities; make recommendations for Board action on policies including the creation and amendment of policies; and review policy concerns raised by stakeholders to ensure compliance and fairness.

4. Audit

The purpose of the Board Audit Committee is to serve in an advisory role to review internal and external audit process and reports.

II. District Citizen Advisory Committees

- A. Board Member appointments to certain District administrative committees, created by board policy or established through administration, may be conducted annually or as specified by administration. Beginning with appointments for the 2022-2023 school year, the Board shall instruct the District to include on the committee webpage each Board appointee's name and the name of the Board Member who nominated them, as well as details regarding the time frame during which appointments shall be made. Beginning with appointments for the 2022-2023 school year, community members must be residents of Leander ISD. The Board reserves the right to replace committee members who miss more than two consecutive meetings.
- B. The Board shall consider each committee requirement composition when submitting appointees including but not limited to parents with students in the District, the feeder pattern, as well as a commitment of attendance. The Board will only approve committee member appointments/nominations if required by policy or statute. If Board approval of the entire committee is required by policy or statute, appointments shall be reviewed and voted on by the Board at the same time of approval as the entire committee membership.
- C. The function of the committees, unless otherwise stated in statute, shall be fact-finding, deliberative, and advisory. The District shall consider the Board appointments when determining the remaining composition of the committee so that selection of the remaining members provide for an adequate representation of the community's diversity and geography.

Evaluations and Training

I. Evaluation of the Superintendent

- A. The Superintendent formative evaluation will be conducted on a periodic basis and the summative evaluation on an annual basis. New Board members will receive training on how to evaluate the

Leander Independent School District Board of Trustees Operating Procedures

superintendent prior to the first formative evaluation.

- B. The evaluation will be conducted in closed meeting.
- C. The Board shall evaluate and assess the Superintendent's performance in writing at least once each year. The Board's evaluation and assessment of the Superintendent shall be reasonably related to the duties of the Superintendent as outlined in the Superintendent's job description and shall be based on the District's progress towards accomplishing the District Goals. If the Board cannot reach consensus on the results of the Superintendent's performance review, the Board Officers will finalize the performance review. The evaluation format and procedure shall be in accordance with the evaluation instrument selected by the Board in accordance with the Board's policies, and state and federal law. In the event the Board deems that the evaluation instrument, format, and/or procedure is to be modified by the Board and such modifications would require new or different performance expectations, such modifications must be adopted with input from the Superintendent and the Superintendent shall be provided a reasonable period of time to demonstrate such expected performance before being evaluated.
- D. For more information on Superintendent evaluations, see Board Policy [BJCD\(LOCAL\)](#).

II. Evaluation of the Board

- A. The Board shall perform a self-review or evaluation at a properly called board meeting using the adopted State Board of Education Framework for School Board Development.
- B. That review shall take place annually.
- C. Additional reviews shall include performing an evaluation on reaching board goals and aligning to Board Purpose Statement as well as guiding documents.
- D. During the December Team of 8 Retreat, the Board Operating Procedures, effective governance, and Board Member Code of Ethics shall be reviewed. For information about Board Member ethics, see [BBF\(LOCAL\)](#).
- E. Additional evaluations can be included as needed by the Board President.
- F. For more information about Board self-evaluations, see Board Policy [BG\(LEGAL\)](#).

III. Board Training Development

- A. Board Members must meet minimum annual requirements for training. Based on our November Trustee election cycle, Leander ISD is required to announce at the last Board meeting in October, each Board Member who has completed, exceeded or is deficient in meeting the required continuing education hours. However, the requirements for training are measured as of the first anniversary of the date of the Trustee's election or appointment, or two-year anniversary of his or her previous training, as applicable.
- B. At the last regular October Board meeting, the Board President must announce the name of each

Leander Independent School District Board of Trustees Operating Procedures

Board Member who has completed/exceeded/or is deficient in the required continuing education as required by 19 Tex. Admin Code 61.1 (j).

- C. Pending any necessary budget considerations, all Board Members may attend any training through identified entities such as Region 13, CTSBA, TASB and are encouraged to focus on training identified through the SBOE Board Training Framework and as identified by the annual board evaluation of trainings.
- D. Additional training or educational seminars may be requested by individual Board Members and approved by a majority of the Board through Board action.
- E. Exceptions to the above that will require reimbursement must be approved by a majority of the Board Members.
- F. For specific legal policies related to Board Member training, see Board Policy BBD (LEGAL).

IV. Travel Reimbursement

- A. Reimbursement to Board Members for reasonable travel expenses* attendance at regional, state, or national conventions, conferences, and workshops shall be made by the District when attendance is authorized and deemed by the Board to be necessary to conducting the business of schools. Board Members have two weeks to turn in travel expenses to the Superintendent's Office for reimbursement.
- B. Recognizing that Board Members serve the Leander Independent School District without compensation for their service as Trustees while also maintaining separate employment, Board Members are permitted to engage in limited work on private or personal matters while travelling on school business, so long as the work or personal/private matter does not interfere with the Board Member's ability to attend to the business of LISD.
- C. The District may not pay the travel expenses of spouses and other persons who have no responsibilities or duties to perform for the Board when they accompany a Board Member to Board related activities.
- D. For specific policies related to Board Member Travel Reimbursement, see Board Policy BBG.

*Reasonable expenses are defined to mean:

1. Hotel: Not to exceed the standard negotiated rate available through the conference sponsor. If no standard negotiated rate has been established, the reimbursement rate shall not exceed the rate for key officials as stated by the Texas Comptroller for the current fiscal year.
2. Meals: Without receipts, for overnight travel, Board Members may claim per diem in the same manner and at the same rates as specified for employees in the Leander ISD Business Operating Guidelines. With receipts, meals for overnight and non-overnight travel may be reimbursed up to the rate for key officials as stated by the Texas Comptroller for the current fiscal year.

Leander Independent School District Board of Trustees Operating Procedures

3. Parking: Hotel self-parking is highly recommended in the hotel in which the Board Member is a guest, unless no self-parking is available or if it is not safe.
 4. Mileage: Not to exceed the allowable IRS rates (or the District approved rate if lower) for use of a personal car or the actual cost of the lowest fare for commercial transportation plus parking.

No reimbursement will be made for:

1. Non-District facsimiles or phone calls
2. Entertainment or in-room movies
3. Alcohol
4. Souvenirs
5. Spouse/family expenses

Cancellation of conference registration, hotel, travel accommodations, etc. must be completed within the allowable “cancellation” timeline established by the vendor or sponsoring entity. Every attempt must be made by the Board Member to notify the Superintendent’s Administrative Assistant of such cancellation plans as soon as plans need to be changed. For cancellations not completed within the designated timeline, the loss of reimbursement eligibility and/or monetary commitment of the District shall be borne by the individual Board Member responsible for the cancellation, unless the cancellation is the result of personal illness or a family emergency or natural disaster.

Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.

A statement shall be submitted for all authorized expenses incurred, including receipts to the extent feasible, documenting actual expenses and in accordance with procedures applicable to employee expense reimbursement.

Board Relationships

- I. The Leander ISD Board of Trustees are committed to ensuring that all trustees act in a fair and ethical manner, upholding our guiding documents and direction of the Strategic Plan and that no trustee uses their position for personal gain or to exert undue influence over others.
 1. Trustees shall not use their position or access to confidential information to benefit themselves, their family members, or any other person or organization with which they have a financial or personal

Leander Independent School District Board of Trustees Operating Procedures

interest.

2. Trustees shall not use their position to coerce or intimidate school staff, students, or members of the community.
3. Trustees shall not use their position to interfere with the day to day operations of the school district.
4. Trustees who violate this policy will be subject to disciplinary action, up to and including censure.

II. Conflicts of Interest

A. Board Members are expected to avoid conflicts of interest involving any matter pending before the Board. A conflict of interest is deemed to exist when a Member is confronted with an issue in which the Member has a personal or pecuniary interest or an issue or circumstances that could render the Member unable to devote complete loyalty and singleness of purpose to the public interest.

