

THE HOUSTON INDEPENDENT SCHOOL DISTRICT



AGENDA

**Board of Education
Meeting**

October 07, 2021

THE HOUSTON INDEPENDENT SCHOOL DISTRICT
BOARD OF EDUCATION

Agenda Index

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| A. Superintendent's Priority Items | G. Talent |
| B. Trustee Items | H. Business Operations |
| C. Closed Session (Closed to Public) | I. Finance |
| D. Deputy Superintendent | J. Other |
| E. School Offices | K. Policy |
| F. Academics | L. Superintendent's Information Items |

MEMBERS OF THE BOARD OF EDUCATION

Dr. Patricia K. Allen, *President*
Holly Maria Flynn Vilaseca, *First Vice President*
Judith Cruz, *Second Vice President*
Kathy Blueford-Daniels, *Secretary*
Dani Hernandez, *Assistant Secretary*
Sue Deigaard
Myrna Guidry
Elizabeth Santos
Anne Sung

Millard House II, *Superintendent of Schools*

BOARD OF EDUCATION AGENDA
October 07, 2021

5:00 p.m.

- **CALL TO ORDER WHEN A QUORUM IS PRESENT**

CLOSED SESSION (IF NECESSARY)

- **ADJOURNMENT TO CLOSED OR EXECUTIVE SESSION PURSUANT TO SECTIONS 551.004, 551.071, 551.072, 551.073, 551.074, 551.076, 551.082, 551.0821, 551.083, 551.084, AND 551.089, CHAPTER 551 OF THE TEXAS GOVERNMENT CODE FOR THE PURPOSES LISTED UNDER SECTION C**

RECONVENE IN OPEN SESSION

- **CONSIDERATION AND POSSIBLE ACTION ON MATTERS DISCUSSED IN CLOSED OR EXECUTIVE SESSION**
- **CONSIDERATION AND APPROVAL OF MINUTES FROM SEPTEMBER 2, 2021**
- **SPEAKERS TO AGENDA ITEMS**

BUSINESS AGENDA FOR AGENDA REVIEW MEETING

A. SUPERINTENDENT'S PRIORITY ITEMS

- A-1. Approval Of Personal Services Performed By The Superintendent, Including Speaking Engagements, Panel Discussions, Workshops, Etc., In Accordance With Texas Education Code Section 11.201(E)
- A-2. Acceptance Of Board Monitoring Update: Presentation Of Constraint 5 Progress Measure 2 - *Revised*
 - October 2021 CPM Update - *New*
 - October 2021 CPM Report - *New*

B. TRUSTEE ITEMS

C. CLOSED SESSION

- C-1. Personnel
 - a. Deliberate the duties of the superintendent of schools, chief officers, assistant superintendents, principals, employees, chief audit executive, and board members; evaluations of the superintendent and chief audit executive, consideration of compensation, and contractual provisions.
 - b. Consider and approve proposed appointments, reassignments, proposed terminations, terminations/suspensions, contract lengths, proposed nonrenewals, renewals, and resignations/retirements of personnel including teachers, assistant principals, principals, including resignation agreements and full and final release for chief officers, assistant superintendents,

executive officers, and other administrators, and, if necessary, approve waiver and release and compromise agreements.

- c. Hear complaints against and deliberate the appointment, evaluation and duties of public officers or employees and resolution of same.

C-2. Legal Matters

- a. Matters on which the district's attorney's duty to the district under the Code of Professional Responsibility clearly conflicts with the Texas Open Meetings Law, including specifically any matter listed on this agenda and meeting notice.
- b. Pending or contemplated litigation matters and status report.
- c. Update on federal law enforcement activity on February 27, 2020.
- d. Legal discussion and advice concerning House Bill 1842 (84th Leg., 2015), Senate Bill 1882 (85th Leg., 2017), and the district's options.
- e. Legal discussion concerning *Houston ISD v. Texas Education Agency, et al.*, in the 459th Judicial District Court, Travis County, Texas, Cause No. D-1-GN-19-003695.
- f. Legal Update on Special Education Accreditation Investigation.

C-3. Real Estate

D. DEPUTY SUPERINTENDENT

E. SCHOOL OFFICES

F. ACADEMICS

G. TALENT

H. BUSINESS OPERATIONS

I. FINANCE

J. OTHER

K. POLICY

K-1. Approval Of Proposed Deletion Of Board Policy AIC(LOCAL), *Accountability: Investigations And Sanctions*—First Reading

- Explanatory Sheet
- AIC(LOCAL), First Reading

- K-2. Approval Of Proposed Deletion Of Board Policy BDAF(LOCAL), *Officers And Officials: Selection And Duties Of Chief Tax Officials*—First Reading
- Explanatory Sheet
 - BDAF(LOCAL), First Reading
- K-3. Approval Of Proposed Revisions To Board Policy BP(LOCAL), *Administrative Regulations*—First Reading
- Explanatory Sheet
 - BP(LOCAL), First Reading
- K-4. Approval Of Proposed Revisions To Board Policy CCG(LOCAL), *Local Revenue Sources: Ad Valorem Taxes*—First Reading
- Explanatory Sheet
 - CCG(LOCAL), First Reading
- K-5. Approval Of Proposed Deletion Of Board Policy CG(LOCAL), *Bonded Employees And Officers*—First Reading
- Explanatory Sheet
 - CG(LOCAL), First Reading
- K-6. Approval Of Proposed Revisions To Board Policy DH(LOCAL), *Employee Standards Of Conduct*—First Reading
- Explanatory Sheet
 - DH(LOCAL), First Reading
- K-7. Approval Of Proposed Revisions To Board Policy DI(LOCAL), *Employee Welfare*—First Reading
- Explanatory Sheet
 - DI(LOCAL), First Reading
- K-8. Approval Of Proposed Revisions To Board Policy FD(LOCAL), *Admissions*—First Reading
- Explanatory Sheet
 - FD(LOCAL), First Reading
- K-9. Approval Of Proposed Revisions To Board Policy FJ(LOCAL), *Gifts and Solicitations*—First Reading
- Explanatory Sheet
 - FJ(LOCAL), First Reading

K-10. Approval Of Proposed Revisions To Board Policy GE(LOCAL), *Relations With Parent Organizations*—First Reading

- Explanatory Sheet
- GE(LOCAL), First Reading

L. SUPERINTENDENT'S INFORMATION ITEMS

AGENDA REVIEW FOR REGULAR BOARD MEETING

Review of superintendent's agenda items to be presented to the Board of Education at the board's next business meeting. See the agenda for that meeting.

ADJOURN

REPORT FROM THE SUPERINTENDENT

Office of the Superintendent of Schools
Board of Education Meeting of October 7, 2021

**SUBJECT: ACCEPTANCE OF BOARD MONITORING UPDATE: PRESENTATION
OF CONSTRAINT 5 PROGRESS MEASURE 2**

The Houston Independent School District (HISD) exists to strengthen the social and economic foundation of Houston by assuring its youth the highest-quality elementary and secondary education available anywhere.

In accordance with the Texas Education Agency (TEA) Lone Star Governance continuous improvement model and the Framework for School Board Development, the HISD Board of Education monitors progress towards the district's goals and compliance with certain goals and constraints.

Attached to this update is a report regarding constraints and constraint progress measures (CPMs). The following measure has new data this month:

Constraint 5: The Superintendent shall not allow the District to operate without significantly increasing quality seats for early childhood education including prekindergarten 3, prekindergarten 4, and kindergarten.

- CPM 5.2—The district student-to-instructor ratio in prekindergarten will decrease from 15:1 in 2019–2020 to 11:1 or less in 2023–2024.

