



Agenda of Policy Committee Meeting

The Board of Trustees Belton Independent School District

A Policy Committee Meeting of the Board of Trustees of Belton Independent School District will be held April 5, 2021, beginning at 5:00 PM in the Big Red Room, 400 N. Wall Street, Belton, TX 76513. One or more trustees may participate via video conference.

The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the same order as shown on this meeting notice.

1. Call to Order

2. Public Comments

3. Review and Discuss the Following Items:

A. CDA(LOCAL): Other Revenues - Investments - 1st Reading	3
B. DEA (LOCAL): Compensation and Benefits - Compensation Plan - 1st Reading	13
C. CPC(LOCAL): Office Management - Records Management- 1st Reading	17
D. FFAC(LOCAL): Wellness and Health Services - Medical Treatment - 1st Reading	21
E. BQ(LOCAL): Planning and Decision-making Process - 1st Reading	26
F. BQA(LOCAL): Planning and Decision-making Process - District- Level- 1st Reading	28
G. BQB(LOCAL): Planning and Decision-making Process - Campus- Level- 1st Reading	34

H. EIC(LOCAL): Academic Achievement - Class Ranking -
Learning/Study

39

4. Issues/Concerns for Future Agenda or Administrative Reports

5. Adjourn

Investment Authority

The Superintendent or other person designated by Board resolution shall serve as the investment officer(s) of the District and shall invest District funds as directed by the Board and in accordance with the District's written investment policy and generally accepted accounting procedures.

The District may contract with a non-discretionary, SEC-registered investment adviser to assist in management of the portfolio(s).

All investment transactions except investment pool funds and money market mutual funds shall be settled on a delivery versus payment basis.

**Approved
Investment
Instruments**

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

1. Obligations of, or guaranteed by, governmental entities as permitted by Government Code 2256.009.
2. Fully insured or collateralized certificates of deposit from Texas banks as permitted by Government Code 2256.010 and collateralized in accordance with this policy.
3. Fully insured share certificates from Texas credit unions as permitted by Government Code 2256.010.
4. Fully collateralized repurchase agreements permitted by Government Code 2256.011.
5. A securities lending program as permitted by Government Code 2256.0115.
6. Prime banker's acceptances as permitted by Government Code 2256.012.
7. A1/P1-rated commercial paper with a maximum stated maturity of ~~180~~270 days as permitted by Government Code 2256.013.
8. AAA-rated money market mutual funds, which strive to maintain a \$1 net asset value, as permitted by Government Code 2256.014.
9. A guaranteed investment contract as an investment vehicle for bond proceeds, provided it meets the criteria and eligibility requirements established by Government Code 2256.015.

OTHER REVENUES
INVESTMENTS

CDA
(LOCAL)

10. Public funds investment pools, which strive to maintain a \$1 net asset value, as permitted by Government Code 2256.016.
11. Fully FDIC-insured or collateralized interest-bearing accounts in Texas banks as permitted by Government Code 2256.010 and collateralized in accordance with this policy.

Safety

The primary goal of the investment program is to ensure safety of principal, to maintain liquidity, and to maximize financial returns within current market conditions in accordance with this policy. Investments shall be made in a manner that ensures the preservation of capital in the overall portfolio, and offsets during a 12-month period any market price losses resulting from interest-rate fluctuations by income received from the balance of the portfolio. No individual investment transaction shall be undertaken that jeopardizes the total capital position of the overall portfolio.

Investment Management

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

Liquidity and Maturity

Any internally created pool fund group of the District shall have a maximum dollar weighted average maturity of 365 days. The maximum allowable stated maturity of any other individual investment owned by the District shall not exceed three years from the time of purchase.

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

Diversity

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

Monitoring Market Prices

The investment officer shall monitor the investment portfolio and shall keep the Board informed of significant changes in the market value of the District's investment portfolio. Information sources may include financial/investment publications and electronic media, available software for tracking investments, depository banks, commercial or investment banks, financial advisers, and representatives/advisers of investment pools or money market funds. Monitoring shall be done monthly or more often as economic conditions warrant by using appropriate reports, indices, or benchmarks for the type of investment. The risk benchmark for the total portfolio shall be the six-month treasury bill for the comparable period.

**Monitoring Rating
Changes**

In accordance with Government Code 2256.005(b), the investment officer shall develop a procedure to monitor changes in investment ratings and to liquidate investments that do not maintain satisfactory ratings. Credit ratings shall be monitored at least monthly and if the credit rating falls, the investment officer or adviser shall notify the chief financial officer with alternatives for prudent liquidation of the securities so down-graded.

Funds / Strategies

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

The District may commingle its funds for investment purposes while serving the unique needs of every fund type.

Operating Funds

Investment strategies for operating funds (including any commingled pools containing operating funds) shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements. Uncertain cash flows shall require a liquidity buffer in order to meet unanticipated cash flow needs.

Custodial Funds

Investment strategies for custodial funds shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.

Debt Service Funds

Investment strategies for debt service funds shall have as their primary objective sufficient investment liquidity to timely meet each successive debt service payment obligation in accordance with provisions in the bond documents. No extensions are authorized until each successive debt service debt is fully funded.

**Capital Project
Funds**

Investment strategies for capital project funds shall have as their primary objective sufficient investment liquidity to timely meet capital project obligations. Maturities shall be planned to meet expenditure expectations.

**Safekeeping and
Custody**

The District shall retain clearly marked receipts providing proof of the District's ownership. The District may delegate, however, to an investment pool the authority to hold legal title as custodian of investments purchased with District funds by the investment pool. All security transactions shall be cleared delivery versus payment.

Collateral shall be required for all bank time and demand deposits above the FDIC insurance coverage. Collateral terms shall conform to FIRREA. Collateral shall be held by an independent third-party institution and have a market value of 102 percent of the total deposit (110 percent for mortgage-backed securities) in accordance with Government Code 2257.

Sellers of Investments

Prior to handling investments on behalf of the District, brokers/dealers, or a qualified representative of a business organization, defined as a local government pool or *discretionary* investment adviser, must submit required written documents in accordance with law. [See Sellers of Investments, CDA(LEGAL)]

Representatives of brokers/dealers shall be registered with the Texas State Securities Board and must have membership in the Securities Investor Protection Corporation (SIPC) and be in good standing with the Financial Industry Regulatory Authority (FINRA). All broker/dealers shall be sent a copy of the Investment Policy as amended. Investment officers shall maintain information regarding the brokers/dealers and the authorized broker/dealer list shall be reviewed annually by the Board or a Board-created investment committee.

Soliciting Bids

In order to get the best return on its investments, the District shall solicit competitive bids for all securities in writing, by telephone, or electronically, or by a combination of these methods.

Interest Rate Risk

To reduce exposure to changes in interest rates that could adversely affect the value of investments, the District shall comply with maximum maturity and weighted-average-maturity limits and diversify the portfolio.

The District shall monitor interest rate risk against its risk benchmark using weighted average maturity and specific identification.

Internal Controls

A system of internal controls shall be established and documented in writing and must include specific procedures designating who has authority to withdraw funds. Also, they shall be designed to protect against losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the District. Controls deemed most important shall include:

1. Separation of transaction authority on all transactions;
2. Avoidance of collusion;
3. Custodial safekeeping;
4. Clear delegation of authority;

OTHER REVENUES
INVESTMENTS

CDA
(LOCAL)

5. Written confirmation of all transactions; and
6. Documentation of dealer questionnaires, quotations and bids, evaluations, transactions, and rationale.