Accordingly:

1. If a Board Member has a substantial personal or private interest in any matter pending before the Board, the Member shall disclose such interest to the Board and shall not vote on the matter.
2. A Member of the Board shall not also be an employee of the District, nor shall a Member receive any compensation for services rendered to the District. This provision shall not prohibit Members from receiving reimbursement for authorized expenses incurred during the performance of Board duties.
3. The Board shall not enter into any contract with any of its Members or with a firm in which a Member has a financial interest unless one or more of the following conditions apply:
 - a. The contract is awarded to the lowest responsible bidder based upon established competitive bidding procedures; or
 - b. The Board Member is the highest bidder for merchandise sold at a public auction.
4. Board Member is expected to avoid conflict of interest in the exercise of the Member's fiduciary responsibility. Accordingly, a Board Member may not:
 - a. Disclose or use confidential information acquired during the performance of official duties as a means to further the Board Member's own personal financial interests or the interests of a Member of the Board Member's immediate family;
 - b. Accept a gift of substantial value or economic benefit which would tend to improperly influence a reasonable person, or which the Board Member knows or should know is primarily for the purpose of a reward for official action;
 - c. Engage in a substantial financial transaction for private business purposes with a person whom the Board Member directly or indirectly supervises;
 - d. Perform an official act, which directly confers an economic benefit on a business in which the Board Member has a substantial financial interest or is engaged as a counsel, consultant,

Leander Independent School District Board of Trustees Operating Procedures

representative or agent.

B. Board Members are encouraged to file an affidavit disclosing a substantial interest in a business entity or real property to identify potential conflicts of interest to the public and vendors. See Board Policy BBFA (EXHIBIT).

C. For specific policies related to Board Member Ethics and Conflicts of Interest, see Board Policies BBFA (LEGAL and LOCAL).

III Board Member Visits to District Facilities

A. Prior to any visitation to a district facility in their official capacity, Board Members will complete a full background check through LISD's Volunteer Application Process as detailed in policy GKG(LEGAL).

B. Board Members may be invited to attend public events, receptions, groundbreaking, dedications, ribbon cuttings, and other campus events. In such cases, notifying the Superintendent is not necessary; however, Board Members must be cognizant of whether a quorum attends the event and Open Meeting Act requirements and must notify the Superintendent's Office of any events they have been invited to as Trustees.

C. Board Members who wish to visit district facilities to view a program or activity in their official capacity shall notify the Superintendent. and the Superintendent's Office will coordinate the visit with the principal or appropriate personnel. At no time will Board Members visit district offices, campuses or other school programs in an attempt to evaluate personnel.

D. These guidelines do not pertain to visits as a parent or as a spectator to school events. Board Members with children enrolled in the school District are entitled to the same rights, privileges, and courtesies as all other parents or guardians. However, when engaging in conferences or interactions with school personnel as a parent, a Board Member shall not let his/her official position interfere or dictate decisions that should be fair and impartial.

E. Board Members who wish to visit a campus in any capacity other than their official capacity shall do so in accordance with Board Policy GKC (LOCAL).

IV. Individual Board Member Requests for Information or Reports

A. An individual Board Member, acting in his or her official capacity, has the right to seek information pertaining to District fiscal affairs, business transactions, governance, school operations, and personnel matters, including information that properly may be withheld from members of the general public in accordance with the Public Information Chapter of the Government Code. Written responses to information requests from the Board will be distributed to all Board Members in a timely manner.

Leander Independent School District Board of Trustees Operating Procedures

- B. Individual Members shall not have access to confidential student records unless the Member is acting in his or her official capacity and has a legitimate educational interest in the records. In such cases, individual Members shall seek access to the records from the Superintendent. At the time access to the records is provided, the Board Member shall be advised of his or her responsibility to comply with confidentiality requirements.
- C. Individual Board Members shall not issue formal written or oral requests for information directly to campus principals or other administrators not designated as Board contacts. Board Members may e-mail or call the Superintendent to ask questions or request information.
- D. For more information about Board Members' access to information, see Board Policy BBE(LEGAL).

V. Citizen or Employee Request/Complaint to Individual Board Member

- A. If parents, students, or other members of the public bring concerns or complaints to an individual Trustee, the Board Member should listen to the complaint to better understand the critical issues, unless it relates to a formal complaint or grievance already filed under Board Policies DGBA, FNG, or GF and upon which the Board may be requested to take action. The Board Member should take the following steps:
 - 1. Refer the parent, student, employee, citizen to the administrator who is in the best position to assist in addressing the concern or complaint.
 - 2. Make the citizen aware of the District's policies and procedures in place to address citizen concerns or complaints and remind them that Board Members must remain impartial in case the matter requires Board action in the future.
 - 3. Notify the Superintendent's office if the situation warrants.
- B. For more information about access to the LISD's grievance procedures, see Board Policies DGBA (Employee), FNG (Parent/Student), and GF (Public).

VI. Media Inquiries to the Board

- A. The Board President generally serves as the official spokesperson for the Board. However, under special circumstances, the Board President may select to appoint a different spokesperson for the Board.
- B. A Board Member who receives calls from the media should notify the Superintendent and the Chief Communications Officer.
- C. Individual Board Members who are asked for individual comments or opinions by the media are to qualify those statements as being the opinion of the individual Board Member and not representative

Leander Independent School District Board of Trustees Operating Procedures

of the Board as a whole or the school District. Board Members must be mindful that comments to the media or on social media in their individual capacity may be perceived as statements on behalf of the District. See BBF(LOCAL).

D. For more information about LISD's Centralized Communication Functions, see Board Policy GBB(LOCAL).

VII. Communications

- A. Board/Superintendent Communication: In order to build and maintain productive and effective relationships between the Board and the Superintendent, both the Board and the Superintendent will maintain a system of communication and interaction that builds upon mutual respect and trust.
- B. With respect to providing information and counsel to the Board, the Superintendent shall not fail to give the Board as much information as necessary to allow Board Members to be adequately informed.
- C. The Superintendent will communicate information in a timely fashion to all Board Members through:
 - 1. Board meetings and executive sessions;
 - 2. Board correspondence;
 - 3. Telephone calls;
 - 4. One-on-one meetings.
- D. Board Members will keep the Superintendent informed via telephone calls, voice mails, e-mails, personal visits, dialogue meetings, and requests for executive session or open meeting discussions.
- E. Correspondence related to formal complaints or grievances, as described in [Board Policies DGBA](#), [FNG](#), and [GF \(LEGAL and LOCAL\)](#) will not be forwarded to Board Members in order that they may maintain their objectivity pertaining to matters that may require Board action in the future. The sender will be notified with an explanation of the decision not to forward the communication.
- F. Board Response to Contacts/Correspondence
 - 1. Individual Board Members may communicate with members of the community as they deem appropriate. However, Board Members should not try to solve complaints or grievances individually or outside established procedures for complaints or grievances. While Board Members strive to be responsive to stakeholders, it is not possible for them to respond to every inquiry due to the volume of correspondence. When responding to members of the community via email or letter, Board Members are encouraged to cc the Board President or Vice President.
 - 2. Letters and faxes addressed to individual Board Members and received in the Superintendent's office are delivered to that Board Member at the next Board meeting. If an item is urgent or time-sensitive, the Board Member is contacted by email or telephone before the meeting.
 - 3. Citizens may contact the Board of Trustees by email at: governance.team@leanderisd.org. The

Leander Independent School District Board of Trustees Operating Procedures

Superintendent's office will acknowledge receipt of the email and inform the sender that the message has been forwarded to individual Board Members and to the appropriate administrator(s). The administration will ensure that an appropriate response within a reasonable time is provided on behalf of the Board of Trustees.