HOUSTON INDEPENDENT SCHOOL DISTRICT

Constraint 5 Progress Measure 2

Date: 10/7/2021



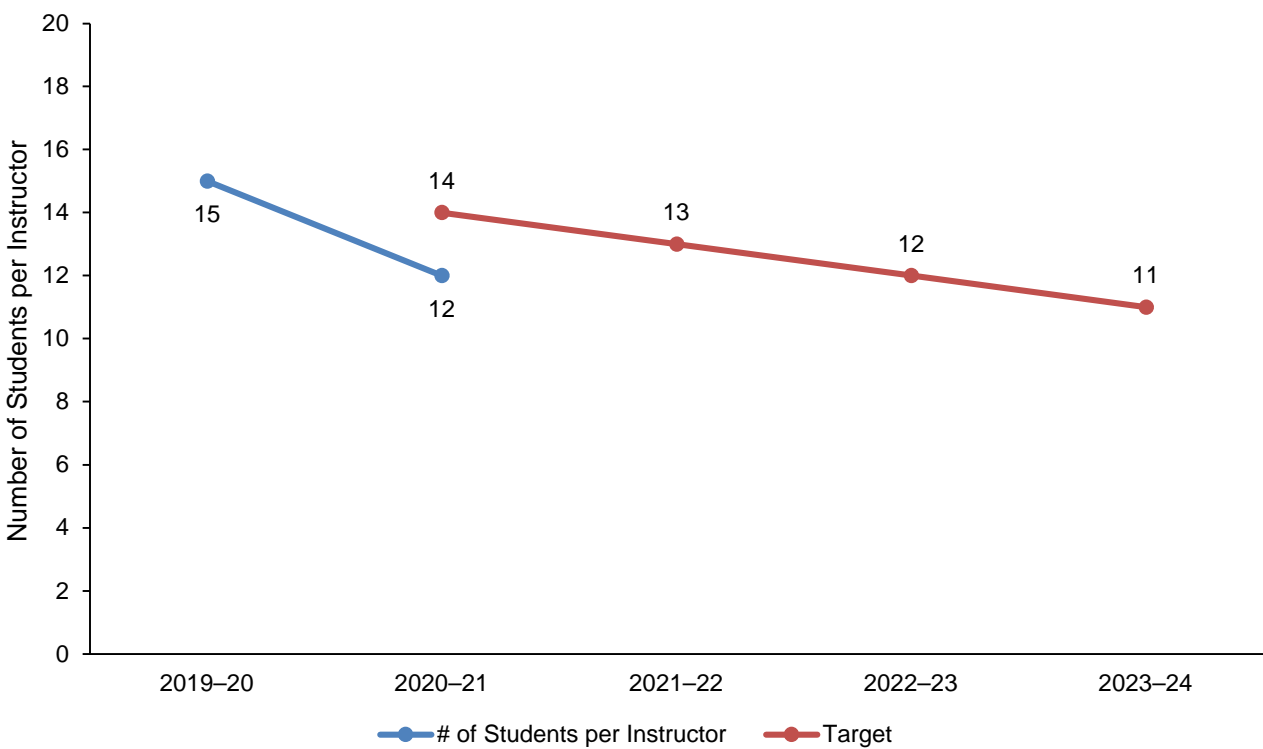
Constraint 5

The Superintendent shall not allow the District to operate without significantly increasing quality seats for early childhood education including prekindergarten 3, prekindergarten 4, and kindergarten.

CPM 5.2

The district students to instructor ratio in prekindergarten will decrease from 15:1 in 2019–2020 to 11:1 or less in 2023–2024.

Number of Pre-K Students Per Instructor



Not Evaluated

- Instructors include teachers and teaching assistants.
- 2019–2020
 - 15,321 students
 - 832 teachers
 - 204 TAs
- 2020–2021
 - 10,966 students
 - 763 teachers
 - 185 TAs

Next Steps

- Strategic Planning Focus
 - Pre-k enrollment growth
 - High Quality Instructors
 - HB3 – High-Quality Program Component
 - Facilities needs

HOUSTON INDEPENDENT SCHOOL DISTRICT

Thank you

Date: 9/9/2021



Constraint Monitoring Report: October 2021

Constraint 5 Early Childhood Seats

Constraint 5

The Superintendent shall not allow the District to operate without significantly increasing quality seats for early childhood education including prekindergarten 3, prekindergarten 4, and kindergarten.

Superintendent's Response

Early childhood education will be a prioritized topic for strategic planning over the coming months. I will investigate the district's enrollment capacity for prekindergarten and kindergarten and set long term enrollment targets that stretch our organization. Beyond increasing capacity, I want to focus on recruiting, growing, and maintaining high quality early childhood instructors to meet the demands of a growing program. I will also work with the Elementary Curriculum and Development Department to ensure that all HISD early childhood classrooms are meeting the high-quality program component of House Bill 3. It is also clear through the Listen and Learn sessions as well as through the enrollment increases that facilities need to be addressed.

HISD | Research and Accountability

ANALYZING DATA, MEASURING PERFORMANCE.

Constraint Monitoring Report: October 2021

Constraint Progress Measure 5.2 – October 2021	Evaluation																		
The district students to instructor ratio in prekindergarten will decrease from 15:1 in 2019–2020 to 11:1 or less in 2023–2024.	Not Evaluated																		
<div><div><div><div><div><div></div><div></div></div></div><div><div><div></div><div></div></div></div><div><div><div></div><div></div></div></div><div><div><div></div><div></div></div></div><div><div><div></div><div></div></div></div></div></div><div><div><div><div><div><div><div></div><div><div>Number of Pre-K Students Per Instructor</div></div></div></div><div><div></div><div><div><div>20</div><div>18</div><div>16</div><div>14</div><div>12</div><div>10</div><div>8</div><div>6</div><div>4</div><div>2</div><div>0</div></div></div><div><div><div>15</div><div>14</div><div>13</div><div>12</div><div>11</div></div></div><div><div><div>2019–20</div><div>2020–21</div><div>2021–22</div><div>2022–23</div><div>2023–24</div></div></div></div></div><div><div><div><div><div><div></div><div><div># of Students per Instructor</div></div></div></div><div><div><div></div><div><div>Target</div></div></div></div></div></div></div></div><table><thead><tr><th>School Year</th><th># of Students per Instructor</th><th>Target</th></tr></thead><tbody><tr><td>2019–20</td><td>15</td><td></td></tr><tr><td>2020–21</td><td>12</td><td>14</td></tr><tr><td>2021–22</td><td></td><td>13</td></tr><tr><td>2022–23</td><td></td><td>12</td></tr><tr><td>2023–24</td><td></td><td>11</td></tr></tbody></table></div></div></div>		School Year	# of Students per Instructor	Target	2019–20	15		2020–21	12	14	2021–22		13	2022–23		12	2023–24		11
School Year	# of Students per Instructor	Target																	
2019–20	15																		
2020–21	12	14																	
2021–22		13																	
2022–23		12																	
2023–24		11																	
Data Source																			
PEIMS Resubmission Staff and Student Data Files; Number of Teacher Assistants per Elementary Curriculum and Development																			
Methodology																			
The ratio of prekindergarten students enrolled on PEIMS snapshot date to the number of pre-k instructors is calculated. Total instructors are the number of teachers on the PEIMS snapshot date and the number of Head Start and PALS teaching assistants are in the classroom.																			

Constraint Monitoring Report: October 2021

Constraint Progress Measure 5.2 – Support Data

- The inclusion of teaching assistants in the student to instructor ratio and target are aligned with HB3 best practices for high quality pre-k.
- For the 2019–2020 school year there were 15,321 pre-k students, 832 pre-k teachers, and 204 pre-k teaching assistants.
- For the 2020–2021 school year there were 10,966 pre-k students, 763 pre-k teachers, and 185 pre-k teaching assistants.

Office of the Superintendent of Schools
Board of Education Meeting of October 7, 2021

Office of School Offices
Denise Watts, Chief of Schools

**SUBJECT: APPROVAL OF PROPOSED DELETION OF BOARD POLICY
AIC(LOCAL), ACCOUNTABILITY: INVESTIGATIONS AND
SANCTIONS—FIRST READING**

The purpose of this agenda item is to request that the Houston Independent School District (HISD) Board of Education approves the proposed deletion of Board Policy AIC(LOCAL), *Accountability: Investigations and Sanctions*. Although the Texas Association of School Boards recommended minor edits, after review by the general counsel and board counsel, the policy is recommended for deletion because the policy is essentially a restatement of AIC(LEGAL) in stating the district will follow the law. There is no need to have a local policy on this.

A copy of Board Policy AIC(LOCAL) is attached.

COST/FUNDING SOURCE(S): None

STAFFING IMPLICATIONS: None

ORGANIZATIONAL GOALS/IMPACT: This agenda item supports all four district goals and is aligned to all five core initiatives.

THIS ITEM DOES NOT REQUIRE CONSULTATION.

THIS ITEM DOES DELETE BOARD POLICY.

RECOMMENDED: That the Board of Education accepts the proposed deletion of Board Policy AIC(LOCAL), *Accountability: Investigations and Sanctions*, on first reading, effective October 8, 2021.