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

Annual Review

The Board shall review and adopt this investment policy and investment strategies not less than annually and shall document its review by resolution in writing, which shall include all changes made to either the investment policy or investment strategies.

Annual Audit

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

Investment Authority

The Superintendent or other person designated by Board resolution shall serve as the investment officer(s) of the District and shall invest District funds as directed by the Board and in accordance with the District's written investment policy and generally accepted accounting procedures.

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COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
(LOCAL)

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

Pay Administration

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

Pay Schedule

The District shall pay all regular teachers in 12 monthly payments, unless an exception has been granted by the Superintendent. Part-time teachers may be paid according to an agreement between the teacher and the Superintendent.

All other salaried employees, including any salaried employees hired during the school year, shall be paid in accordance with administrative regulations.

Pay Increases

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

*Mid-Year Pay
Increases*

Contract
Employees

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

Non-Contract
Employees

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

Pay During Closing

During an emergency closure, all employees shall continue to be paid for their regular duty schedule unless otherwise provided by Board action. Following an emergency closure, the Board shall adopt a resolution or take other Board action establishing the

**Premium Pay During
Emergency Closure**

purpose and parameters for such payments. ~~If the Board chooses to pay employees during an emergency closure for which the workdays are not scheduled to be made up at a later date, then that authorization shall be by resolution or other Board action and shall reflect the purpose served by the expenditure.~~ [See EB for the authority to close schools]

Non-exempt employees who are required to work during an emergency closure due to a natural disaster, health epidemic, inclement weather, or other event as declared by a federal, state, local official, Superintendent, or the Board, shall be paid at two times their regular rate of pay for all hours worked up to 40 hours per week. Staff required to work will be notified by their supervisor that there is an essential need that is requiring the employee to perform duties. Overtime for time worked over 40 hours in a week shall be calculated and paid according to law. [See DEAB] The Superintendent or designee shall approve all payments and ensure that accurate time records are kept of actual hours worked during emergency closings.

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

- Records Administrator, as prescribed by Local Government Code 176.001 and 176.007 [See BBFA and CHE]
- Officer for Public Information, as prescribed by Government Code 552.201–.205 [See GBAA]
- Public Information Coordinator, as prescribed by Government Code 552.012 [See BBD]

**Local Government
Records Act**

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

“Local Government
Record”

Records
Management
Officer

The Superintendent *or designee* shall serve as and perform the duties of the District’s records management officer as prescribed by Local Government Code 203.023, and shall administer the District’s records management program pertaining to local government records in compliance with the Local Government Records Act.

Notification

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

Records Control
Schedules

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

Website Postings

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

**Records Destruction
Practices**

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

Training

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

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Student Illness ~~Procedures shall be established by the administration to ensure that proper attention is given to any student who becomes ill during the course of a school day.~~

Accidents Involving Students ~~Emergency procedures shall be established by the administration to ensure proper attention for any student injured at school. Records shall be maintained on all accidents that require the attention of a medical doctor.~~

Emergency Treatment Forms ~~Each year, students and parents shall complete and sign a form that provides emergency information and authorizes school officials to obtain emergency medical treatment, as provided by law.~~

Administering Medication No employee shall give any student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements of any type, ~~except as authorized by this or other District policy~~ **provided below.**

Medication Exceptions ~~Employees authorized by the~~ The Superintendent shall designate the employees who are authorized to ~~or designee may~~ administer medication that has been provided by a student's parent. An authorized employee is permitted to administer the following medication in accordance with administrative regulations ~~to~~ **students:**

Provided by Parent

1. Prescription medication in accordance with legal requirements. [See FFAC(LEGAL)]
2. Nonprescription medication for a period of up to five days, upon a parent's written request, and when the nonprescription medication is properly labeled and in the original container. A written request by a physician or other health-care professional with authority to write prescriptions shall be required when the nonprescription medication must be administered for a longer period.
3. Herbal substances or dietary supplements provided by the parent and only if required by the individualized education program (IEP) or Section 504 plan of a student with disabilities.

Provided by District

4. Nonprescription medication provided on an emergency basis by the District and consistent with:
 - a. Protocols established by the District's medical advisor who must be licensed to practice medicine in the state of Texas; and

- b. Parental consent given on the emergency treatment form.

Epinephrine

The District authorizes school personnel who have agreed in writing and been adequately trained to administer an unassigned epinephrine auto-injector in accordance with law and this policy. Administration of epinephrine shall only be permitted when an authorized and trained individual reasonably believes a person is experiencing anaphylaxis.

On Campus

Authorized and trained individuals may administer an unassigned epinephrine auto-injector at any time to a person experiencing anaphylaxis on a school campus.

The District shall ensure that at each campus a sufficient number of authorized individuals personnel are trained to administer epinephrine so that at least one trained individual is present on campus during all hours the campus is open. In accordance with state rules, the campus shall be considered open for this purpose during regular on-campus school hours and whenever school personnel are physically on site for school-sponsored activities.

Maintenance, Availability, and Training

The Superintendent ~~maintenance, administration, and disposal of epinephrine auto-injectors at each campus in the District shall be the responsibility of the District health services department. The District health services department~~ shall develop administrative regulations designating a coordinator ~~District protocols~~ to manage policy implementation and addressing ~~that include development of~~ annual training of authorized individuals ~~school personnel~~ in accordance with law; procedures for auto-injector use and ~~procedures for~~ acquisition or purchase, maintenance, expiration, disposal, and availability of unassigned epinephrine auto-injectors at each campus.

~~The District health services department shall provide training to campus staff on the following:~~

- ~~1. Recognition of the signs and symptoms associated with life-threatening allergic reactions/anaphylaxis;~~
- ~~2. How and when to administer an epinephrine auto-injector;~~
- ~~3. Implementation of emergency procedures after an epinephrine auto-injector is given; and~~
- ~~4. Proper disposition of used or expired epinephrine auto-injectors.~~

WELLNESS AND HEALTH SERVICES
MEDICAL TREATMENT

FFAC
(LOCAL)

Notice to Parents In accordance with law, the District shall provide notice to parents regarding the epinephrine program, including notice of any change to or discontinuation of this program.

Psychotropics Except as permitted by law ~~Education Code 38-016~~, an employee shall not:

1. Recommend to a student or a parent that the student use a psychotropic drug;
2. Suggest a particular diagnosis; or
3. Exclude the student from a class or a school-related activity because of the parent's refusal to consent to psychiatric evaluation or examination or treatment of the student.

Medical Treatment A student's parent, legal guardian, or other person having lawful control shall annually complete and sign a form that provides emergency information and addresses authorization regarding medical treatment. A student who has reached age 18 shall be permitted to complete this form.

4. The district shall seek appropriate emergency care for a student as required or deemed necessary.

**Administering
Medication**

No employee shall give any student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements of any type, except as authorized by this or other District policy.

Medication

The Superintendent shall designate the employees who are authorized to administer medication that has been provided by a student's parent. An authorized employee is permitted to administer the following medication in accordance with administrative regulations:

*Provided by
Parent*

1. Prescription medication in accordance with legal requirements. [See FFAC(LEGAL)]
2. Nonprescription medication for a period of up to five days, upon a parent's written request, and when the nonprescription medication is properly labeled and in the original container. A written request by a physician or other health-care professional with authority to write prescriptions shall be required when the nonprescription medication must be administered for a longer period.
3. Herbal substances or dietary supplements provided by the parent and only if required by the individualized education program (IEP) or Section 504 plan of a student with disabilities.

*Provided by
District*

4. Nonprescription medication provided on an emergency basis by the District and consistent with:
 - a. Protocols established by the District's medical advisor who must be licensed to practice medicine in the state of Texas; and
 - b. Parental consent given on the emergency treatment form.