4. If a Board Member responds to an inquiry in writing, he or she will copy the Superintendent's office who will determine whether information needs to be added to the Superintendent's weekly memo to the Board.
5. The Board of Trustees encourages input, and the confidentiality of reports will be maintained when possible and requested. Anonymous calls or letters will not receive a response and will not result in directives to the administration.

G. Administration Response to Contacts/Correspondence

1. All correspondence addressed to the Superintendent or administration will be routed to the appropriate staff members.
2. The appropriate staff members will investigate the issues raised in the correspondence and will respond in a reasonable and appropriate manner. It is the goal of the administration to respond to correspondence within ten working days.
3. The LISD administration encourages input. Anonymous calls or letters, however, will not receive a reply from the administration. If requested, the confidentiality of the person writing the correspondence will be maintained when possible.

H. Social Media

1. The Board recognizes that social media can be a positive tool for fostering community engagement with the school District; however, Board Members must operate within appropriate guidelines when they are communicating online about school District business.
2. In using social media to communicate about school District business, the Board Member shall:
 - a. Clarify that he/she is communicating as an individual Member of the Board and not as an official District spokesperson;
 - b. Avoid deliberating school District business with a quorum of the Board;
 - c. Direct complaints or concerns presented online to the appropriate administrator;
 - d. Avoid posting content that indicates that the Board Member has already formed an opinion on pending matters or matters that may come before the Board;
 - e. Not solicit input from the community by polling or surveying friends or connections and not allow social media to direct decisions as a Trustee;
 - f. Post only content that the District has already released to the public;

Leander Independent School District Board of Trustees Operating Procedures

- g. When attempting to restate what happened at a Board meeting, clarify that the posting is not an official record of the Board meeting and share information only from the open portions of the meeting;
- h. Conduct oneself online in a manner that reflects well on the District; avoid posting information that has not been verified and made public by the District; and never post anonymously about school business or repeat rumors;
- i. Immediately report suspected illegal activities and harassing or defamatory communications that involve school officials, staff, students, or District business to the Superintendent;
- j. Realize that by using a personal account to conduct official school District business the account may become a public forum under the First Amendment;
- k. Retain electronic records—including the Board Member’s posts and content others post to the account—when required to do so by the District’s records retention schedule;
- l. Comply with the District’s acceptable use policy when using District-issued devices or technology resources and immediately report to the District any potential security breach if control or possession of confidential District records are lost; and
- m. Understand that a Board Member’s failure to comply with these communication requirements will be addressed in the manner described below in Addressing Board Member Violations.

VIII Addressing Board Member Violations

- A. The Board and each of its Members are committed to faithful compliance with the provisions of the Board’s policies and these procedures. In the event of a Member’s willful violation of policy, the Board will seek remedy by the following sequential process:
 - 1. Private conversation between the offending Member and the Board President or other Trustee; and
 - 2. Discussion in executive session between the offending Member and the full Board.

- B. Either before or after a censure the board can implement the following corrective action steps; including but not limited to:
 - 1. Additional discussion with Board President/Officer and/or Board attorney and/or discussion with trustee/s
 - 2. Board level discussion in closed and/or open meeting
 - 3. Training requirement on areas of violation* (simple majority of board vote)
 - 4. Removal from Board Committees (simple majority of board vote)

Leander Independent School District Board of Trustees Operating Procedures

5. Removal from District Committees (simple majority of board vote)
6. Removing financial support to attend TASB/TASA conference, SLI, Governance, until training in the area of violation has been fulfilled (simple majority of board vote)
*If required training as a result of violations are not completed within a specified time period, then non-compliance will be posted on the board members page until compliance is achieved (simple majority of board vote)

C. Public Censure of the offending member can be made upon an affirmative vote of a simple majority.

D. For specific policies related to Board Member Removal from Office see [BBC\(LEGAL\)](#).

XXI. Reviewing the Board Operating Procedures

Board of Trustees Governance Policies and Operating Procedures will be reviewed and updated each year and will be part of Board training.

ACKNOWLEDGMENT

I hereby acknowledge that it is my responsibility to review the Leander Independent School District Board Operating Procedures, and my signature indicates that I agree to do so and abide by the standards, policies, and procedures contained therein.

Trustee, Place 1 _____ Date: _____

Trustee, Place 2 _____ Date: _____

Trustee, Place 3 _____ Date: _____

Trustee, Place 4 _____ Date: _____

Trustee, Place 5 _____ Date: _____

Trustee, Place 6 _____ Date: _____

Trustee, Place 7 _____ Date: _____

Leander ISD Board Meeting Agenda Item Information

Meeting Date: Thursday, August 10, 2023

Agenda Item: Consider Approval for Trustee to Attend the Trustee Advocates Program Summit

Purpose (this meeting): Discussion Item/Report Only Action Requested

Administrator Responsible: Bruce Gearing, Ed.D.

Attachments: N/A

Background Information:

Individual training and educational seminars paid for by Leander ISD and not listed in [Board Operating Procedures](#) must be approved by a majority of the Board through Board action. Trustee Trish Bode would like to attend the [Trustee Advocates Program Summit sponsored by Raise Your Hand Texas](#) in Austin on August 23-25, 2023.

Administrative Recommendation:

N/A

Sample Motion:

I move that the Board of Trustees approve that Leander ISD pays the cost for Trustee Trish Bode to attend the Texas Trustee Advocates Program sponsored by Raise Your Hand Texas in Austin on August 23-25, 2023.

Leander ISD Board Meeting Agenda Item Information

Meeting Date: Thursday, August 10, 2023

Agenda Item:	Consider Approval of the Bond Oversight Committee Recommendation to Transfer Bond Savings to Technology to Purchase Projector Replacements
Purpose (this meeting):	<input type="checkbox"/> Discussion Item/Report Only <input checked="" type="checkbox"/> Action Requested
Administrator Responsible:	Jimmy Disler, Jon Lux (Bond Oversight Committee Chairman)
Attachments:	Bond Project Savings Update and Recommendation Pres

Background Information:

The 2021 Bond included interactive panels to replace the projectors in all classrooms. The installation of the interactive panels was included in the 2023 Bond and approved by voters in May 2023, but there are not any additional funds to replace current projectors.

There were 472 repair tickets for projectors from December 2022 - July 2023. While not all tickets were for projector replacement, we anticipate replacing 10-20 projectors at the start of the school year as teachers begin to prepare classrooms for students and use the additional funds to continue to replace projectors as needed. Informational Technology (IT) plans to purchase projectors to support current classroom technology prior to January 2024 when the Interactive Flat Panel Bond Project is anticipated to start deployment. This Interactive Flat Panel Bond Project will take at least 18 months to complete at all Leander ISD campuses and IT will need to support the current technology until the project is complete.

In the 2017 Bond Printer Project, the Technology Department had a Project Savings of \$125,000. The \$125,000 is being moved into project savings.

The Bond Oversight Committee is recommending that \$125,000 be transferred to Technology for the purchase of projector replacements. Any unused projector replacement funds will be moved back into project savings.

Administrative Recommendation:

The administration recommends that the Board approve the Bond Oversight Committee Recommendation to Transfer \$125,000 Bond Project Savings to Technology to purchase Projector Replacements.

Sample Motion:

I move that the Board Approve the Bond Oversight Committee Recommendation to Transfer \$125,000 Bond Project Savings to Technology to purchase Projector Replacements.



Bond Project Savings Update and Recommendation

Bond Oversight Committee
August 10, 2023

BOND OVERSIGHT COMMITTEE RESPONSIBILITIES

“Review and consider the use of unspent bond funds. If the BOC recommends the use of unspent bond funds, then the Chairperson shall make the recommendation to the Board of Trustees for consideration. The LISD Administration will add the agenda item to an upcoming board meeting for the board to consider their recommendation. The Board of Trustees will have the final decision.”