BOARD POLICY EXPLANATORY SHEET

POLICY CODE	TITLE (SUBJECT)	SUBTITLE
AIC(LOCAL)	Accountability	Investigations and Sanctions
INITIATED BY: Texas Association of School Boards (TASB)		
TYPE OF REVISION: Deletion		
RATIONALE: <p>TASB recommended changes to this policy; however, the Houston Independent School District (HISD) general counsel and the HISD board's counsel reviewed the policy and determined that this policy is unnecessary and does not add much value. Counsel also checked other districts' policies, including Dallas and several surrounding districts, and observed that these districts do not have an AIC(LOCAL), reinforcing their opinion.</p>		
OTHER DISTRICT RESOURCES OR PROGRAMS AFFECTED/NEEDED, IF ANY: None		
ADMINISTRATIVE PROCEDURES REQUIRED: Administrative regulations will be revised in accordance with changes to policy.		

ACCOUNTABILITY
INVESTIGATIONS AND SANCTIONS

AIC
(LOCAL)

Mandatory Sanctions

The District's policy and procedures shall abide by the mandatory sanctions prescribed in Education Code 39.1324. The District shall develop local procedures in an administrative regulation stipulating sanctions for all targeted and academically unacceptable campuses not covered by this section.

Targeted Campuses

Targeted campuses are defined as campuses rated as academically acceptable under the Accountability Rating System for Texas public schools for the current school year that would be rated as academically unacceptable if performance standards to be used for the following year were applied to the current school year. Campuses rated academically unacceptable for the current year that were rated as academically unacceptable for the previous year will also be targeted.

Management of
Academically
Unacceptable
Campuses

The Superintendent shall develop procedures in an administrative regulation to require appropriate interventions and/or provide alternative management options for academically unacceptable campuses. Interventions shall become more directive for each consecutive year a campus is rated by the Texas Education Agency (TEA) as academically unacceptable. Options shall include external management entities, in accordance with Education Code 39.1327, and placement of the school under the supervision of the chief academic officer.

School Closure

A campus that fails to meet state accountability standards as established by the TEA shall be monitored and managed according to the guidelines and procedures outlined in AIC(LEGAL).

Effective Date

This policy shall be effective as of the adoption date, June 12, 2015.

Office of the Superintendent of Schools
Board of Education Meeting of October 7, 2021

Office of the Chief of Staff
Silvia Trinh, Chief of Staff

SUBJECT: APPROVAL OF PROPOSED DELETION OF BOARD POLICY BDAF(LOCAL), OFFICERS AND OFFICIALS: SELECTION AND DUTIES OF CHIEF TAX OFFICIALS—FIRST READING

The purpose of this agenda item is to request that the Houston Independent School District (HISD) Board of Education approves the proposed deletion of Board Policy BDAF(LOCAL), *Officers and Officials: Selection and Duties of Chief Tax Officials*, as recommended by the Texas Association of School Boards (TASB).

This deletion is recommended because BDAF is no longer a valid code in the *Policy On Line* system and the content is better placed at CCG(LOCAL), *Local Revenue Sources: Ad Valorem Taxes*.

A copy of Board Policy BDAF(LOCAL) is attached.

COST/FUNDING SOURCE(S): None

STAFFING IMPLICATIONS: None

ORGANIZATIONAL GOALS/IMPACT: This agenda item supports all four district goals and is aligned to all five core initiatives.

THIS ITEM DOES NOT REQUIRE CONSULTATION.

THIS ITEM DOES DELETE BOARD POLICY.

RECOMMENDED: That the Board of Education accepts the proposed deletion of Board Policy BDAF(LOCAL), *Officers and Officials: Selection and Duties of Chief Tax Officials*, on first reading, effective October 8, 2021.

BOARD POLICY EXPLANATORY SHEET

POLICY CODE	TITLE (SUBJECT)	SUBTITLE
BDAF(LOCAL)	Officers and Officials	Selection and Duties of Chief Tax Officials
INITIATED BY: Texas Association of School Boards (TASB)		
TYPE OF REVISION: Deletion		
RATIONALE: <p>TASB recommends deleting this policy based on the following rationale:</p> <p>The district's locally developed provisions at this code should be moved to CCG(LOCAL), where the corresponding legal authority is now coded. BDAF is no longer an active code.</p>		
OTHER DISTRICT RESOURCES OR PROGRAMS AFFECTED/NEEDED, IF ANY: Proposed changes to CCG(LOCAL) should be approved at the same time.		
ADMINISTRATIVE PROCEDURES REQUIRED: Administrative regulations will be revised in accordance with changes to policy.		

OFFICERS AND OFFICIALS
SELECTION AND DUTIES OF CHIEF TAX OFFICIALS

BDAF
(LOCAL)

Selection

The Harris County Appraisal District shall appraise the taxes for the District.

The District's tax assessor-collector shall be the Finance Attorney or other employee designated by the Board.

The tax assessor-collector, along with Finance and Business Services, shall deliver to the Board the total amount of authorized valuation within the District at the earliest possible time each year. The Board shall then determine the taxes to be levied within the legal limits as necessary to maintain and operate the District's public free schools for the current fiscal year, as well as to meet the required payment of principal and interest on all outstanding bonds.

The Board may contract with private entities for the collection of taxes or the District may do its own collection.

Office of the Superintendent of Schools
Board of Education Meeting of October 7, 2021

Office of the Chief of Staff
Silvia Trinh, Chief of Staff

**SUBJECT: APPROVAL OF PROPOSED REVISIONS TO BOARD POLICY
BP(LOCAL), ADMINISTRATIVE REGULATIONS—FIRST READING**

The purpose of this agenda item is to request that the Houston Independent School District (HISD) Board of Education approves proposed revisions to Board Policy BP(LOCAL), *Administrative Regulations*, as recommended by the Texas Association of School Boards (TASB) and the HISD administration.

Changes are recommended to allow for greater flexibility in maintaining official copies of regulations and clarify that the superintendent, who is responsible for developing and enforcing district procedures, will resolve any discrepancies among conflicting regulations.

The proposed update to Board Policy BP(LOCAL) is attached.

COST/FUNDING SOURCE(S): None

STAFFING IMPLICATIONS: None

ORGANIZATIONAL GOALS/IMPACT: This agenda item supports all four district goals and is aligned to all five core initiatives.

THIS ITEM DOES REQUIRE CONSULTATION.

THIS ITEM DOES MODIFY BOARD POLICY.

RECOMMENDED: That the Board of Education accepts the proposed revisions to Board Policy BP(LOCAL), *Administrative Regulations*, on first reading, effective October 8, 2021.

BOARD POLICY EXPLANATORY SHEET

POLICY CODE	TITLE (SUBJECT)	SUBTITLE
BP(LOCAL)	Administrative Regulations	
INITIATED BY: Texas Association of School Boards (TASB)		
TYPE OF REVISION: Update		
RATIONALE: <p>TASB recommended changes based on the following rationale:</p> <p>Updates to allow for greater flexibility in maintaining official copies of regulations and clarify that the superintendent, who is responsible for developing and enforcing district procedures, will resolve any discrepancies among conflicting regulations.</p> <p>In addition, the administration is specifying that only designated guidelines, handbooks, manuals, forms, and other documents shall be considered administrative regulations; clarifying the approval and distribution information; and updating the access information.</p>		
OTHER DISTRICT RESOURCES OR PROGRAMS AFFECTED/NEEDED, IF ANY: None		
ADMINISTRATIVE PROCEDURES REQUIRED: Administrative regulations will be revised in accordance with changes to policy.		

ADMINISTRATIVE REGULATIONS

BP
(LOCAL)

**Administrative
Regulation**

Development

The Superintendent and other appropriate administrative staff shall be responsible for developing and enforcing procedures for the operation of the District. These procedures shall constitute the administrative regulations ("regulations") of the District and shall include designated guidelines, handbooks, manuals, forms, and any other documents defining standard operating procedures.

The Superintendent or designee shall ensure that administrative regulations are kept up to date and are consistent with law and Board policies. The Superintendent or designee shall resolve any discrepancies among conflicting administrative regulations. In case of conflict between administrative regulations and policy, policy shall prevail. Regulations shall provide detailed guidelines, descriptions, practices, and procedures for the operation of the District, and shall be designed to implement Board policies.

Employee Input

Prior to the Superintendent's final approval, all proposed regulations concerning wages, hours, and working conditions shall be presented to employee organizations for input through the District's consultation process.

**Approval and
Distribution**

The Superintendent shall be responsible for approving Administrative regulations prior to distribution are available for Board review but shall not be adopted by the Board.