Epinephrine

The District authorizes school personnel who have agreed in writing and been adequately trained to administer an unassigned epinephrine auto-injector in accordance with law and this policy. Administration of epinephrine shall only be permitted when an authorized and trained individual reasonably believes a person is experiencing anaphylaxis.

On Campus

Authorized and trained individuals may administer an unassigned epinephrine auto-injector at any time to a person experiencing anaphylaxis on a school campus.

The District shall ensure that at each campus a sufficient number of authorized individuals are trained to administer epinephrine so

that at least one trained individual is present on campus during all hours the campus is open. In accordance with state rules, the campus shall be considered open for this purpose during regular on-campus school hours and whenever school personnel are physically on site for school-sponsored activities.

Maintenance,
Availability, and
Training

The Superintendent shall develop administrative regulations designating a coordinator to manage policy implementation and addressing annual training of authorized individuals in accordance with law; procedures for auto-injector use and acquisition or purchase, maintenance, expiration, disposal, and availability of unassigned epinephrine auto-injectors at each campus.

Notice to Parents

In accordance with law, the District shall provide notice to parents regarding the epinephrine program, including notice of any change to or discontinuation of this program.

Psychotropics

Except as permitted by law, an employee shall not:

1. Recommend to a student or a parent that the student use a psychotropic drug;
2. Suggest a particular diagnosis; or
3. Exclude the student from a class or a school-related activity because of the parent's refusal to consent to psychiatric evaluation or examination or treatment of the student.

Medical Treatment

A student's parent, legal guardian, or other person having lawful control shall annually complete and sign a form that provides emergency information and addresses authorization regarding medical treatment. A student who has reached age 18 shall be permitted to complete this form.

4. The district shall seek appropriate emergency care for a student as required or deemed necessary.

PLANNING AND DECISION-MAKING PROCESS

BQ
(LOCAL)

District Vision,
Mission, Goals,
Objectives and
Journey of a
Graduate

The Board shall approve and periodically review the District's vision, mission, and goals to improve student performance and support the growth of the Journey of a Graduate competencies. The vision, mission, goals, and the approved District and campus objectives shall be mutually supportive and shall support the state goals and objectives under Education Code, Chapter 4. [See AE]

**District Improvement
Planning Process**

The District's planning process to improve student performance and growth of the Journey of a Graduate competencies includes the development of the District's educational goals, the legal requirements for the District and campus improvement plans, all pertinent federal planning requirements, and administrative procedures. The Board shall approve the process under which the educational goals are developed and shall ensure that input is gathered from the District-level committee. [See BQA]

Parent and Family
Engagement Plan

The Board shall ensure that the District and campus improvement plans, as applicable, address all elements required by federal law for receipt of Title I, Part A funds, including elements pertaining to parent and family engagement. The District-level and campus-level committees shall involve parents and family members of District students in the development of such plans and in the process for campus review and improvement of student academic achievement and campus performance. [See EHBD]

**Administrative
Procedures and
Reports**

The Board shall ensure that administrative procedures are developed in the areas of planning, budgeting, curriculum, staffing patterns, staff development, and school organization; adequately reflect the District's planning process; and include implementation guidelines, time frames, and necessary resources. The District-level and campus-level committees shall be involved in the development of these procedures. [See BQA and BQB]

The Superintendent shall report periodically to the Board on the status of the planning process, including a review of the related administrative procedures, any revisions to improve the process, and progress on implementation of identified strategies.

Evaluation

The Board shall ensure that data are gathered and criteria are developed to undertake the required biennial evaluation to ensure that policies, procedures, and staff development activities related to planning and decision-making are effectively structured to positively impact student performance and growth of the performance Journey of a Graduate competencies.

PLANNING AND DECISION-MAKING PROCESS

BQ
(LOCAL)

District Vision, Mission, Goals, Objectives and Journey of a Graduate

The Board shall approve and periodically review the District's vision, mission, and goals to improve student performance and support the growth of the Journey of a Graduate competencies. The vision, mission, goals, and the approved District and campus objectives shall be mutually supportive and shall support the state goals and objectives under Education Code, Chapter 4. [See AE]

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**Collaborative
Decision Making**

The Board recognizes that BISS is a system of interrelated people and processes and therefore expects systems for gathering input, feedback, and collaborative decision-making.

**Districtwide
Educational
Improvement
Council**

In compliance with Education Code 11.251, the Districtwide Educational Improvement Council shall advise the Board or its designee in establishing and reviewing the District's educational goals, objectives, and major Districtwide classroom instructional programs identified by the Board or its designee. The objectives will be aligned to the District goals and in support of growth in student performance and Journey of a Graduate competencies. The council shall serve exclusively in an advisory role except that the council shall approve staff development of a Districtwide nature.

Chairperson

The Superintendent shall be the Board's designee and shall name the chairperson. The Superintendent shall meet with the council periodically.

Meetings

The chairperson of the council shall set its agenda, and shall schedule at least six meetings per year; additional meetings may be held at the call of the chairperson. All council meetings shall be held outside of the regular school day.

Duties of Council

The council shall perform duties as described in BQA(LEGAL).

Community Input

The Superintendent or designee shall ensure that the District-level committee obtains broad-based community, parent, and staff input and provides information to those persons on a systematic basis. Methods of communication shall include, but not be limited to, periodic reports to the principals on the work of the committee that may be posted on campus bulletin boards.

Composition

The committee shall be composed of at least 18 members who shall represent campus-based professional staff, District-level professional staff, parents, businesses, and the community. At least two-thirds of the District and campus professional staff shall be classroom teachers. The remaining one-third shall be professional nonteaching District- and campus-level staff. For purposes of this policy, District-level professional staff shall be defined as professionals who have responsibilities at more than one campus, including, but not limited to, central office staff.

Parents

The council shall include two parents of students currently enrolled within the District, selected in accordance with administrative procedures. The Superintendent shall, through various channels, inform all parents of District students about the council's duties and composition, and shall solicit volunteers. [See BQA(LEGAL)]

PLANNING AND DECISION-MAKING PROCESS
DISTRICT-LEVEL

BQA
(LOCAL)

Community Members	The council shall include two community members selected by a process that provides for adequate representation of the community's diversity, in accordance with administrative procedures. The Superintendent shall use several methods of communication to ensure that community residents are informed of the council and are provided the opportunity to participate, and shall solicit volunteers. All community member representatives must reside in the District.
Business Representatives	The council shall include two business people, selected by a process that provides for adequate representation of the community's diversity, in accordance with administrative procedures. The Superintendent shall use several methods of communication to ensure that community residents are informed of the council and are provided the opportunity to participate, and shall solicit volunteers. Business member representatives need not reside in nor operate businesses in the District.
Professional Staff	The professional employees shall consist of at least one classroom teacher from each campus. Two-thirds of the council members shall be classroom teachers. The remaining representatives shall be other campus-based professional staff. This group will be composed of one high school representative, one intermediate administrator, one elementary administrator, and two "at-large" representatives. The at-large representatives shall be elected from District-level professional staff and shall be elected by all professional employees. Those teachers nominated for campus representative shall be involved in classroom instruction for at least 60 percent of the day.
Elections	<p>An employee's affiliation or lack of affiliation with any organization or association shall not be a factor in either the nomination or election of representatives on the council. [See also DGA]</p> <p>The consent of each nominee shall be obtained before the person's name may appear on the ballot. Election of the council shall be held September 12 and September 30 of each school year at the call of the Superintendent. Nomination and election shall be conducted in accordance with this policy and administrative regulations.</p>
Terms	Representatives shall serve staggered two-year terms and shall be limited to two consecutive terms on the council. After the initial election or selection, representatives shall draw lots, within each representative category, to determine the length of initial terms.
Vacancy	If a vacancy occurs among the representatives, nominations shall be solicited and an election held or selection made for the unexpired term in the same manner as for the annual election.