172

UPDATE & RECOMMENDATION

173

RECOMMENDED PROJECTS TO MOVE TO PROJECT SAVINGS

Current Project Savings:		2007 Bond Program	2017 Bond Program	Overall Bond Projects
2007 Funds	Bond Interest/Other Rev/Project Management	\$ -	\$ -	\$ -
2007 Funds	Project Management Costs (Reserve)	\$ 225,617	\$ -	\$ 225,617
2007 Funds	Project Savings	\$ -	\$ -	\$ -
2017 Funds	Bond Interest/Other Rev/Project Management	\$ -	\$ 6,245,196	\$ 6,245,196
2017 Funds	Project Savings	\$ -	\$ 2,588,806	\$ 2,588,806
Project Savings per Bond Status Report 7.31.23		\$ 225,617	\$ 8,834,002	\$ 9,059,619
Budgets to Move:				
ADD:	Leander HS CTE Classrooms and Black Box Renovations, Additions and Renovations to Existing Ag Barn, Softball Complex Improvements	\$ -	\$ 14,499	\$ 14,499
ADD:	Cedar Park HS Additions and Renovation, Softball Complex Improvements	\$ -	\$ 82,888	\$ 82,888
ADD:	Vista Ridge HS JROTC Building Additions and Renovations, Incubator Renovations	\$ -	\$ 289,133	\$ 289,133
ADD:	Leander MS HVAC Update, Classroom Addition	\$ -	\$ 1,289,903	\$ 1,289,903
ADD:	Steiner ES HVAC Update	\$ -	\$ 87,087	\$ 87,087
ADD:	Vandegrift HS Ag Facility	\$ -	\$ 6,505	\$ 6,505
ADD:	Various HS/MS Campus Security Upgrades	\$ -	\$ 12,140	\$ 12,140
ADD:	Giddens ES HVAC Update and District Standard Traffic Gates	\$ -	\$ 86,660	\$ 86,660
ADD:	Tech IT Assessment	\$ -	\$ (36,922)	\$ (36,922)
ADD:	Vista Ridge HS Disaster Recovery Site Improvements	\$ -	\$ 194,699	\$ 194,699
ADD:	Plant Services Water Bottle Refilling Stations	\$ -	\$ 30,006	\$ 30,006
ADD:	Initial Land Costs: Warehouse/Science Materials Center	\$ 32,228	\$ -	\$ 32,228
ADD:	Technology: Printers	\$ -	\$ 125,000	\$ 125,000
Total Project Savings		\$ 257,845	\$ 11,015,599	\$ 11,273,444

RECOMMENDED PROJECTS TO FUND WITH PROJECT SAVINGS: JULY 2023

	July 2023 Proposal
Total Project Savings	\$ 11,273,444
NEW Projects:	
FUND: Technology: Projectors	\$ (125,000)
Estimated Total	\$ 11,148,444
Reserved for Project Management	\$ (225,617)
Net Project Savings	\$ 10,922,827

DISCUSSION & QUESTIONS

176

Leander ISD Board Meeting Agenda Item Information

Meeting Date: Thursday, August 10, 2023

Agenda Item:	Consider Approval of Student Capacity for Elementary School Design
Purpose (this meeting):	<input type="checkbox"/> Discussion Item/Report Only <input checked="" type="checkbox"/> Action Requested
Administrator Responsible:	Jimmy Disler, Sarah Grissom
Attachments:	Consider Approval of Student Capacity for Elementary School Design Pres Projections Exercise with New Schools at 800 Capacity Projections Exercise with New Schools at 1,000 Capacity

Background Information:

With the continued growth in Leander ISD, especially at the elementary level, there have been Board discussions related to building 1,000 student elementary schools. With this in mind, the Long-Range Planning Committee (LRPC) incorporated the 1,000 student elementary schools in its long-range facility plans. Simultaneously, administration began assessing the financial impact of building larger elementary schools and seeking feedback from various stakeholders.

LISD's current elementary design capacity is 800. Zoning exercises were drafted for the next 10 years while using 800 student elementary schools in one exercise and then using a 1,000 student schools and/or 1,000 core design with 800 students in the other exercise. In either of the exercises, there has proven to be a need for three additional elementary schools through 2033. When looking at the end of the 10-year period, when using the 800 student design or the 1,000 student school design, or 1,000 core design with 800 students, it appears there will be a need for a 4th elementary just outside the 10-year window. The estimated construction cost was \$18 Million more for the three additional schools when building the 1,000 student school and/or 1,000 core design with 800 students design compared to the cost of the 800 student design schools.

As we begin planning for Elementary #31, we asked our current elementary principals for feedback on operating a 1,000 student school. Their feedback is included in the presentation. Additionally, on July 25, 2023, the Long-Range Planning Committee met and considered the question of whether, due to enrollment needs, the district should consider making the standard elementary design capacity of 800 students or 1,000 students. After the Long-Range Planning Committee discussed the options and asked questions, they voted on 800, 1,000, or 1,000 core facilities with 800 student capacity. The Long-Range Planning Committee's recommendation is to continue to build 800 student capacity elementary schools. Their feedback is included in the presentation.

The purpose of this presentation is to share information gathered regarding options on a standardized student capacity for future elementary school design. Administration will also provide a recommendation of student capacity at 800 for elementary school design based on the financial impact and feedback from various stakeholders.

Administrative Recommendation:

The Administration recommends that the Board approve the Leander ISD standard elementary design to be 800 students.

Sample Motion:

I move that the Board approve the Leander ISD standard elementary design to be 800 students.

Consider Approval of Student Capacity for Elementary School Design

178

August 10, 2023



Purpose

The purpose of this presentation is to share information gathered regarding options on a standardized student capacity for future elementary school design. Administration will also provide a recommendation based on the feedback from various stakeholders.

179

Elementary 10 Year Construction Cost & Timeline

New Schools @ 800 student capacity (No Repurposing) = \$260,083,279



New Schools @ 1000 student capacity (No Repurposing) = \$278,062,034



Considerations When Conducting Zoning Exercises

Data

- Functional capacity
- Annual Demographic Enrollment Projection Data

Student Programs

- What programs are on each campus and how it affects capacity

120% Capacity

- Efficiency when opening new schools
- Potential portables needed for both 800 and 1000 student campuses
- Fiscally responsible when opening a new school

182

Bond Schedule Impact

- Must consider the overall impact of the Bond Sale Schedule/Operating Budget

Zoning

- Stability of neighborhoods being moved
- Fiscal responsibility

ES30 through ES33 With 10-year K-5 *Projections - Exercise with New Schools @ 800 Capacity