All regulations shall be kept up to date and shall be made accessible to staff members and the public as required by the Public Information Act. [See GBA(LEGAL)]

Access

Regulations may be accessed electronically via *Policy On Line*, a service provided by the Texas Association of School Boards (<http://pol.tasb.org/Home/Index/592>) and shall be regarded as authoritative.

Regulations may be accessed in hardcopy format by visiting the Policy Administration Department.

Effective Date

This policy shall be effective as of the adoption date, .

Office of the Superintendent of Schools
Board of Education Meeting of October 7, 2021

Office of Finance
Glenn Reed, Chief Financial Officer

**SUBJECT: APPROVAL OF PROPOSED REVISIONS TO BOARD POLICY
CCG(LOCAL), LOCAL REVENUE SOURCES: AD VALOREM TAXES—
FIRST READING**

The purpose of this agenda item is to request that the Houston Independent School District (HISD) Board of Education approves revisions to Board Policy CCG(LOCAL), *Local Revenue Sources: Ad Valorem Taxes*. This local policy is recommended for update, deleting locally developed text regarding maintenance taxes. This information is addressed in CCG(LEGAL) and it is not necessary to repeat in local policy. Additionally, information is included regarding the district's tax assessor-collector. This proposal also recommends amending the policy for the board to "adopt the tax rate" in lieu of "determine the taxes" to be levied.

The proposed update to Board Policy CCG(LOCAL), *Local Revenue Sources: Ad Valorem Taxes*, is attached.

COST/FUNDING SOURCE(S): None

STAFFING IMPLICATIONS: None

ORGANIZATIONAL GOALS/IMPACT: This agenda item supports all four district goals and is aligned to all five core initiatives. It also allows HISD to fulfill its purposes and strategic intent.

THIS ITEM DOES NOT REQUIRE CONSULTATION.

THIS ITEM DOES MODIFY BOARD POLICY.

RECOMMENDED: That the Board of Education accepts the proposed revisions to CCG(LOCAL), *Local Revenue Sources: Ad Valorem Taxes*, on first reading, effective October 8, 2021.

BOARD POLICY EXPLANATORY SHEET

POLICY CODE	TITLE (SUBJECT)	SUBTITLE
CCG(LOCAL)	LOCAL REVENUE SOURCES	AD VALOREM TAXES
INITIATED BY: Texas Association of School Boards (TASB)		
TYPE OF REVISION: Update		
APPLICABILITY: This policy update applies to all board members and all district personnel.		
BACKGROUND: TASB-recommended changes are based on the following rationale: This local policy is recommended for update, deleting locally developed text regarding maintenance taxes. This information is addressed in CCG(LEGAL) and it is not necessary to repeat in local policy. Information from BDAF(LOCAL), regarding the district's tax assessor-collector, is added because BDAF is no longer an active code. In addition, the administration recommends amending the policy for the board to "adopt the tax rate" rather than "determine the taxes" to be levied.		
OTHER DISTRICT RESOURCES OR PROGRAMS AFFECTED/NEEDED, IF ANY: None		
ADMINISTRATIVE PROCEDURES REQUIRED: Administrative regulations will be revised in accordance with changes to policy.		

LOCAL REVENUE SOURCES
AD VALOREM TAXES

CCG
(LOCAL)

Maintenance Tax

The Board may levy, assess, and collect annual ad valorem taxes for the maintenance of the District schools, as provided by law.

A majority of qualified voters of the District, voting in an election held for that purpose, has authorized a maintenance tax rate not to exceed \$1.70 on the \$100 valuation of taxable property. [See CCG(LEGAL)]

The designated tax assessor-collector, in coordination with Finance and Business Services, shall deliver to the Board the total amount of authorized valuation within the District at the earliest possible time each year.

The Board shall then adopt determine the taxes rate to be levied within the legal limits as necessary to maintain and operate the District's public free schools for the current fiscal year, as well as to meet the required payment of principal and interest on all outstanding bonds.

The Board may contract with private entities for the collection of taxes, or the District may do its own collection.

Effective Date

This policy shall be effective as of the adoption date, .

Office of the Superintendent of Schools
Board of Education Meeting of October 7, 2021

Office of Finance
Glenn Reed, Chief Financial Officer

**SUBJECT: APPROVAL OF PROPOSED DELETION OF BOARD POLICY
CG(LOCAL), BONDED EMPLOYEES AND OFFICERS—FIRST
READING**

The purpose of this agenda item is to request that the Houston Independent School District (HISD) Board of Education approves the deletion of Board Policy CG(LOCAL), *Bonded Employees and Officers*. Since the law requires certain employees to be bonded and the district can determine on an individualized basis whether to bond other employees, this locally developed policy is recommended for deletion.

A copy of Board Policy CG(LOCAL), *Bonded Employees and Officers*, is attached.

COST/FUNDING SOURCE(S): None

STAFFING IMPLICATIONS: None

ORGANIZATIONAL GOALS/IMPACT: This agenda item supports all four district goals and is aligned to all five core initiatives. It also allows HISD to fulfill its purposes and strategic intent.

THIS ITEM DOES NOT REQUIRE CONSULTATION.

THIS ITEM DOES DELETE BOARD POLICY.

RECOMMENDED: That the Board of Education accepts the proposed deletion of CG(LOCAL), *Bonded Employees and Officers*, on first reading, effective October 8, 2021.

BOARD POLICY EXPLANATORY SHEET

POLICY CODE	TITLE (SUBJECT)	SUBTITLE
CG(LOCAL)	BONDED EMPLOYEES AND OFFICERS	
INITIATED BY: Texas Association of School Boards (TASB)		
TYPE OF REVISION: Deletion		
APPLICABILITY: This policy update applies to all district personnel.		
BACKGROUND: TASB-recommended changes are based on the following rationale: Since the law requires certain employees to be bonded and the district can determine on an individualized basis whether to bond other employees, this locally developed policy is recommended for deletion.		
OTHER DISTRICT RESOURCES OR PROGRAMS AFFECTED/NEEDED, IF ANY: None		
ADMINISTRATIVE PROCEDURES REQUIRED: Administrative regulations will be revised in accordance with changes to policy.		

~~BONDED EMPLOYEES AND OFFICERS~~

~~CG~~
~~(LOCAL)~~

~~In addition to the bonding required by law for employees in specific positions, the District requires a faithful performance bond and/or employee honesty bond, on a blanket basis, for all employees. Such bonds will ensure faithful performance of duty and the proper accounting for all monies and property under every employee's jurisdiction, as applicable.~~

Office of the Superintendent of Schools
Board of Education Meeting of October 7, 2021

Office of Talent
Rick Cruz, Deputy Superintendent

**SUBJECT: APPROVAL OF PROPOSED REVISIONS TO BOARD POLICY
DH(LOCAL), EMPLOYEE STANDARDS OF CONDUCT—FIRST
READING**

The purpose of this agenda item is to request that the Houston Independent School District (HISD) Board of Education approves proposed revisions to Board Policy DH(LOCAL), *Employee Standards of Conduct*, recommended by the Texas Association of School Boards (TASB) and the HISD administration.

The proposed update to Board Policy DH(LOCAL) is attached.

COST/FUNDING SOURCE(S): None

STAFFING IMPLICATIONS: None

ORGANIZATIONAL GOALS/IMPACT: This agenda item supports all four district goals and is aligned to all five core initiatives.

THIS ITEM DOES REQUIRE CONSULTATION.

THIS ITEM DOES MODIFY BOARD POLICY.

RECOMMENDED: That the Board of Education accepts the proposed revisions to Board Policy DH(LOCAL), *Employee Standards of Conduct*, on first reading, effective October 8, 2021.