PLANNING AND DECISION-MAKING PROCESS
DISTRICT-LEVEL

BQA
(LOCAL)

**Other Advisory
Groups**

The existence of the District-level council shall not affect the authority of the Board or its designee to appoint or establish other advisory groups or task forces to assist it in matters pertaining to District instruction.

PLANNING AND DECISION-MAKING PROCESS
DISTRICT-LEVEL

BQA
(LOCAL)

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PLANNING AND DECISION-MAKING PROCESS
DISTRICT-LEVEL

BQA
(LOCAL)

**Other Advisory
Groups**

The existence of the District-level council shall not affect the authority of the Board or its designee to appoint or establish other advisory groups or task forces to assist it in matters pertaining to District instruction.

Campus Improvement Team

A Campus Improvement Team shall be established on each campus to assist the principal. The team shall meet for the purpose of ~~implementing planning processes and site-based decision-making~~ assisting the principal in the planning process in accordance with Board policy and administrative procedures and shall be chaired by the principal.

The team shall serve exclusively in an advisory role except that each team shall approve staff development of a campus nature.

Duties of Team

The team shall perform duties as described at BQB(LEGAL).

Campus Performance Objectives

Each principal shall be responsible for the development of campus performance objectives. These objectives shall be formulated annually in accordance with a schedule established by the District. The objectives will be aligned to District goals, key progress measures, and in support of improved student performance and growth of the Journey of a Graduate competencies. The objectives and supporting strategies, shall support ~~the District's educational goals and objectives, and shall be specific to the academic achievement of each and every~~ students served by the campus. The Board shall review and approve campus performance objectives.

Waivers

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

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

Communications

The principal or designee shall ensure that the campus-level team obtains broad-based community, parent, and staff input, and provides information to those persons on a systematic basis. Methods of communication shall include, but not be limited to, periodic reports on the work of the team that may be posted on campus bulletin boards.

Composition

The team shall be composed of a minimum of 12 members who shall represent campus-based professional staff, parents, businesses, and the community. At least two-thirds of the District and campus professional staff shall be classroom teachers. The remaining one-third shall be professional nonteaching District- and campus-level staff. For purposes of this policy, District-level professional staff shall be defined as professionals who have responsibilities at more than one campus, including, but not limited to, central office staff.

PLANNING AND DECISION-MAKING PROCESS
CAMPUS-LEVEL

BQB
(LOCAL)

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Business Representatives	The team shall include at least two business representatives, selected in accordance with administrative procedures that provide for adequate representation of the community's diversity. The principal shall use several methods of communication to ensure that community residents are informed of the team and are provided the opportunity to participate, and shall solicit volunteers. Business member representatives need not reside in nor operate businesses in the District.
Classroom Teachers	Classroom teachers shall be nominated and elected by classroom teachers assigned to that campus.
Campus-Based Nonteaching Professionals	Other campus-based nonteaching professionals shall be nominated and elected by nonteaching professionals assigned to that campus.
District-Level Personnel	District-level personnel shall be nominated and elected by all professional staff.
Elections	An employee's affiliation or lack of affiliation with any organization or association shall not be a factor in either the nomination or election of representatives on the team. Nominated employees shall give their consent to serve on the team before they are eligible for election. Nominations and elections shall be conducted in accordance with this policy and administrative regulations.
Terms	Representatives shall serve staggered two-year terms and shall be limited to two consecutive terms on the team. After the initial election or selection, representatives shall draw lots, within each representative category, to determine the length of initial terms.
Vacancy	A vacancy during a term shall be filled for the remainder of the term by election or selection as appropriate for the category.

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The team shall meet at the call of the principal. The principal shall set the agenda for each meeting. All meetings shall be held outside the regular school day.

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Parents

The team shall include at least two parents of students currently enrolled within the District, selected in accordance with administrative procedures. The principal shall, through various

PLANNING AND DECISION-MAKING PROCESS
CAMPUS-LEVEL

BQB
(LOCAL)

channels, inform all parents of campus students about the team's duties and composition, and shall solicit volunteers. [See BQB(LEGAL)]

**Community
Members**

The team shall include at least two community members, selected in accordance with administrative procedures that provide for adequate representation of the community's diversity. The principal shall use several methods of communication to ensure that community residents are informed of the team and are provided the opportunity to participate, and shall solicit volunteers. All community member representatives must reside in the District.

**Business
Representatives**

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Classroom Teachers

Classroom teachers shall be nominated and elected by classroom teachers assigned to that campus.

**Campus-Based
Nonteaching
Professionals**

Other campus-based nonteaching professionals shall be nominated and elected by nonteaching professionals assigned to that campus.

**District-Level
Personnel**

District-level personnel shall be nominated and elected by all professional staff.

Elections

An employee's affiliation or lack of affiliation with any organization or association shall not be a factor in either the nomination or election of representatives on the team. Nominated employees shall give their consent to serve on the team before they are eligible for election. Nominations and elections shall be conducted in accordance with this policy and administrative regulations.

Terms

Representatives shall serve staggered two-year terms and shall be limited to two consecutive terms on the team. After the initial election or selection, representatives shall draw lots, within each representative category, to determine the length of initial terms.

Vacancy

A vacancy during a term shall be filled for the remainder of the term by election or selection as appropriate for the category.

Meetings

The team shall meet at the call of the principal. The principal shall set the agenda for each meeting. All meetings shall be held outside the regular school day.

Discussion on EIC (LOCAL)



Purpose

To continue to engage in discussion on EIC(LOCAL) and how this policy impacts a student's learning experience.

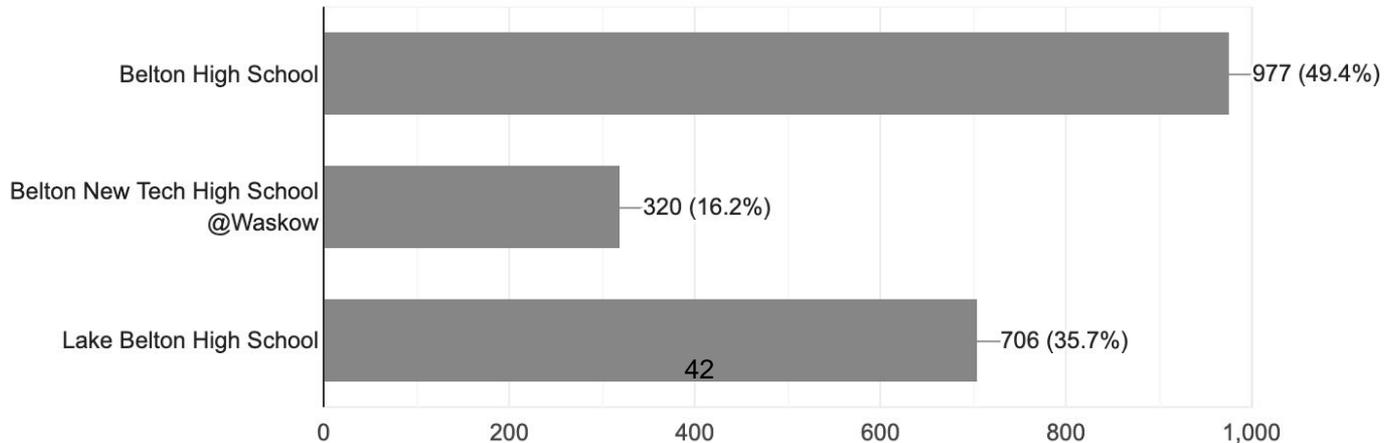
Driving Questions

- How does ranking Belton ISD students impact them during their college admissions process (for students outside of the top 10%)?
- What barriers exist that prevent students from following their pathway?
- How does class rank and course weighting impact Journey of a Graduate competencies?