ES30 in 2024-2025 to relieve Bagdad and Plain

ES31 in 2025-2026 to relieve Tarvin

ES32 in 2028-2029 to relieve Mason

ES33 in 2029-2030 to relieve ES31, Pleasant Hill, Akin

No Repurposing

North Campuses

	Func. Cap	ES30-800 Cap 2024-2025		ES31-800 Cap 2025-2026		2026-2027		2027-2028		ES32-800 Cap 2028-2029		ES33-800 Cap 2029-2030		2030-2031		2031-2032		2032-2033	
		24-25	24-25%	25-26	25-26%	26-27	26-27%	27-28	27-28%	28-29	28-29%	29-30	29-30%	30-31	30-31%	31-32	31-32%	32-33	32-33%
Akin	934	946	101%	955	102%	998	107%	1030	110%	1093	117%	825	88%	871	99%	924	99%	983	105%
Bagdad	818	430	53%	449	55%	459	56%	503	61%	587	72%	686	84%	789	108%	883	108%	967	118%
Block House Creek	648	541	83%	573	88%	600	93%	618	95%	632	98%	636	98%	647	101%	657	101%	668	103%
Camacho	747	849	114%	851	114%	829	111%	821	110%	838	112%	839	112%	837	113%	845	113%	851	114%
ES30	800	681	85%	708	89%	736	92%	752	94%	796	100%	836	105%	874	114%	908	114%	941	118%
ES31	800			342	43%	441	55%	563	70%	694	87%	579	72%	661	94%	751	94%	817	102%
ES32	800									597	75%	676	85%	731	99%	793	99%	832	104%
ES33	800											621	78%	656	86%	691	86%	709	89%
ES34	800																		
Larkspur	875	849	97%	910	104%	959	110%	961	110%	977	112%	981	112%	979	112%	983	112%	982	112%
North	850	709	83%	771	91%	859	101%	918	108%	935	110%	938	110%	963	116%	988	116%	1011	119%
Parkside	840	706	84%	726	86%	713	85%	723	86%	730	87%	782	93%	809	101%	849	101%	887	106%
Pleasant Hill	692	693	100%	776	112%	828	120%	833	120%	832	120%	686	99%	693	101%	702	101%	714	103%
Plain	903	756	84%	742	82%	769	85%	785	87%	824	91%	864	96%	899	103%	927	103%	944	105%
Tarvin	760	793	104%	563	74%	633	83%	679	89%	729	96%	710	93%	752	104%	794	104%	824	108%
Whitestone	888	877	99%	861	97%	845	95%	821	92%	807	91%	794	89%	798	91%	805	91%	813	92%
Winkley	837	648	77%	624	75%	617	74%	602	72%	629	75%	646	77%	663	81%	680	81%	692	83%

183

**10-year exercise projections for all elementary schools included in BoardBook.

ES30 through ES33 With 10-year K-5 *Projections - Exercise with New Schools @ 1000 Capacity

ES30 in 2024-2025 to relieve Bagdad and Plain

No Repurposing

ES31 in 2025-2026 to relieve Tarvin

ES32 in 2028-2029 to relieve Mason

ES33 in 2029-2030 to relieve ES31, Pleasant Hill, Akin

North Campuses

	Func. Cap	ES30-800 Cap 2024-2025		ES31-1000 Cap 2025-2026		2026-2027		2027-2028		ES32 800 Stu/1000 Core 2028-2029		ES33-1000 Cap 2029-2030		2030-2031		2031-2032		2032-2033	
		24-25	24-25%	25-26	25-26%	26-27	26-27%	27-28	27-28%	28-29	28-29%	29-30	29-30%	30-31	30-31%	31-32	31-32%	32-33	32-33%
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Whitestone	888	877	99%	861	97%	845	95%	821	92%	807	91%	794	89%	798	91%	805	91%	813	92%
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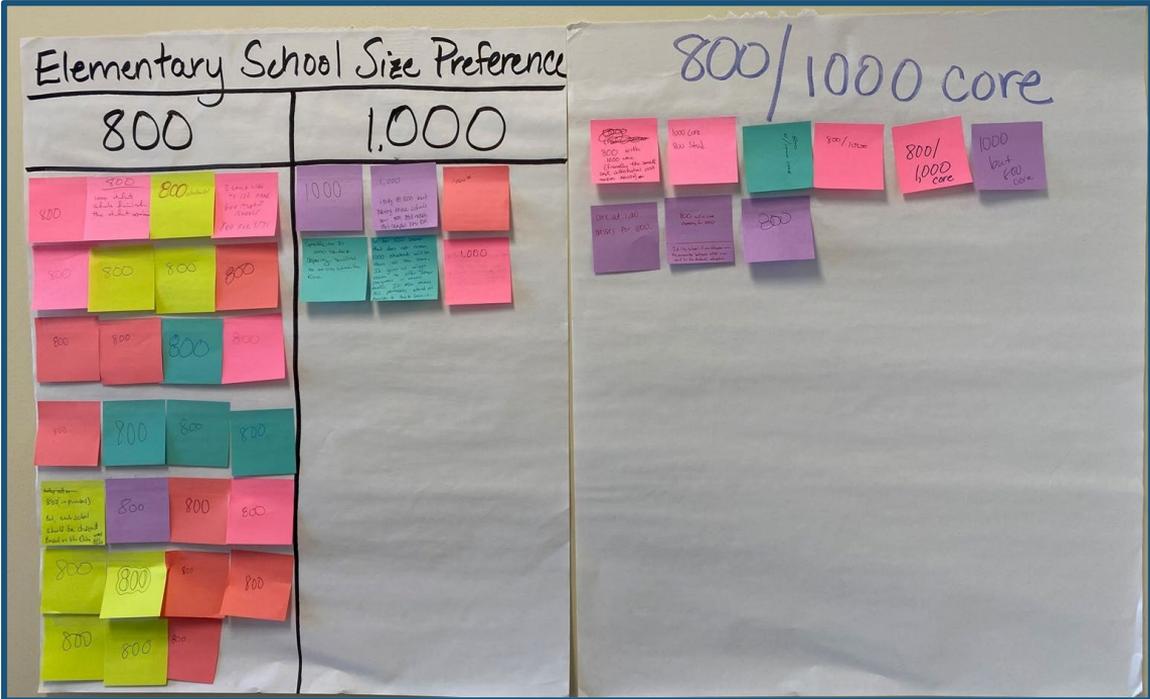
184

**10-year exercise projections for all elementary schools included in BoardBook.

Principal Feedback

- **Impact on Student Experience**
 - Lunches, Hallways, Transitions, Recess, Specials, Assemblies
 - Sense of Belonging
- **Impact on Parent Experience**
 - Lose the connection with families and students
 - Schoolwide Events
- **Campus culture can be impacted**
- **Instructional Impact**
 - PLCs with large teams, Support for teachers
- **Impact on Office Staff**
- **Will need more staff for specials**
- **Safety & Operations**
 - Arrival, Dismissal
 - Playscapes are not built for 1,000 students
 - Parking for events

Long-Range Planning Committee (LRPC) Voting Results



<u>TOTALS</u>	
800 Student - 27	
1,000 Student - 6	186
1,000 Core/800 Student - 9	

LRPC Feedback

800 student capacity

- 1,000 students schools would diminish student experience
- Prioritize student experience over saving \$
- No clear benefit to student/faculty/staff
- I agree with my educators
- Not enough savings compared to the impact student outcomes

187

1000 student capacity

- I'm for 1,000 because that does not mean 1,000 students will be there all of the time
- Larger commercial spaces can help with 10:00 am lunches

800 student capacity with 1,000 student core

- Fiscally the small cost differential just makes sense

Recommendation

- What is best for student learning?
- Which option is the most fiscally responsible?

188

After gathering feedback from various stakeholders, Administration recommends that the standard student capacity for future elementary school designs be set at 800.

Discussion & Questions

189



ES30 in 2024-2025 to relieve Bagdad and Plain
 ES31 in 2025-2026 to relieve Tarvin
 ES32 in 2028-2029 to relieve Mason
 ES33 in 2029-2030 to relieve ES31, Pleasant Hill, Akin

No Repurposing

North Campuses

	Func. Cap	ES30-800 Cap 2024-2025		ES31-800 Cap 2025-2026		2026-2027		2027-2028		ES32-800 Cap 2028-2029		ES33-800 Cap 2029-2030		2030-2031		2031-2032		2032-2033	
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ES34	800																		
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Whitestone	888	877	99%	861	97%	845	95%	821	92%	807	91%	794	89%	798	91%	805	91%	813	92%
Winkley	837	648	77%	624	75%	617	74%	602	72%	629	75%	646	77%	663	81%	680	81%	692	83%