BOARD POLICY EXPLANATORY SHEET

POLICY CODE	TITLE (SUBJECT)	SUBTITLE
DH(LOCAL)	Approval of Proposed Revisions to Board Policy DH(LOCAL)	Employee Standards of Conduct
INITIATED BY: Office of Talent		
TYPE OF REVISION: Update		
<p>RATIONALE:</p> <p>So as not to deter reports of discrimination, harassment, and retaliation, the Texas Association of School Boards (TASB) recommends moving to DH(LOCAL) a provision previously at DIA(LOCAL) subjecting employees to discipline for making false claims of discrimination, harassment, and retaliation or refusing to participate in an investigation.</p> <p>The additional revisions within this item address Employee Standards of Conduct, relationships and electronic communications, and revisions to the drug-free workplace policy.</p>		
OTHER DISTRICT RESOURCES OR PROGRAMS AFFECTED/NEEDED, IF ANY: None		
<p>ADMINISTRATIVE PROCEDURES REQUIRED: Administrative regulations will be revised in accordance with changes to policy. This item requires consultation.</p>		

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

Definitions

For purposes of defining prohibited conduct, the following shall apply:

- “Immorality” is conduct that the Board determines is not in conformity with the accepted principles of right and wrong behavior or that the Board determines is contrary to the moral standards that are accepted within the District.
- “Moral turpitude” is an act of baseness, vileness, or depravity in the private or social duties that a person owes another member of society in general and that is contrary to the accepted rule of right and duty between persons. Examples include but shall not be limited to: theft, attempted theft, swindling, forgery, indecency with a minor, prostitution, and the like.
- “Workplace” is defined as the site for performance of work done in connection with all assignments or duties of one’s employment with the District, including any District building or premise; any District-owned or District-approved vehicle, including any vehicle used to transport students to and from school or school activities; or any off-school property during any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event where students are under the jurisdiction of the District.
- “Electronic media” includes all forms of digital media, such as text messaging, instant messaging, electronic mail (e-mail), and the Internet and social media. Electronic media also includes all forms of telecommunications, such as landlines, cell phones, and web-based applications.
- “Electronic communication” means any communication facilitated by the use of any wired or wireless technology via the Internet or any other electronic media. The term includes communication facilitated by the use of a telephone, electronic mail, instant messaging, videoconferencing, or webcam.
- “Social media” covers web-based, interactive communication between individuals, organizations, or communities, which includes but is not limited to web logs (e.g., blogs, electronic forums such as chat rooms, video-sharing websites (e.g., YouTube, Vimeo), editorial comments posted on the Internet, and social networking sites including, but not limited to Facebook, Twitter, Google+, Instagram, LinkedIn, Wikispace, and Edmodo.

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- “User” is defined as a District employee or District contractor using computers, Internet and social media, e-mail, chat rooms, text messaging, instant messaging, and other forms of electronic communications or equipment for which the District has administrative responsibility. It also applies to any equipment that uses the District’s network to access online resources.

General Guidelines

Employees shall be courteous to one another and the public, working together in a cooperative spirit to serve the best interests of the District. All District employees shall be expected to adhere to the standards of conduct set out in the *Educators’ Code of Ethics*. [See DH(EXHIBIT)]

All District employees shall attend ethics training at least once every two years. The Office of Ethics and Compliance shall monitor participation in the training and maintain certification of successful completion for all employees in accordance with the District’s records retention policy.

Employees wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA(LOCAL)]

E-Rate Matters

In the case of E-Rate matters, refer to governance provided at CAA.

Employee Responsibilities

Every employee shall be responsible for:

1. Arriving at work on time every day and following attendance procedures;
2. Satisfactorily completing the duties as specified by the job description and/or contract, if any;
3. Relating to colleagues and supervisors with respect, courtesy, and in a professional manner;
4. Spending the workday on work-related activities to the exclusion of personal business;
5. Dressing in a manner that is appropriate for the job assignment, that reflects positively on the District, and that includes the use of all issued safety equipment;
6. Recognizing that employment with the District is not guaranteed, but is dependent on employee performance, budget, and need;
7. Following the established rules of behavior for the District and society in general as defined by local, state, and federal laws;

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8. Conducting their duties in a safe manner, following the District's general safety policies and department rules regarding proper use of approved safety equipment and apparel; and
9. Following the directives of the supervisor.

**Violations of
Standards of
Conduct**

Employees shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as District employees. Violation of any policies, regulations, or guidelines, including intentionally making a false claim, offering a false statement, or refusing to cooperate with a District investigation, may result in disciplinary action, including termination of employment. [See DCD and DF series]

**Discrimination,
Harassment, or
Abuse**

District employees shall work, supervise others, or be supervised in a work environment free of discrimination, harassment, and abuse. Accordingly, the use of discriminatory remarks and/or epithets regarding an employee's race, sex, age, color, religion, ancestry, handicap or disability, marital status, veteran status, political affiliation, sexual orientation, gender identity, and/or gender expression, or national origin shall not be permitted. Employees shall not engage in prohibited harassment, including sexual harassment, of:

1. Other employees, as defined at DIA.
2. Students, as defined at FFH. [See FFG regarding child abuse and neglect.]

While acting in the course of their employment, employees shall not engage in prohibited harassment, including sexual harassment, of other persons, including Board members, vendors, contractors, volunteers, or parents.

An employee shall report child abuse or neglect as required by law. [See FFG]

Workplace Bullying

The District considers workplace bullying to be unacceptable and will not tolerate it under any circumstances.

Workplace bullying is defined as engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs in the workplace that:

1. Has the effect or will have the effect of physically harming another employee, damaging the employee's property, or placing the employee in reasonable fear of harm to the employee's person or of damage to the employee's property;

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2. Is sufficiently severe, persistent, and pervasive that the action or threat creates an intimidating, threatening, or abusive work environment for the employee;
3. Exploits an imbalance of power between the employee perpetrator and the employee victim through written or verbal expression or physical conduct; or
4. Interferes with the victim's employment or substantially disrupts the operation of the work location.

Workplace bullying does not include the legitimate exercise of employee management, including task assignment, employee coaching, and work-related employee discipline.

Allegations of workplace bullying shall be handled in accordance with DIA3(REGULATION).

Relationships with Students

An Employee shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See DIA and FFH]

As required by law, the District shall notify the parent(s)/guardian(s) of a student with whom an educator is alleged to have engaged in certain misconduct. [See FFF]

Freedom of Speech

The First Amendment of the United States Constitution prohibits the government from creating law that abridges the freedom of speech. Under Article 1, Section 8 of the Texas Constitution, every person shall be at liberty to speak, write, or publish his or her opinions on any subject, being responsible for the abuse of that privilege; and no law shall ever pass curtailing the liberty of speech. This policy is not intended to abrogate any individual's state and federal constitutional right to free speech on matters of public concern or to inhibit an employee's right to participate in political affairs in the employee's community, state, or nation as provided under Education Code 21.407(b). These rights must be exercised responsibly and within the context of the District's right to maintain and secure an effective and efficient workplace and school operations free from disruptions that detract from the District's objective of educating children.

Social Media
Electronic Communication

The District recognizes the powerful impact that electronic communication and social media can have on education. The user participation and sharing of information inherent in these media can be beneficial to students and teachers; and when used responsibly and safely, they may be effectively integrated into the educational environment to support traditional instruction.

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~~Social Media Use~~
with Students

In accordance with administrative regulations, a certified or licensed employee, or any other employee designated in writing by the Superintendent or designee, may use ~~social media to communicate electronic communication~~ with currently enrolled students only about matters within the scope of the employee's professional responsibilities.

Unless an exception has been made in accordance with the employee handbook or other administrative regulations, an employee shall not use a personal electronic communication platform, application, or account to communicate with currently enrolled students.

Unless authorized above, All other employees are prohibited from using ~~social media to communicate~~ electronic communication directly with students who are currently enrolled in the District. For specific procedures on the following, see the administrative regulation [see DH5(REGULATION)]:

1. Exceptions for family and social relationships; and
2. The circumstances under which an employee may use text messaging to communicate with individual students or student groups;
- 1-3. Hours of the day during which electronic communication is discouraged or prohibited; and
- 2-4. Procedures for establishing professional media sites, limitations to communicating with students, content restrictions, administrative monitoring and review, privacy issues, adherence to applicable laws and policies, and site accessibility to parents and administrators.

Each employee shall continue to comply with the applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standards for Texas Educators including:

- Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records; [See CPC and FL]
- Copyright law; and [See CY]
- Technology resources. [See CQ]

In accordance with ethical standards applicable to all District employees [see DH(EXHIBIT)], an employee shall be prohibited from using electronic communications in a manner that constitutes prohibited harassment or abuse of a District student; adversely affects

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the student's learning, mental health, or safety; includes threats of violence against the student; reveals confidential information about the student; or constitutes an inappropriate communication with a student, as described in the Educators' Code of Ethics.

An employee shall have no expectation of privacy in electronic communications with students. Each employee shall comply with the District's requirements for records retention and destruction to the extent those requirements apply to electronic communication. [See CPC]

**Personal Use of
Social Media**

An Each employee shall be held to the same professional standards in his or her their public use of social media electronic communication as for any other public conduct. If an employee's use of social media electronic communication violates state or federal law or District policy, or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

**Reporting Improper
Communication**

In accordance with administrative regulations, an employee shall notify his or her supervisor when a student engages in improper electronic communication with the employee.