Student Survey Results

COURSE SELECTION *survey* Belton ISD

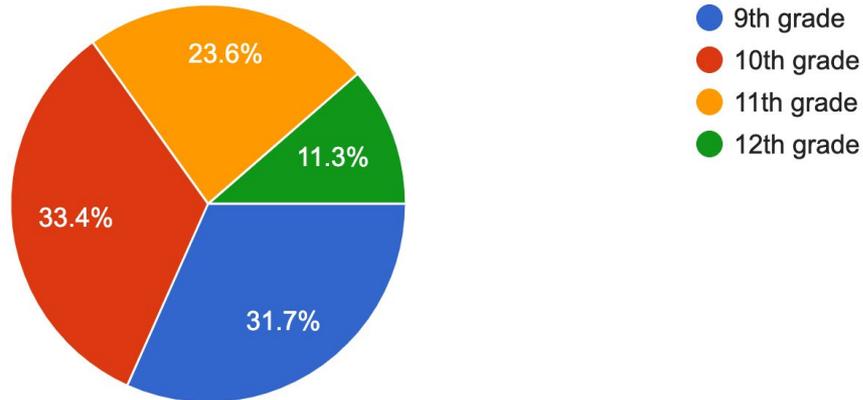
Student Campus
1,978 Participants



Participants per Grade Level

Student Grade Level

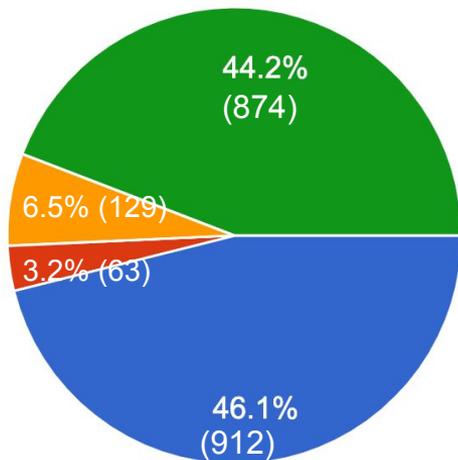
1,978 responses



Advanced Courses Taken

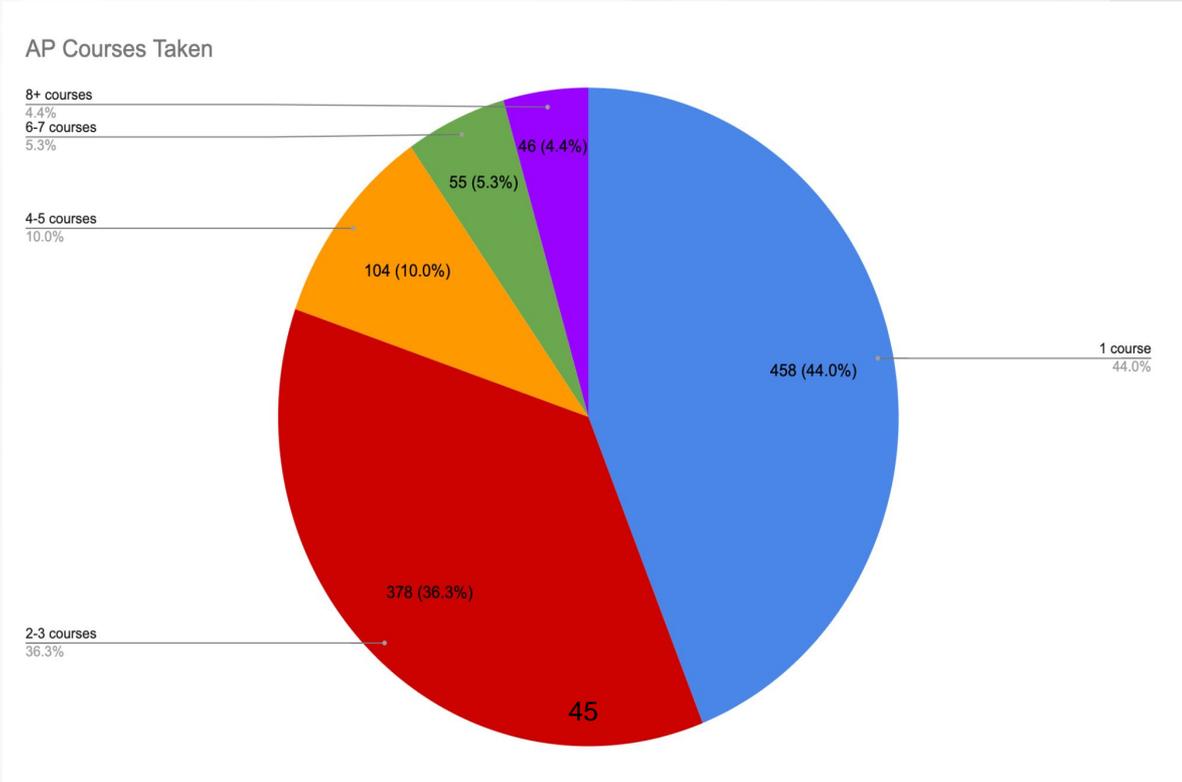
What advanced courses, if any, have you taken?

1,978 responses



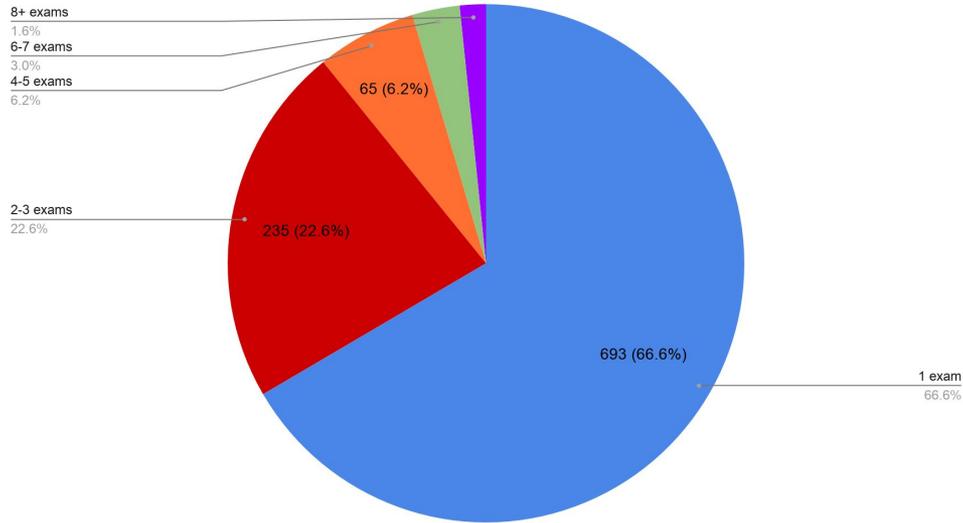
- AP courses
- Dual credit courses
- Both AP and dual credit courses
- Neither AP or dual credit courses