Central Campuses

	Func. Cap	ES30-800 Cap 2024-2025		ES31-800 Cap 2025-2026		2026-2027		2027-2028		ES32-800 Cap 2028-2029		ES33-800 Cap 2029-2030		2030-2031		2031-2032		2032-2033	
		24-25	24-25%	25-26	25-26%	26-27	26-27%	27-28	27-28%	28-29	28-29%	29-30	29-30%	30-31	30-31%	31-32	31-32%	32-33	32-33%
Cox	702	649	92%	646	92%	652	93%	665	95%	669	95%	665	95%	666	96%	675	96%	689	98%
Cypress	652	419	64%	404	62%	399	61%	392	60%	397	61%	409	63%	430	69%	450	69%	467	72%
Deer Creek	781	494	63%	454	58%	436	56%	432	55%	426	55%	427	55%	436	58%	453	58%	470	60%
Faubion	685	359	52%	341	50%	330	48%	323	47%	313	46%	303	44%	305	44%	304	44%	306	45%
Giddens	649	475	73%	468	72%	466	72%	462	71%	455	70%	445	69%	445	69%	451	69%	455	70%
Knowles	634	475	75%	472	74%	454	72%	447	71%	457	72%	462	73%	474	77%	487	77%	497	78%
Mason	768	727	95%	751	98%	805	105%	860	112%	363	47%	371	48%	374	50%	382	50%	388	51%
Naumann	728	428	59%	401	55%	394	54%	381	52%	380	52%	374	51%	373	52%	375	52%	378	52%
Reed	782	533	68%	530	68%	537	69%	536	69%	544	70%	555	71%	555	71%	559	71%	563	72%
Reagan	892	688	77%	638	72%	609	68%	602	67%	620	70%	734	82%	771	90%	801	90%	831	93%
Rutledge	833	951	114%	914	110%	906	109%	877	105%	867	104%	859	103%	861	105%	873	105%	887	106%
Westside	764	407	53%	354	46%	328	43%	328	43%	346	45%	356	47%	383	55%	420	55%	453	59%

South Campuses

	Func. Cap	ES30-800 Cap 2024-2025		ES31-800 Cap 2025-2026		2026-2027		2027-2028		ES32-800 Cap 2028-2029		ES33-800 Cap 2029-2030		2030-2031		2031-2032		2032-2033	
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Bush	721	440	61%	422	59%	415	58%	402	56%	390	54%	382	53%	392	56%	406	56%	423	59%
Grandview Hills	520	436	84%	457	88%	470	90%	476	92%	480	92%	487	94%	494	97%	504	97%	508	98%
River Place	685	697	102%	726	106%	742	108%	749	109%	764	112%	774	113%	785	116%	798	116%	814	119%
River Ridge	665	382	57%	355	53%	324	49%	298	45%	288	43%	286	43%	291	45%	301	45%	309	46%
Steiner	674	499	74%	488	72%	483	72%	480	71%	488	72%	493	73%	500	76%	510	76%	522	77%

ES30 in 2024-2025 to relieve Bagdad and Plain
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 ES33 in 2029-2030 to relieve ES31, Pleasant Hill, Akin

No Repurposing

North Campuses

	Func. Cap	ES30-800 Cap 2024-2025		ES31-1000 Cap 2025-2026		2026-2027		2027-2028		ES32 800 Stu/1000 Core 2028-2029		ES33-1000 Cap 2029-2030		2030-2031		2031-2032		2032-2033	
		24-25	24-25%	25-26	25-26%	26-27	26-27%	27-28	27-28%	28-29	28-29%	29-30	29-30%	30-31	30-31%	31-32	31-32%	32-33	32-33%
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	Func. Cap	ES30-800 Cap 2024-2025		ES31-1000 Cap 2025-2026		2026-2027		2027-2028		ES32 800 Stu/1000 Core 2028-2029		ES33-1000 Cap 2029-2030		2030-2031		2031-2032		2032-2033	
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River Ridge	665	382	57%	355	53%	324	49%	298	45%	288	43%	286	43%	291	45%	301	45%	309	46%
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Leander ISD Board Meeting Agenda Item Information

Meeting Date: Thursday, August 10, 2023

Agenda Item: Discussion of an Ordinance Adopting the 2023 Property Tax Rate
Purpose (this meeting): Discussion Item/Report Only Action Requested
Administrator Responsible: Pete Pape
Action Requested (future meeting): August 24, 2023
Attachments: 2023 Tax Rate Discussion Presentation

Background Information:

The Texas Property Tax Code, Section 26.05(a), requires the Board of Trustees to adopt a tax rate by written ordinance, resolution, or order in a public meeting before the latter of September 30 or the 60th day after the date the certified tax roll is received by the taxing unit. The Williamson and Travis County tax offices require that the district provide the adopted tax rates by September 15, to allow adequate time to produce tax bills. Prior to adopting a budget or tax rate, the Board of Trustees must schedule a meeting to discuss and adopt the budget and publish notice of that meeting at least 10 days, but no more than 30 days, prior to that meeting.

On June 1 and 11, 2023 the district published the required “Notice of Public Meeting to Discuss Budget and Proposed Tax Rate” with a proposed tax rate of \$1.2644. The meeting to adopt the budget was held on June 15, 2023. The tax rate being considered does not exceed the \$1.2644 published rate; therefore, the law allows the district to adopt the tax rate without re-publishing the notice and conducting another hearing. The 2023 tax rate is scheduled to be adopted by the Board of Trustees on August 24, 2023.

There are several different tax rate calculations necessary in adopting the tax rate. Those rates are described below as well as the action that is triggered if the adopted rate exceeds a particular rate.

Maximum Compressed Tax Rate (MCR)	Provided by TEA based on property value growth	The portion of the tax rate to fund Tier I.
No New Revenue Rate	Required for Truth in Taxation	The tax rate that produces the same property tax revenue in the coming year as the prior year if applied to the same properties (taxed in both years). When appraisal values increase, the NNR tax rate should decrease.
Voter-Approval Rate	Maximum rate that can be adopted without triggering a Voter Approved Tax Ratification Election (VATRE)	Compressed rate plus greater of \$.05 or Tier 2 pennies from prior year plus current debt rate
Rate to Maintain	Required for Notice of Public Meeting to Discuss Budget and Proposed Tax Rate	The M&O rate that, when applied to the district’s current taxable value, would impose taxes in an amount that, when added to the district’s state funds would provide the same amount of M&O taxes and state funds per student for the applicable year that was available to the district in the preceding year plus the current debt rate.
No New Revenue M&O Rate	Determines required language in Ordinance and Motion	<i>Required, but not defined for school districts in the original legislation.</i> Subsequent legislation in the 88 th session defines the NNR M&O Rate as the Chapter 44, Education Code’s “Rate to Maintain” and is effective January 1, 2024.

In accordance with Tax Code, Section 26.05(b) and Board Policy CCG (Legal), specific language must be included in the Ordinance and the Board Motion and posted on the district’s website in conjunction with the tax rate adoption. This is true even if the M&O tax rate is lower than the prior year’s rate. The font size and capitalization of the statements are prescribed by law.

If the adopted rate will exceed the no new revenue M&O rate:	
Required Motion:	“I move that the property tax rate be increased by the adoption of a tax rate of (specify tax rate), which is effectively a (insert percentage by which the proposed tax rate exceeds the no-new-revenue tax rate) percent increase in the tax rate.”
Ordinance Language:	“THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR’S TAX RATE” and “THE TAX RATE WILL EFFECTIVELY BE RAISED BY ___ PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$ ____.”
Supermajority Required:	60% of members of the board must vote in favor to set a rate that exceeds the sum of the No-new-revenue M&O rate and the current debt rate.
Website Language:	“THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR’S TAX RATE” and “THE TAX RATE WILL EFFECTIVELY BE RAISED BY ___ PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$ ____.”
If the adopted rate will impose an amount of M&O taxes that exceeds the amount imposed for that purpose in the preceding year:	
Ordinance and Website Language:	“THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR’S TAX RATE”

The Local Value Property Survey has been submitted to TEA, and we anticipate the certified district MCR rate to be \$0.6387. The addition of the 8 gold and 6 copper pennies brings the proposed M&O tax rate to \$0.7787. The proposed I&S tax rate is \$.3300, and any surplus collections will be used for the early retirement debt. The presentation attached shows the tax rates used in preparing the 2023-2024 budget, the proposed tax rates, and the impact of the proposed tax rates on the average taxable value of a residence. The proposed tax rate is \$1.1087 which reflects a reduction in the total tax rate of \$0.1659.