**Disclosing Personal
Information**

An employee shall not be required to disclose his or her personal email address or personal phone number to a student.

Safety Requirements

All employees shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

Weapons Prohibited

The District prohibits the use, possession, or display of any firearm, illegal location-restricted knife, club, or prohibited weapon, as defined at FNCG, on District property at all times.

Exceptions

No violation of this policy occurs when:

1. Use or possession of a firearm by a specific employee is authorized by Board action. [See CKE]
2. A District employee who holds a Texas handgun license stores a handgun, or other firearm, or ammunition in a locked, privately owned or leased motor vehicle in a parking lot, parking garage, or other parking area provided by the District, provided the handgun, or other firearm, or ammunition is ~~not~~ loaded and not in plain view; or
- 2.3. The use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. [See FOD]

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**Tobacco and
E-Cigarettes**

An employee shall not smoke or use tobacco products or e-cigarettes on District property, in District vehicles, or at school-related activities. [See also GKA]

**Alcohol and Drugs/
Notice of Drug-Free
Workplace**

As a condition of employment, an employee shall abide by the terms of the following drug-free workplace provisions. An employee shall notify the Superintendent in writing within ten days if the employee is convicted for a violation of a criminal drug statute occurring in the workplace in accordance with Responsibility to Report Charges below.

An employee shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while on District property or at school-related activities during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.

Exceptions

It shall not be considered a violation of this policy if the employee:

1. Manufactures, possesses, or dispenses a substance listed above as part of the employee's job responsibilities;
2. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee's personal use; or
3. Possesses a controlled substance or drug that a licensed physician has prescribed for the employee's child or other individual for whom the employee is a legal guardian.

NoticeSanctions

Each An employee shall be given a copy of the District's notice regarding who violates these drug-free schools. [See DI(EX-HIBIT)]workplace provisions shall be subject to disciplinary sanctions. Sanctions may include:

1. Referral to drug and alcohol counseling or rehabilitation programs;

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2. Referral to employee assistance programs;

3. Termination from employment with the District; and

4. Referral to appropriate law enforcement officials for prosecution.

Notice

Employees shall receive a copy of this policy, a purpose of which is to eliminate drug abuse from the workplace, shall be provided to each employee at the beginning of each year or upon employment.

Drug Testing

All employees are subject to reasonable suspicion testing for alcohol and/or drug use. [See DHE(LOCAL)]

An employee who tests positive for prohibited drugs and/or alcohol shall be subject to termination, except when an employee voluntarily admits to alcohol or illegal drug use and commences counseling or rehabilitation prior to an event that leads to the initiation of any alcohol or drug testing. Such an employee must thereafter refrain from using alcohol and/or illegal drugs.

[See also DI(EXHIBIT) for Drug-Free Workplace Requirements and DHE(LOCAL) for alcohol and drug testing]

**Unauthorized
Persons on District
Premises**

A District employee shall not bring his or her own relative, personal aide, or hired helper to assist the employee in the performance of duties on District premises or at school-sponsored activities without prior approval from the principal/work location supervisor and/or Human Resources Department. [See also DC(LOCAL) and GKG(LOCAL)]

Dress and Grooming

~~The An employee's~~ dress and grooming ~~of District employees~~ shall be clean, neat, in a manner appropriate for ~~their~~ his or her assignments, and in accordance with any additional standards established by ~~their~~ his or her supervisors and approved by the Superintendent.

Money Lending

The District prohibits loans made by one employee to another with the intent of collecting interest.

**Annual Criminal
History Record
Check**

An annual criminal background check shall be conducted on all active personnel who do not have electronic fingerprints on file with the Texas Department of Public Safety.

Review Committee

A review committee will assess the records of employees found to have criminal records that may bar them from continued employment in the District. The committee shall use the standards for reviewing employees and applicants as set out in DC16(REGULATION).

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**Criminal History
Record Check Prior
to Promotion or
Transfer**

A criminal background check shall be conducted on all employees prior to any promotion or transfer to an administrator position, on a campus or within the central office, or as determined by the Superintendent's direct report.

Employees shall disclose a prior record when requested to do so at the time of employment. Failure to do so shall result in termination of employment.

**Responsibility to
Report Charges**

Employees are required to notify the District within ten days should they be charged with, convicted of, granted deferred adjudication for, or entered a plea of nolo contendere to any felony or any misdemeanor involving moral turpitude. This notification must be made in writing to the custodian of records in the Human Resources Department. Failure to do so could result in termination of employment.

**Reassignment
Pending Final
Disposition**

An employee shall be subject to being temporarily reassigned when the District becomes aware of any pending charge, previous conviction, or deferred adjudication. The decision to reassign an employee shall be made by the appropriate direct report to the Superintendent or designee.

**Determination Upon
Final Disposition**

A determination regarding what action, if any, to take will be made after the final disposition of the pending charge(s) or, in the case of a conviction or deferred adjudication, after a recommendation is made to the senior manager, Human Resources (HR) Operations, by the criminal history review committee. In the case of an employee, final disposition of pending charges means a conviction, deferred adjudication, or dismissal of the charges. An employee's completion of probation or other sentencing is not required for a final disposition by the District.

**Reports of
Misconduct**

In its Declaration of Beliefs and Visions, the Board expressed its strong confidence in and appreciation for District personnel. The Board desires to provide a uniform system that adequately addresses the needs and concerns of all District employees. The Board therefore encourages employees and others connected with the District to bring forward reports in the form of complaints, comments, and suggestions in order to maintain effective and efficient operations, free from disruptions that detract from the District's main objective of educating children.

This policy applies not only to District employees but is also available to parents, students, patrons of the District, and the general public.

The Board recognizes that there are existing resources through which reports can be made and resolved. These resources include

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the Employee Hotline, the Employee Assistance Program, the Equal Employment Opportunity, Professional Standards, District Police, and Internal Affairs Departments, as well as other appropriate law enforcement authorities. The Board has designated the senior manager, HR Employee Relations, as the clearinghouse for all reports of wrongdoing and for the coordination of resolutions.

Effective Date

This policy shall be effective as of the adoption date, August 11, 2017.

Office of the Superintendent of Schools
Board of Education Meeting of October 7, 2021

Office of Talent
Rick Cruz, Deputy Superintendent

**SUBJECT: APPROVAL OF PROPOSED REVISIONS TO BOARD POLICY
DI(LOCAL), EMPLOYEE WELFARE—FIRST READING**

The purpose of this agenda item is to request that the Houston Independent School District (HISD) Board of Education approves proposed revisions to Board Policy DI(LOCAL), *Employee Welfare*, recommended by the Texas Association of School Boards (TASB).

COST/FUNDING SOURCE(S): None

STAFFING IMPLICATIONS: None

ORGANIZATIONAL GOALS/IMPACT: This agenda item supports all four district goals and is aligned to Core Initiative 5: Culture of Trust through Action.

THIS ITEM DOES REQUIRE CONSULTATION.

THIS ITEM DOES MODIFY BOARD POLICY.

RECOMMENDED: That the Board of Education accepts the proposed revisions to Board Policy DI(LOCAL), *Employee Welfare*, on first reading, effective October 8, 2021.

BOARD POLICY EXPLANATORY SHEET

POLICY CODE	TITLE (SUBJECT)	SUBTITLE
DI(LOCAL)	Employee Welfare	
INITIATED BY: Office of Human Resources		
TYPE OF REVISION: Update		
RATIONALE: This revision is recommended by the Texas Association of School Boards (TASB) as the provisions addressing drug-free awareness programs are adequately covered through the district's DH(LEGAL) and DH(LOCAL) policies.		
OTHER DISTRICT RESOURCES OR PROGRAMS AFFECTED/NEEDED, IF ANY: None		
ADMINISTRATIVE PROCEDURES REQUIRED: Administrative regulations will be revised in accordance with changes to policy. This item requires consultation.		

EMPLOYEE WELFARE

DI
(LOCAL)

**Values and
Expectations**

The District recognizes that promoting a safe and positive work environment contributes to the fulfillment of the District's mission and provides for the intellectual, social, emotional, and physical growth of students.

An employee can expect:

1. A supervisor who follows District policy in relation to wages, hours, and conditions of work;
2. A procedure for resolving employment disputes;
3. Respect from colleagues and supervisors;
4. A safe and healthy work environment;
5. Assistance, as needed, from the Employee Assistance Program; and
6. Training or staff development to be available.