AP Courses



AP Exams

AP Exams

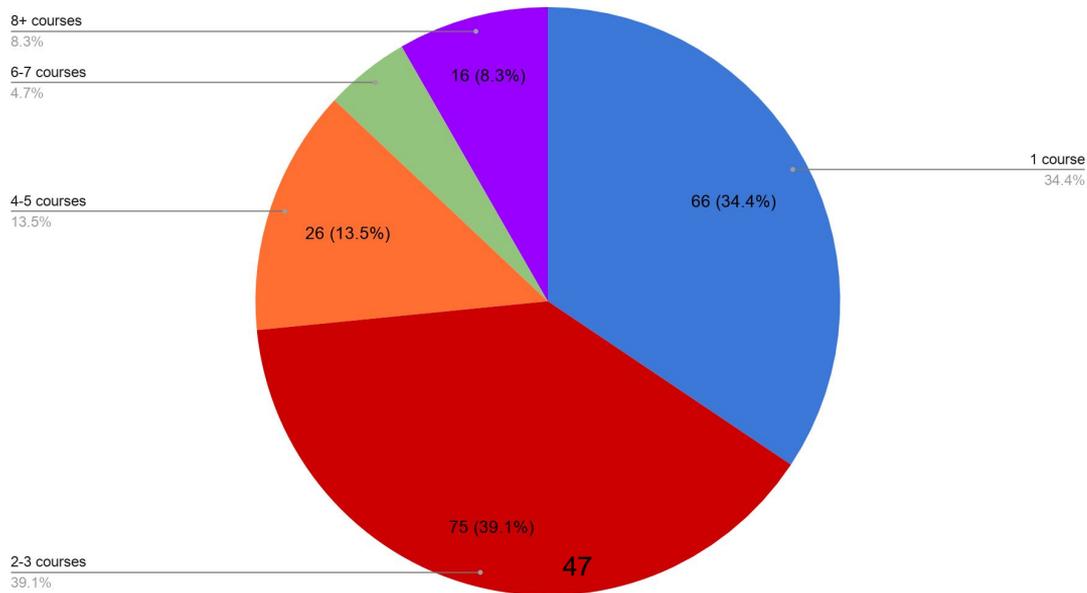


Reasons for not taking exams:

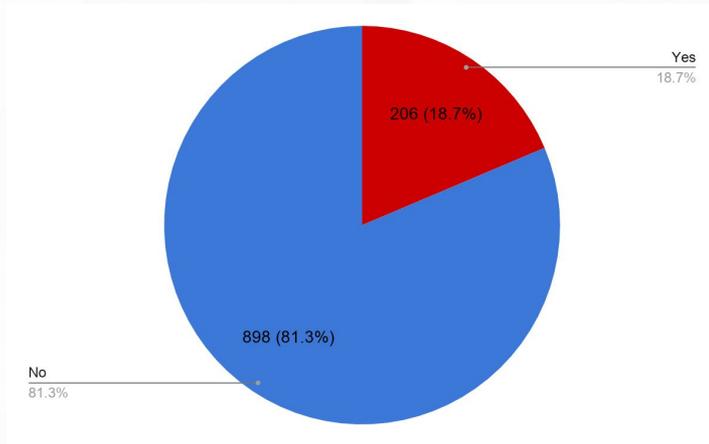
- Expensive
- Not necessary for my college
- Feel unprepared
- Too much stress
- Not enough time to prepare
- Just wanted GPA points for the course

Dual Credit Courses Taken

Dual Credit Courses



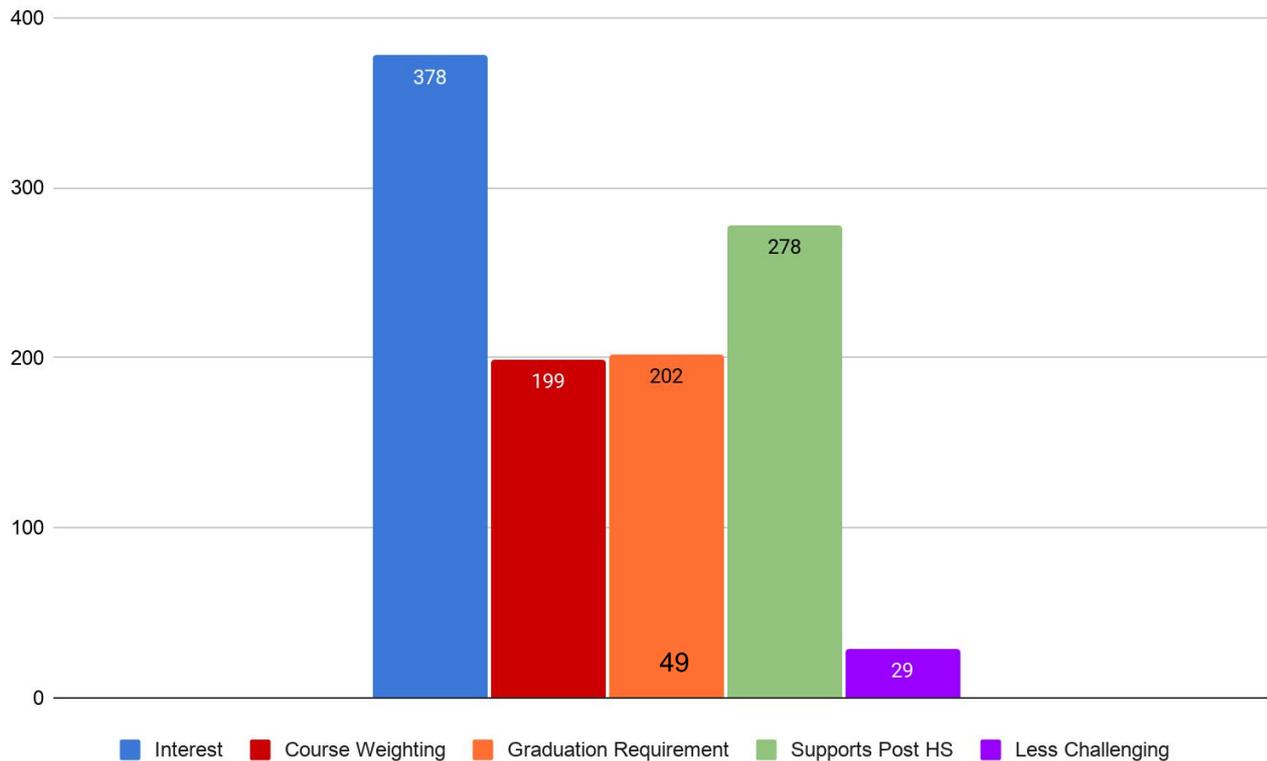
Class Avoidance due to EIC Policy



Classes avoided:

- On-level courses
- Floral Design
- Electives
- Pre-AP Calculus because On-Ramps weighted higher
- Debate
- Medical Microbiology
- Anatomy
- Medical Terminology
- Dual credit courses
- Physiology
- Culinary Arts
- Astronomy
- Accounting II
- Psychology
- Health Science
- Intro to Business
- Special Topics in History
- Art
- Photography