The Wilco Tax Office is currently calculating the district’s No New Revenue rates. Once those calculations are received, the required language will be determined and included in the Ordinance and Motion brought forward for adoption of the tax rate on August 24th.

Administrative Recommendation:

N/A

Sample Motion:

N/A



LEANDER ISD 2023-2024 TAX RATE DISCUSSION

194

August 10, 2023

88th Session – Property Tax

Regular Session

- State Maximum Compressed Rate (MCR) ceiling compressed \$0.0825

195

2nd Special Session

- MCRs compressed an additional \$0.1070, subject to the 90% equity band
- Increases state homestead exemption to \$100,000 from \$40,000
 - Subject to voter-approval in November 2023
 - Effective for tax year 2023
 - Hold Harmless provision for M&O and I&S

Balancing Rising Property Values

Fiscal Year	Tax Year	MCR	Compression	Homestead Exemption
2019-20	2019	\$ 0.9300	\$ (0.0700)	\$ 25,000
2020-21	2020	\$ 0.9134	\$ (0.0166)	\$ 25,000
2021-22	2021	\$ 0.8220	\$ (0.0914)	\$ 25,000
2022-23	2022	\$ 0.8046	\$ (0.0174)	\$ 40,000
2023-24	2023	\$ 0.6387	\$ (0.1659)	\$ 100,000

196

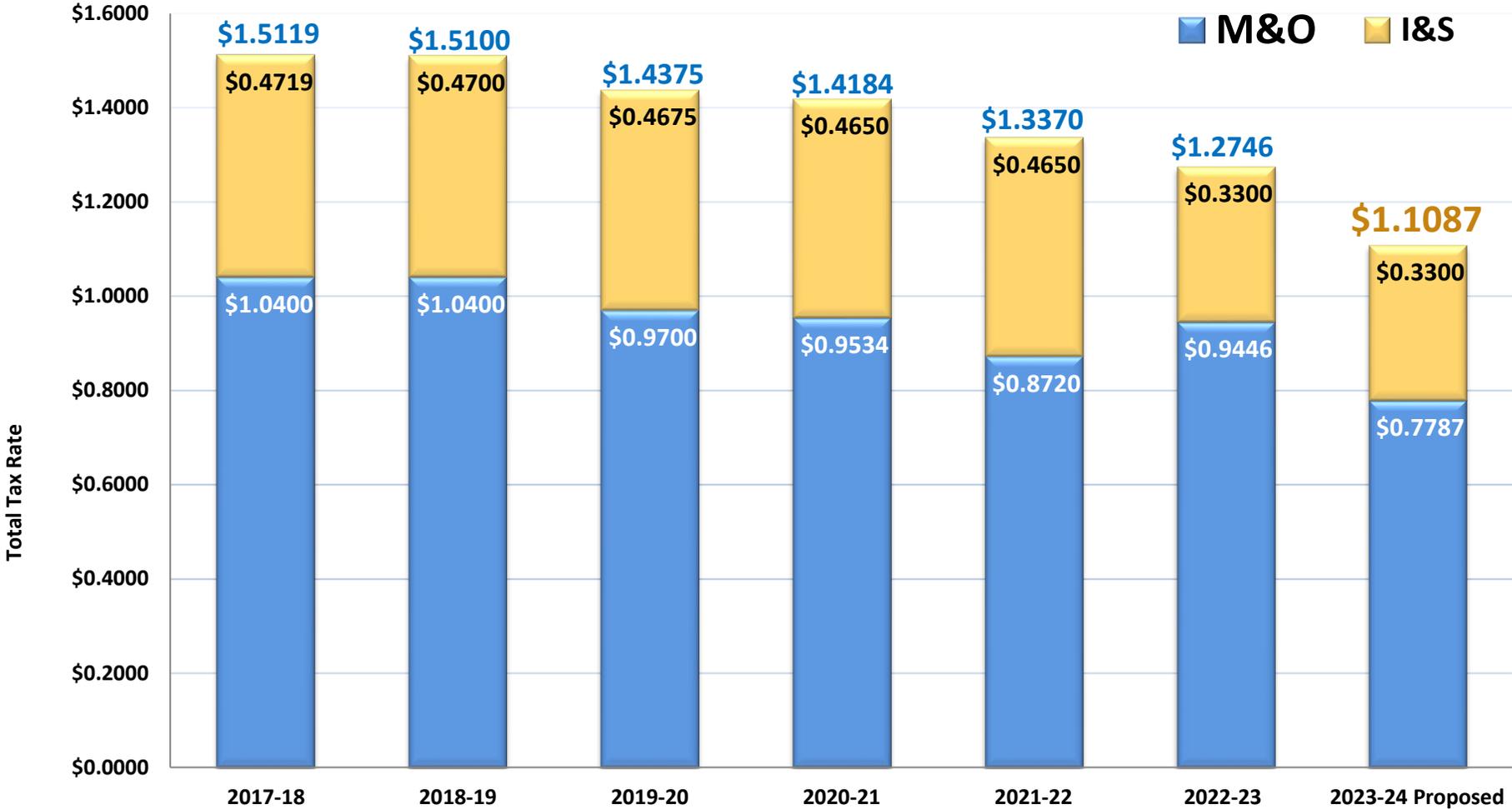
- Fifth year of compression on the Maximum Compressed Rate (MCR) portion of the M&O tax rate
- MCRs determined by TEA
- Increasing Homestead Exemptions

Tax Rate Comparison



		April Prelim Certified Estimate with \$40K HS Exemption	July Certified with \$100K HS Exemption
Increase in Values from Prior Year		9.83%	2.45%
	2022	2023	
		Budget Notice	Proposed
M&O Tax Rate			
Tier I MCR (determined by TEA)	\$ 0.8046	\$ 0.7944	\$ 0.6387
Tier II Golden Pennies	0.0800	0.0800	0.0800
Tier II Copper Pennies	0.0600	0.0600	0.0600
Total M&O Rate	\$ 0.9446	\$ 0.9344	\$ 0.7787
I&S Tax Rate			
	\$ 0.3300	\$ 0.3300	\$ 0.3300
Total Tax Rate			
M&O Rate	\$ 0.9446	\$ 0.9344	\$ 0.7787
I&S Rate	0.3300	0.3300	0.3300
Total Tax Rate	\$ 1.2746	\$ 1.2644	\$ 1.1087
Reduction in Total Tax Rate		\$ (0.0102)	\$ (0.1659)
Recapture	\$ 47,644,044	\$ 57,867,040	\$ 10,009,416