**Protection from
Physical Assaults**

The District shall take reasonable steps to provide a safe environment for its students and employees. An employee may use reasonable force as is necessary to protect himself or herself from an attack, to protect another person or property, to quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects upon the aggressor or within control of a student or other person. [See also DEC(LEGAL) on Assault Leave]

**Drug-Free Awareness
Program**

~~As part of the Employee Assistance Program, the District shall establish a drug-free awareness program to inform employees about:~~

- ~~1. The dangers of drug use and abuse in the workplace.~~
- ~~2. The District's policy of maintaining a drug-free environment. [See DH(LOCAL)]~~
- ~~3. Drug counseling, rehabilitation, and employee assistance programs that are available in the community, if any.~~
- ~~4. The penalties that may be imposed on employees for violation of drug use and abuse prohibitions. [See DH(LOCAL)]~~

Effective Date

This policy shall be effective as of the adoption date, .

Office of the Superintendent of Schools
Board of Education Meeting of October 7, 2021

Office of Academics
Rick Cruz, Deputy Superintendent

**SUBJECT: APPROVAL OF PROPOSED REVISIONS TO BOARD POLICY
FD(LOCAL), ADMISSIONS—FIRST READING**

The purpose of this agenda item is to request that the Houston Independent School District (HISD) Board of Education approves revisions to Board Policy FD(LOCAL), *Admissions*, as recommended by the Texas Association of School Boards (TASB).

This policy revision addresses transition assistance for highly mobile students who are homeless or in substitute care, and revises the policy to bring it into alignment with state law regarding the age of admission to schools for the purpose of completing the requirements for a high school diploma.

The proposed Board Policy FD(LOCAL) is attached.

COST/FUNDING SOURCE(S): None

STAFFING IMPLICATIONS: None

ORGANIZATIONAL GOALS/IMPACT: This agenda item supports all four district goals and is aligned to Core Initiative 5: Culture of Trust through Action.

THIS ITEM DOES NOT REQUIRE CONSULTATION.

THIS ITEM DOES MODIFY BOARD POLICY.

RECOMMENDED: That the Board of Education accepts the proposed revisions to FD(LOCAL), *Admissions*, on first reading, effective October 8, 2021.

BOARD POLICY EXPLANATORY SHEET

POLICY CODE	TITLE (SUBJECT)	SUBTITLE
FD(LOCAL)	Admissions	
INITIATED BY: Texas Association of School Boards (TASB)		
TYPE OF REVISION: Update		
<p>BACKGROUND:</p> <p>TASB-recommended changes are based on the following rationale:</p> <p>New Administrative Code rules, effective March 30, 2020, address transition assistance for highly mobile students who are homeless or in substitute care and require districts to adopt local policy to assist with awarding credit to a student who is homeless or in substitute care for a course that was earned prior to the student enrolling in or transferring to the district.</p> <p>State law permits districts to admit persons who are at least 21 and under 26 for the purpose of completing the requirements for a high-school diploma. A small revision to the district's existing provision is to better match statutory language for clarity.</p>		
OTHER DISTRICT RESOURCES OR PROGRAMS AFFECTED/NEEDED, IF ANY: None		
ADMINISTRATIVE PROCEDURES REQUIRED: Administrative regulations will be revised in accordance with changes to policy.		

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Persons Age 21 and Over

An approved dropout recovery program in the District shall admit a person who is at least age 21 and ~~younger than~~ under age 26 years of age for the purpose of completing the requirements for a high school diploma provided that:

1. The student is a District resident;
2. The student may reasonably be expected to complete all requirements for high school graduation prior to his or her 26th birthday; and
3. Space is available in the program.

Registration Forms

Before a student may officially be admitted to District schools, the student's parent, legal guardian, or other person having lawful control shall annually complete and sign registration forms. A student who has reached age 18 shall be permitted to complete and sign these forms.

Proof of Residency

At the time of registration, the parent, guardian, or other person having lawful control of the student under a court order must present proof of residence in the District in the form of one or more of the following:

1. A recently paid rent receipt.
2. A current lease agreement.
3. The most recent tax receipt indicating home ownership.
4. A current utility bill indicating the address and the adult's name.

For a student living separate and apart from his or her parent, guardian, or other person having lawful control under a court order, the adult District resident with whom the student resides must provide proof of residence in the same manner as described in this policy.

For a nonresident student whose resident grandparent provides a substantial amount of after-school care, the grandparent must provide proof of residence in the same manner as a parent.

Verification of
Residence
Information

District staff in charge of enrollment procedures may require additional documentation when a student's residence status is in question. The Superintendent or designee may verify a student's residence information by:

1. Requiring additional mail addressed to the person enrolling the student;
2. Visually inspecting the residence for evidence that the student indeed lives there; or

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	3. Applying the criteria outlined in the UIL Constitution and Contest Rules.
Exceptions	Proof of a student's residency shall be waived when the student is homeless as defined by law.
Minor Living Apart	A minor student residing in the District but whose parent, guardian, or other person having lawful control under a court order does not reside in the District shall present a power of attorney or an authorization agreement as provided in Chapter 34 of the Family Code assigning responsibility for the student in all school-related matters to an adult resident of the District.
Person Standing in Parental Relation	
Misconduct	A minor student living apart who has engaged in misconduct that results in any of the consequences found in Education Code 25.001(d) shall not be permitted to attend a District school.
Exceptions	Based on an individual student's circumstance, the Superintendent shall have authority to grant exceptions to the requirement for a power of attorney or authorization agreement and to the exclusion for misconduct. [See FD(EXHIBIT)–A, D, and E]
Extracurricular Activities	The Superintendent shall determine whether a minor student living apart is present in the District for the primary purpose of participating in extracurricular activities.
Nonresident Student in Grandparent's After-School Care	<p>The parent and grandparent of a nonresident student requesting admission under Education Code 25.001(b)(9) shall provide to the Superintendent the required information on the grandparent's residency and complete a form provided by the District describing the extent of after-school care to be provided by the grandparent.</p> <p>The Superintendent or designee shall have authority to approve or deny such admissions requests in accordance with this policy.</p>
Substantial After-School Care	<p>For purposes of this policy, a substantial amount of after-school care shall consist of at least:</p> <ol style="list-style-type: none">1. Two hours after the regular school day; and2. Four days during the regular school week. <p>The age of the student and any special needs or circumstances shall also be considered. The student may continue in enrollment as long as the grandparent provides this level of care.</p>
Placement	
Accredited Schools	The parent, guardian, or other person having lawful control of a student enrolling in a District school from an accredited public, private, or parochial school shall provide evidence of the prior schooling outside the District. The student shall be placed initially at the grade level reached elsewhere, pending observation by the classroom teacher, guidance personnel, and the principal. On the basis

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of these observations and results of tests that may be administered by appropriate District personnel, the principal shall determine the final grade placement.

For the purposes of this policy, "accredited" shall be defined as accreditation by TEA, an equivalent agency from another state, or an accrediting association recognized by the commissioner.

**Nonaccredited
Schools**

A student enrolling in a District school from a nonaccredited public, private, or parochial school, including a homeschool, shall be placed initially at the discretion of the principal, pending observation by classroom teachers, guidance personnel, and the principal. Criteria for placement may include:

1. Scores on achievement tests, which may be administered by appropriate District personnel.
2. Recommendation of the sending school.
3. Prior academic record.
4. Chronological age and social and emotional development of the student.
5. Other criteria deemed appropriate by the principal.

Transfer Credit

Before granting course credit, the District shall validate, by testing or other evidence, that any course taken by a student at a nonaccredited public, private, or parochial school meets State Board requirements. [See EHDB]

Foreign Students

A student from a foreign country whose transcripts cannot be accurately evaluated or for whom no transcript can be obtained shall be referred immediately for grade placement testing to determine in which grade level he or she shall be enrolled. The student may be assigned to the grade level he or she has requested until the student's test results are available.

Transition
Assistance

In accordance with law, when a student who is identified as homeless or in substitute care enrolls in the District, the District shall assess the student's available records and other relevant information to determine transfer of credit for subjects and courses taken prior to enrollment.

[See E]

Withdrawal

A parent or guardian wishing to withdraw a minor student shall present a signed request stating the reason for the withdrawal. A student who is 18 or older may request withdrawal without a parent's or guardian's signature.

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[For District withdrawal of students no longer in attendance, see
FEA(LOCAL)]

Effective Date

This policy shall be effective as of the adoption date, .