Reasons for Course Selection

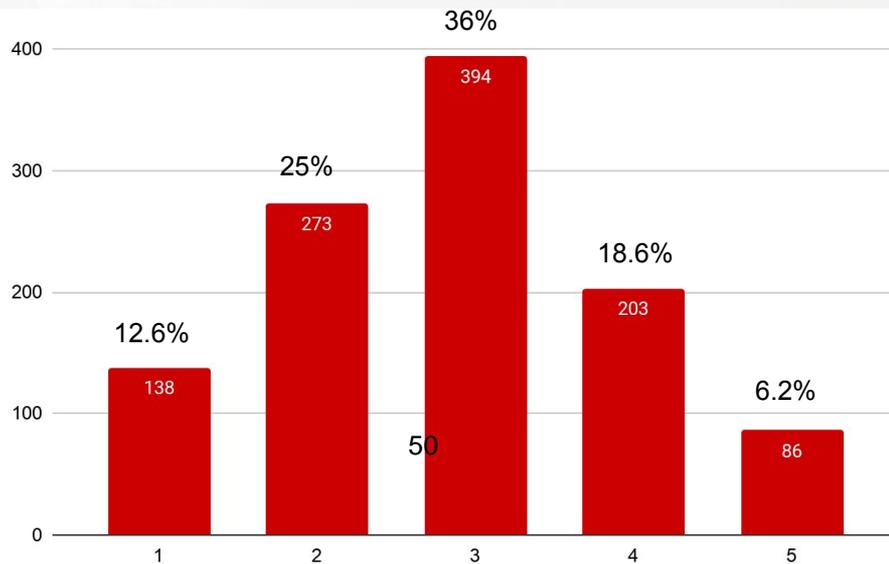


Extra-curricular Activities

How has your course load impacted your ability to be involved in extra-curricular activities (sports, fine arts, clubs, etc.)?

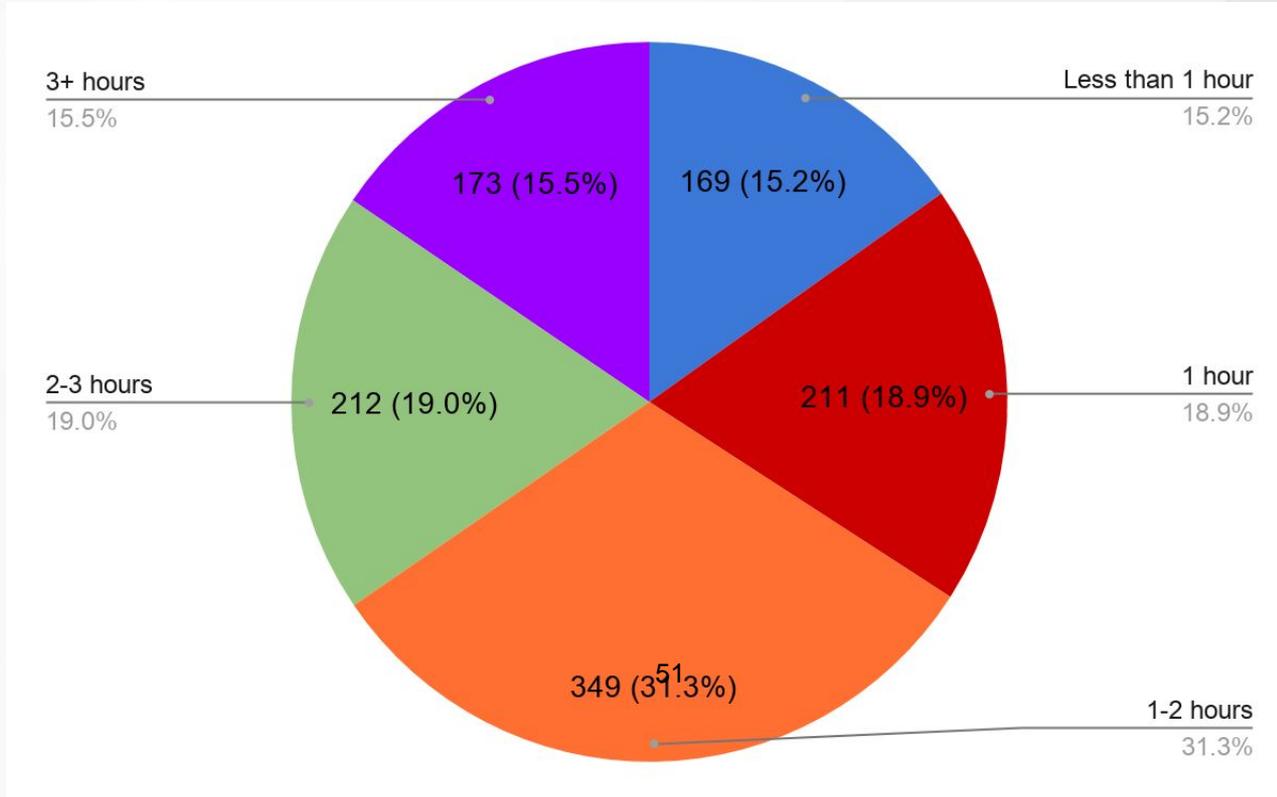
1 2 3 4 5

No impact, I am able to participate at the highest level. Significant impact, I have chosen to not participate in these activities.



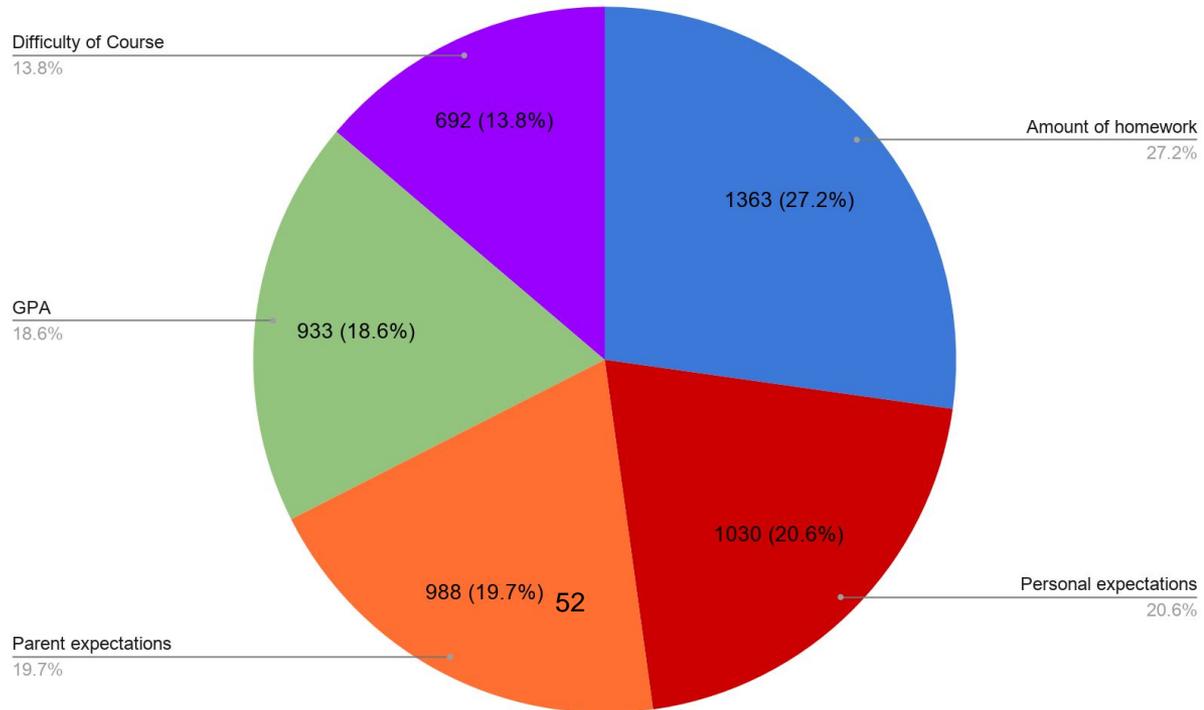
Homework Completion

On average, how much time do you spend completing homework daily?