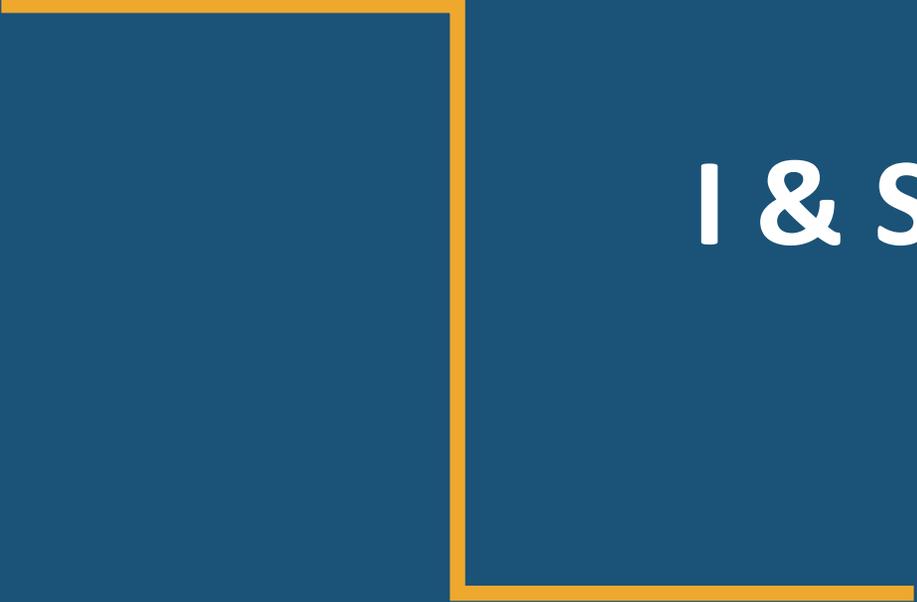
Tax Rate History 2017-2024



Total Tax Rate Reduction Over Last Six Years:
\$0.4032

Impact of Tax Rate on Average Value Home

	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>Budget Notice 2023-2024</u>	<u>Proposed 2023-2024</u>
Assessed/Market value of a home	\$ 374,572	\$ 376,708	\$ 420,338	\$ 694,944	\$ 698,769	\$ 642,343
Average Taxable value	340,890	344,237	369,431	423,031	440,548	412,342
MCR (HB 3) Determined by TEA	\$ 0.9300	\$ 0.9134	\$ 0.8220	\$ 0.8046	\$ 0.7944	\$ 0.6387
Golden Pennies (existing)	0.0400	0.0400	0.0400	0.0500	0.0800	0.0800
Golden Pennies (additional)	-	-	0.0100	0.0300	-	-
Copper Pennies (existing)	-	-	-	-	0.0600	0.0600
Copper Pennies (add)	-	-	-	0.0600	-	-
I&S Rate	0.4675	0.4650	0.4650	0.3300	0.3300	0.3300
Total property tax rate	\$ 1.4375	\$ 1.4184	\$ 1.3370	\$ 1.2746	\$ 1.2644	\$ 1.1087
Change in Tax Rate	\$ (0.0725)	\$ (0.0191)	\$ (0.0814)	\$ (0.0624)	\$ (0.0102)	\$ (0.1659)
School Property Tax	\$ 4,900	\$ 4,883	\$ 4,939	\$ 5,392	\$ 5,570	\$ 4,572
Increase/(Decrease) in Tax from Prior Year	\$ (24)	\$ (18)	\$ 57	\$ 453	\$ 178	\$ (820)



I & S FUND



200

I & S Impact - \$0.3300 Tax Rate



Prepared by PFM Financial Advisors LLC
As of 8/1/2023

Leander Independent School District
Bond Capacity Tax Rate Impact Analysis
As of August 1, 2023

1	2	3	4	5	6	7	8	9	10	11
FYE 30-Jun Basis	Existing Debt Service	\$255,240,000* Unlimited Tax School Bldg Bds. Ser 2023			Future Bond Debt Service	Frozen Net Taxable Assessed Value	TAV Growth Rate	Tax Rate	Estimated I&S Fund Revenue	Available I&S Revenue for Future Bond Issuance
		Current Market Interest Rates								
		Principal	Interest	Debt Service						
2024	\$117,095,688	28,775,000	6,163,070	34,938,070	\$152,033,758	38,456,247,847	2.45%	0.33000	152,056,625	22,867
2025	120,898,582	9,015,000	11,323,250	20,338,250	141,236,832	40,379,060,239	5.00%	0.33000	158,418,390	17,181,558
2026	108,814,707	9,470,000	10,872,500	20,342,500	129,157,207	42,398,013,251	5.00%	0.33000	165,014,309	35,857,103
2027	109,373,207	9,935,000	10,399,000	20,334,000	129,707,207	44,517,913,914	5.00%	0.33000	171,940,025	42,232,818
2028	113,871,332	10,440,000	9,902,250	20,342,250	134,213,582	44,517,913,914	0.00%	0.33000	171,940,025	37,726,443
2029	116,278,457	6,625,000	9,380,250	16,005,250	132,283,707	44,517,913,914	0.00%	0.33000	171,940,025	39,656,318
2030	116,292,882	6,955,000	9,049,000	16,004,000	132,296,882	44,517,913,914	0.00%	0.33000	171,940,025	39,643,143
2031	116,277,682	6,185,000	8,701,250	14,886,250	131,163,932	44,517,913,914	0.00%	0.33000	171,940,025	40,776,093
2032	116,373,515	6,495,000	8,392,000	14,887,000	131,260,515	44,517,913,914	0.00%	0.33000	171,940,025	40,679,509
2033	115,721,315	6,820,000	8,067,250	14,887,250	130,608,565	44,517,913,914	0.00%	0.33000	171,940,025	41,331,459
2034	107,563,481	7,160,000	7,726,250	14,886,250	122,449,731	44,517,913,914	0.00%	0.33000	171,940,025	49,490,293
2035	111,009,463	7,520,000	7,368,250	14,888,250	125,897,713	44,517,913,914	0.00%	0.33000	171,940,025	46,042,312
2036	80,425,445	7,895,000	6,992,250	14,887,250	95,312,695	44,517,913,914	0.00%	0.33000	171,940,025	76,627,330
2037	80,575,845	8,290,000	6,597,500	14,887,500	95,463,345	44,517,913,914	0.00%	0.33000	171,940,025	76,476,680
2038	76,594,845	8,705,000	6,183,000	14,888,000	91,482,845	44,517,913,914	0.00%	0.33000	171,940,025	80,457,180
2039	76,003,945	9,140,000	5,747,750	14,887,750	90,891,695	44,517,913,914	0.00%	0.33000	171,940,025	81,048,330
2040	73,342,345	9,595,000	5,290,750	14,885,750	88,228,095	44,517,913,914	0.00%	0.33000	171,940,025	83,711,930
2041	78,739,168	10,075,000	4,811,000	14,886,000	93,625,168	44,517,913,914	0.00%	0.33000	171,940,025	78,314,857
2042	97,280,475	10,580,000	4,307,250	14,887,250	112,167,725	44,517,913,914	0.00%	0.33000	171,940,025	59,772,300
2043	77,526,185	11,110,000	3,778,250	14,888,250	92,414,435	44,517,913,914	0.00%	0.33000	171,940,025	79,525,590
2044	86,872,860	11,665,000	3,222,750	14,887,750	101,760,610	44,517,913,914	0.00%	0.33000	171,940,025	70,179,415
2045	89,623,355	12,245,000	2,639,500	14,884,500	104,507,855	44,517,913,914	0.00%	0.33000	171,940,025	67,432,170
2046	56,898,250	12,860,000	2,027,250	14,887,250	71,785,500	44,517,913,914	0.00%	0.33000	171,940,025	100,154,525
2047	58,127,550	13,505,000	1,384,250	14,889,250	73,016,800	44,517,913,914	0.00%	0.33000	171,940,025	98,923,225
2048	58,088,500	14,180,000	709,000	14,889,000	72,977,500	44,517,913,914	0.00%	0.33000	171,940,025	98,962,525
2049	58,040,950	-	-	-	58,040,950	44,517,913,914	0.00%	0.33000	171,940,025	113,899,075
2050	56,021,050	-	-	-	56,021,050	44,517,913,914	0.00%	0.33000	171,940,025	115,918,975
2051	12,348,025	-	-	-	12,348,025	44,517,913,914	0.00%	0.33000	171,940,025	159,592,000
2052	7,133,000	-	-	-	7,133,000	44,517,913,914	0.00%	0.33000	171,940,025	164,807,025
2053	7,123,750	-	-	-	7,123,750	44,517,913,914	0.00%	0.33000	171,940,025	164,816,275
	\$ 2,500,335,853	\$ 255,240,000	\$ 161,034,820	\$ 416,274,820	\$2,916,610,673					

201

*Preliminary, subject to change. Par plus premium will generate net project funds of \$277.2 million for voter-approved projects (2017, 2021 & 2023 bond propositions.)

DISCUSSION