Office of the Superintendent of Schools
Board of Education Meeting of October 7, 2021

Office of Finance
Glenn Reed, Chief Financial Officer

**SUBJECT: APPROVAL OF PROPOSED REVISIONS TO BOARD POLICY
FJ(LOCAL), GIFTS AND SOLICITATIONS—FIRST READING**

The purpose of this agenda item is to request that the Houston Independent School District (HISD) Board of Education approves revisions to Board Policy FJ(LOCAL), *Gifts and Solicitations*. This local policy is recommended for update with significant revisions to simplify and streamline it, as well as to retitle it *Student Fundraising* to better reflect the content and to be consistent with FJ(LEGAL). Extensive administrative details are recommended for deletion from the policy. As reflected in the introductory sentence to the policy, details on fundraising plans, approval of activities, and reporting are typically addressed in administrative regulations and need not be included in board-adopted policy. Provisions on fundraising by outside organizations should be moved to GE.

Remaining policy statements include provisions that address student participation in approved activities that benefit the district or a non-school, charitable organization. Those activities must relate to the district's educational mission and participation must be voluntary.

In accordance with law, no fundraising is permitted during class time.

The final paragraph includes a reminder that fundraisers involving the sale of food and beverages that can be consumed during the school day must comply with federal competitive food standards, unless it is an exempted fundraiser as permitted by state and federal law.

The proposed update to Board Policy FJ(LOCAL), *Gifts and Solicitations*, is attached.

COST/FUNDING SOURCE(S): None

STAFFING IMPLICATIONS: None

ORGANIZATIONAL GOALS/IMPACT: This agenda item supports all four district goals and is aligned to all five core initiatives. It also allows HISD to fulfill its purposes and strategic intent.

THIS ITEM DOES REQUIRE CONSULTATION.

THIS ITEM DOES MODIFY BOARD POLICY.

RECOMMENDED: That the Board of Education accepts the proposed revisions to FJ(LOCAL), *Gifts and Solicitations*, on first reading, effective October 8, 2021.

BOARD POLICY EXPLANATORY SHEET

POLICY CODE	TITLE (SUBJECT)	SUBTITLE
FJ(LOCAL)	Gifts and Solicitations	
INITIATED BY: Texas Association of School Boards (TASB)		
TYPE OF REVISION: Update		
APPLICABILITY: This policy update applies to all board members and all district personnel.		
<p>BACKGROUND:</p> <p>TASB-recommended changes are based on the following rationale:</p> <p>Significant revisions are recommended to simplify and streamline this local policy, which has been retitled <i>Student Fundraising</i> to better reflect the content. Extensive administrative details are recommended for deletion from the policy. As reflected in the introductory sentence to the policy, details on fundraising plans, approval of activities, and reporting are typically addressed in administrative regulations and need not be included in board-adopted policy. Provisions on fundraising by outside organizations should be moved to GE.</p> <p>Remaining policy statements include provisions that address student participation in approved activities that benefit the district or a non-school, charitable organization. Those activities must relate to the district's educational mission and participation must be voluntary.</p> <p>In accordance with law, no fundraising is permitted during class time.</p> <p>The final paragraph includes a reminder that fundraisers involving the sale of food and beverages that can be consumed during the school day must comply with federal competitive food standards, unless it is an exempted fundraiser as permitted by state and federal law.</p>		
OTHER DISTRICT RESOURCES OR PROGRAMS AFFECTED/NEEDED, IF ANY: None		
ADMINISTRATIVE PROCEDURES REQUIRED: Administrative regulations will be revised in accordance with changes to policy.		

GIFTS AND SOLICITATIONS STUDENT FUNDRAISING

FJ
(LOCAL)

School-Sponsored

Administrative regulations shall address student Fund-raising plans, activities by student groups and/or for school-sponsored projects shall be allowed, with prior administrative approval and under the supervision of the project sponsor, for students in all grades fundraising activities, and any required reporting on fund-raisers by campus administrators.

With at least one employee managing each project, students representing their school or the District may participate in approved fundraising to benefit the District or a nonschool, charitable organization. Participation shall be voluntary and shall be approved only when the fundraising activity relates to the District's educational mission. [See the *Finance Procedures Manual*]

All Fund-raising projects shall not be subject to the approval of the principal, district superintendent, and Board, as appropriate permitted during class time. [See EC]

Student participation in approved fund-raising activities shall not interfere with the regular instructional program. [See EC] Funds raised shall be received, deposited, and disbursed in accordance with CFD(LOCAL) Fundraising through sales of foods and beverages that could be consumed during the school day shall meet the requirements for competitive foods unless the District allows an exception from the competitive food requirement, as permitted by state and federal law. [See CO and FFA also the *Finance Procedures Manual*]

Effective Date

This policy shall be effective as of the adoption date, .

Office of the Superintendent of Schools
Board of Education Meeting of October 7, 2021

Office of the Deputy Superintendent
Rick Cruz, Deputy Superintendent

**SUBJECT: APPROVAL OF PROPOSED REVISIONS TO BOARD POLICY
GE(LOCAL), RELATIONS WITH PARENT ORGANIZATIONS—FIRST
READING**

The purpose of this agenda item is to request that the Houston Independent School District (HISD) Board of Education approves revisions to Board Policy GE(LOCAL), *Relations with Parent Organizations* recommended by the Texas Association of School Boards (TASB). This update includes information about fundraising by outside organizations, which has been in FJ(LOCAL), and adds a reference to CDC(LOCAL), *Other Revenues: Gifts and Solicitations*.

The proposed update to Board Policy GE(LOCAL), *Relations with Parent Organizations*, is attached.

COST/FUNDING SOURCE(S): None

STAFFING IMPLICATIONS: None

ORGANIZATIONAL GOALS/IMPACT: This agenda item supports all four district goals and is aligned to all five core initiatives.

THIS ITEM DOES NOT REQUIRE CONSULTATION.

THIS ITEM DOES MODIFY BOARD POLICY.

RECOMMENDED: That the Board of Education accepts the proposed revisions to GE(LOCAL), *Relations with Parent Organizations*, on first reading, effective October 8, 2021.

BOARD POLICY EXPLANATORY SHEET

POLICY CODE	TITLE (SUBJECT)	SUBTITLE
GE(LOCAL)	Relations with Parent Organizations	
INITIATED BY: Texas Association of School Boards (TASB)		
TYPE OF REVISION: Update		
<p>RATIONALE:</p> <p>These TASB-recommended changes are based on the following rationale:</p> <p>As part of the review of solicitation and fundraising provisions throughout the policy manual, changes are recommended to this local policy, which focuses on activities by district-affiliated school-support or booster organizations and other parent groups. The new provisions clarify that when such groups fundraise or solicit donations, those activities must be consistent with the district's philosophy and objectives, board policies, and administrative regulations and be conducted in accordance with University Interscholastic League (UIL) or other applicable governing association guidelines. In addition, the organization or group must notify the principal or other administrator before engaging in fundraising or soliciting donations. A cross-reference to Board Policy CDC(LOCAL) for district acceptance of gifts and donations was also added.</p>		
OTHER DISTRICT RESOURCES OR PROGRAMS AFFECTED/NEEDED, IF ANY: None		
ADMINISTRATIVE PROCEDURES REQUIRED: Administrative regulations will be revised in accordance with changes to policy.		

RELATIONS WITH PARENT ORGANIZATIONS

GE
(LOCAL)

Fundraising

District-affiliated school-support organizations and booster organizations, and other parent groups, shall organize, fundraise or solicit donations, and function in a way that is consistent with the District's philosophy and objectives, Board policies, District administrative regulations, applicable UIL or other governing association guidelines, and financial and audit regulations. [See also CDC and CFC]

Before engaging in fundraising or soliciting gifts, an organization or group shall notify the principal or other appropriate administrator identified in administrative regulations. [See CDC(LOCAL) for District acceptance of gifts and solicitations]

Parental Involvement

The District shall provide a program of parental involvement and engagement to enable parents to assume a major supporting role in the education of their children. [See BQ(LOCAL)]

Every school shall have a Parent Community Participation Team (PCPT) responsible for designing activities that identify, organize, train, support, and supervise parental participation at all levels of school life.

Parents at the individual school level shall be given every opportunity to work in a parent-teacher relationship that will promote goodwill and understanding so as to strengthen the educational program.

Use of District Facilities

District-affiliated PTA and PTO organizations may use District facilities with prior approval of the appropriate administrator in accordance with Section 1405 of the *Finance Procedures Manual*. School-support, booster organizations and other parent groups may use District facilities in accordance with Section 1403 of the *Finance Procedures Manual* and Board policy GKD(LOCAL).

Effective Date

This policy shall be effective as of the adoption date. .