Sources of Stress

What are the greatest sources of your stress?



Consistent Application for Graduating Class

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

Disruption of Normal Grading Practices

If the District experiences a significant disruption in the ability to collect grades for calculating weighted grade point average (GPA) and class rank, the Board may consider a Board resolution to modify provisions in this policy.

Note: The following provisions shall apply to students beginning with the graduating class of 2022.

Calculation

Class rank and weighted grade point average (GPA) shall be based on semester grades earned in English, mathematics beyond Algebra I, science, social studies, economics, languages other than English beyond Level 1, and all dual credit courses and dual enrollment OnRamps courses in these areas. The weighted grade average shall also include grades earned in all Advanced Placement (AP) dual credit courses in EMT, engineering, and computer science. Courses receiving more than one credit for a single class period shall be calculated as one credit.

Exclusion

The calculation of a student's GPA, both unweighted and weighted, for class rank shall exclude grades earned in middle school; a course for which a pass/fail grade is assigned; local credit courses; summer school courses taken for remediation or acceleration; dual credit courses not reflected on the student's class schedule during the fall or spring semesters or during the summer; distance learning in the form of traditional correspondence courses or credit recovery or for remediation; or through credit by examination, with or without prior instruction.

Weighted Grade System

The District shall categorize and weight courses in accordance with provisions of this policy and EIC(EXHIBIT).

Categories

Level 4

Eligible AP courses shall be categorized and weighted as Level 4 courses.

Level 3

Eligible dual credit, OnRamps, and Pre-AP courses shall be categorized and weighted as Level 3 courses.

Level 2

All Regular courses shall be categorized and weighted as Level 2 courses.

Level 1

Skills-Based courses shall be categorized and weighted as Level 1 courses.

Weighted Grade
Point Average

The District shall convert the semester grade to grade points in accordance with the weighted grade points chart published in EIC(EXHIBIT) to determine a weighted GPA.

Note: The following provisions shall apply to students in the graduating class of 2021.

Calculation

Graduation requirements and plans specified for each grade level shall have no bearing on the GPAs that determine class rank and honor graduates; honor graduate status shall be determined by weighted grade average only. Class rank at the end of the junior year shall be used for college application purposes.

The District shall include in the calculation of class rank semester grades earned in all high school credit courses taken in grades 9–12, unless excluded below. Grades earned in courses taken prior to grade 9 shall not be included in the calculation of class rank. Courses receiving more than one credit for a single class period shall be calculated as one credit.

Beginning with the graduating class of 2021, the graduating class of Belton High School shall include Belton High School students and Belton New Tech High School @ Waskow students.

Class rank and weighted grade averages shall be based on semester grades earned in English, mathematics beyond Algebra I, science, social studies, economics, languages other than English beyond Level 1, and all dual credit courses in these areas. The weighted grade average shall also include grades earned in all AP courses, dual enrollment OnRamps courses, and dual credit courses in the areas of engineering, computer programming, computer science, technology, and web design.

A grade below a 70 shall not be weighted.

Exclusions

The calculation of class rank shall exclude grades earned in middle school; a course for which a pass/fail grade is assigned; local credit courses; summer school courses taken for remediation or acceleration; dual credit courses not reflected on the student's class schedule during the fall or spring semesters or during the summer; distance learning in the form of traditional correspondence courses or credit recovery or for remediation; or through credit by examination, with or without prior instruction.

Weighted Grade
System

Pre-AP and honors courses shall receive 10 additional points per semester grade, and AP courses shall receive 20 additional points per semester grade.

The District shall record unweighted numerical grades on student transcripts.

Eligible dual credit and OnRamps courses shall receive 15 additional points per semester grade.

Note: The following provisions shall apply to all students, regardless of their graduating class.

Transferred Grades

When a student transfers semester grades for courses that would be eligible under at least the Level 1 category and the District has accepted the credit, the District shall include the grades in the calculation of class rank.

When a student transfers semester grades for courses from an accredited school that would be eligible to receive additional weight under the District's weighted grade system, the District shall assign weight to those grades based on the categories and grade weight system used by the District if the same courses are offered to the same class of students in the District.

Local Graduation Honors

For the purpose of determining honors to be conferred during graduation activities, the District shall calculate class rank at the end of the third nine-week grading period of the senior year. The third nine-week grading period grade shall be used as the semester grade for the purpose of GPA calculation for all courses with the exception of dual credit.

Dual credit courses included in the third nine-week grading period shall include the final grade for the course if a grade is received by May 15. Courses for which grades are not received shall not be included in the rank at the third nine-week period for senior rank.

For the purpose of applications to institutions of higher education, the District shall also calculate class rank as required by state law. The District's eligibility criteria for local graduation honors shall apply only for local recognitions and shall not restrict class rank for the purpose of automatic admission under state law. [See EIC(LEGAL)]

Valedictorian and Salutatorian

The valedictorian and salutatorian shall be the eligible students with the highest and second-highest rank based on the weighted GPA or weighted grade average, respectively.

A valedictorian and salutatorian shall be named at Belton High School, Belton New Tech High School @ Waskow, and Lake Belton High School.

To be eligible for such recognition, a student must have:

1. Been a registered, full-time student at the campus of graduation during the last four semesters prior to graduation. To be considered registered for a full semester, a student must enroll no later than the close of school on the tenth day of the beginning of the first semester.
2. Been enrolled in at least four academic courses each year of high school.

Early graduates (three-year graduates) may participate in the graduation ceremony but shall not be eligible for valedictorian or salutatorian honors.

The final class rank shall become a permanent record on the academic achievement record (AAR); no re-ranking shall occur after graduation for transcript purposes.

Breaking Ties

In case of a tie in weighted GPAs or weighted grade averages after calculation to the fourth decimal place among the top ranked students, the District shall calculate the numerical grade averages of all Pre-AP and AP courses taken in grades 9–12 to determine recognition as valedictorian or salutatorian.

If the tie is not broken after applying these methods, the District shall recognize all students involved in the tie as sharing the honor and title.

Honor Graduates

A student ranked within the top 15 percent of his or her graduating class shall be designated as an honor graduate. District honor graduates shall include the following:

1. Students whose class rank is within the top two percent of the graduating class shall be designated summa cum laude graduates.
2. Students whose class rank is within the top three to five percent of the graduating class shall be designated magna cum laude graduates.
3. Students whose class rank is within the top six to ten percent of the graduating class shall be designated cum laude graduates.
4. Students whose class rank is within the top 11 to 15 percent of the graduating class shall be designated as graduating with honors.

When calculating the number of students in a specific percentile of a graduating class, the number shall be rounded to a whole number.

ACADEMIC ACHIEVEMENT
CLASS RANKING

EIC
(LOCAL)

**Highest-Ranking
Graduate**

The student meeting the local eligibility criteria for recognition as the valedictorian shall also be considered the highest-ranking graduate for purposes of receiving the honor graduate certificate from the state of Texas.

*Belton High
School and
Belton New Tech
High School @
Waskow*

Beginning with the graduating class of 2021, between the student named valedictorian for Belton High School and the student named valedictorian for Belton New Tech High School @ Waskow, the highest-ranking student among the named valedictorians shall be considered the highest-ranking graduate for purposes of receiving the honor graduate certificate from the state of Texas.

Early Graduation

A student wishing to graduate early must obtain an early graduation application from the principal's office. Completed applications for three-year graduates should be returned by May 1 of the sophomore year. A student who has declared his or her intent to graduate in three school years and has completed a minimum of 16 credits shall be included in the senior year rank.