



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 August 2, 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. BED(LOCAL): Board Meetings - Public Participation - 1st Reading 2
 - B. Review Board Operating Procedures 4
 - C. Policy Update 117 Affecting (LOCAL) Policies - 1st Reading 17
 1. CH(LOCAL): Purchasing and Acquisition
 2. CV(LOCAL): Facilities Construction
 3. DEC(LOCAL): Compensation and Benefits - Leaves and Absences
 - D. EIC(LOCAL): Academic Achievement - Class Ranking - Learning/Study 38
- 4. Issues/Concerns for Future Agenda or Administrative Reports**
- 5. Adjourn**

**Limit on
Participation**

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

Public Comment

Regular Meetings

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

Special Meetings

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

Procedures

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

Public comment [on items on the agenda](#) shall occur at the beginning of the meeting. [At the presiding officer's discretion, public comment at regular meetings on nonagenda topics may be deferred to the end of the meeting.](#)

Except as permitted by this policy and the Board's procedures on public comment, an individual's comments to the Board shall not exceed «S time limit for individual comment» per meeting.

Meeting
Management

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

[The Board does not allow the use of video, slide, or other electronic presentations during Public Comments. Speakers must be recognized by the presiding officer before speaking and will address the Board from the speaker's podium. No speaker will approach the dais. If citizens bring a written statement or support materials, they should provide enough copies for the seven Board Members and the Superintendent. Copies must be provided at the time the individual signs up to speak.](#)

Board's Response

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

Complaints and Concerns

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

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

Disruption

The Board shall not tolerate disruption of the meeting by members of the audience. [Attendees shall not bring posters, banners, or other items that might disrupt the meeting.](#) If, after at least one warning from the presiding officer, any individual continues to disrupt the meeting by his or her words or actions, the presiding officer may request assistance from law enforcement officials to have the individual removed from the meeting. [Notwithstanding, a single outburst or incident may be so disruptive that the individual may be removed without an initial warning. All individuals attending meetings will be expected to comply with applicable guidelines from the District regarding emergency procedures and/or in accordance with executive orders issued by duly authorized local, state, and/or federal authorities.](#)



Board Operating Procedures

The Superintendent and the Board function as a team. A structured approach to developing a district vision and setting goals is enhanced by first developing a system of standard operating procedures. The Board of Trustees is the corporate policy making body for the District. The Superintendent and staff provide the leadership to accomplish the District's mission and annual goals, through policy implementation. The Belton ISD Board Operating Procedures have been established based on legal policies and policies adopted by the Board of Trustees.

The Belton ISD Board of Trustees annually reviews these Operating Procedures to effectively communicate with staff and patrons of the District.

Trustees

Jeff Norwood	President
Ty Taggart	Vice President
Manuel Alcozer	Secretary
Suzanne M. McDonald	Trustee
Janet Leigh	Trustee
Chris Flor	Trustee
Erin Bass	Trustee

Administration

Dr. Matt Smith	Superintendent
Dr. Malinda Golden	Deputy Superintendent
Dr. Deanna Lovesmith	Assistant Superintendent for Teaching & Learning
Todd Schiller	Assistant Superintendent for Human Resources
Michael Morgan	Assistant Superintendent for Operations
Jennifer Land	Chief Financial Officer
Elizabeth Cox	Executive Director of Communications & Community Engagement

Operating Procedure Review

These operating procedures will be reviewed annually by the Board through the Policy Committee.

Board Ethics

Board members shall promote the best interests of the District as a whole and shall adhere to the following ethical standards:

Respect

- Be fair, just, and impartial in all decisions and actions.

- Accord others respect.
- Share views while working toward consensus.
- Respect the majority decision as the decision of the Board.
- Encourage expressions of different opinions and listen with an open mind to other's ideas.

Accountability

- Be accountable to the public by accurately representing District policies, programs, priorities, and progress.
- Work to ensure prudent and accountable use of District resources.
- Diligently prepare for and attend Board meetings.

Communication

- Be responsive to the community by seeking its involvement in District affairs and by communicating District priorities and concerns.
- Avoid personal involvement in activities the Board has delegated to the Superintendent.

Integrity

- Make no personal promise or private action that may compromise the Board members' performance or responsibilities.
- Tell the truth.
- Do not disclose information that is confidential by law or that will needlessly harm the District if disclosed.
- Seek continuing education that will enhance the Board members' ability to fulfill their duties effectively.
- Be continuously guided by what is best for all students of the District.

Fairness

- Base decisions on fact rather than supposition, opinion, or public favor.
- Refuse to surrender judgment to any individual or group at the expense of the District as a whole.

Lawfulness

- Uphold all applicable laws, rules, policies, and governance procedures consistently.
- Focus attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.

Board Meetings

Agenda Preparation

- The Board President and the Superintendent jointly create the agenda with input from the rest of the Board.
- Two standing agenda items will be at the end of each meeting agenda:
 - "Board Requests for New Information and/or Reports."
 - "Calendar of Events."

Opening of Regularly Scheduled Meetings & Maintaining Decorum

- Board meetings are held in public to conduct the business of the district, as distinguished from public meetings. The Board shall not tolerate disruption of the Board meeting by members of the public. Attendees shall not bring posters, banners, or other items that might disrupt the meeting. If, after at least one warning, any person continues to disrupt the meeting by his or her words or actions, the presiding officer may request assistance from the administration and/or law enforcement officials to have the person removed from the meeting. Notwithstanding, a single outburst or incident may be so disruptive that the individual may be removed without an initial warning. All individuals attending meetings will be expected to comply with applicable guidelines from the District regarding emergency procedures and/or in accordance with executive order issued by duly authorized local, state, and/or federal authorities.
- At the beginning of each regularly scheduled meeting, the Board President will open the meeting by stating, "Please rise for a moment of silent prayer or meditation and remain standing for the pledge of allegiance and honors to the Texas flag."
- Typically, after the Board President opens the meeting, the Board will allow Public Comments.

Board Member Response in Public Participation Section of the Board Meeting

- Public Comments will be posted on the Board's meeting notice as a separate agenda item. As permitted by BED(LOCAL) At Regular Meetings, the Board shall permit public comment, regardless of whether the topic is an item on the agenda posted with notice of the meeting. At Special Meetings, public comment shall be limited to items on the agenda posted with notice of the meeting. An individual's comments shall not exceed five (5) minutes per meeting except as permitted by Board Policy. See BED(LOCAL).
- The Board President may limit time and adjust placement of Public Comments if there is a large number of speakers or topics on the agenda. If more than five (5) individuals sign up to speak, the time allotted for each speaker will be three (3) minutes per meeting, unless additional time is needed for translation in accordance with BED(LEGAL). If more than ten (1) individuals sign up to speak, the time allotted for each speaker will be one (1) minute per meeting, unless additional time is needed for translation in accordance with BED(LEGAL).
- The Board President will share specific expectations/guidance with the Board and the public prior to the public participation segment of the Board meeting. The Board President shall inform the audience that the Board cannot engage with the audience during Public Comments.
- Board members will be attentive to speakers who come before the Board in the public participation segment of the meeting.
- Board members will refrain from demonstrating negative non-verbal communications.
- The Board does not allow the use of video, slide, or other electronic presentations during Public Comments.
- Speakers must be recognized by the presiding officer and will address the Board from the speaker's podium. No speaker will approach the dais.
- If citizens bring a written statement or support materials, they should provide enough copies for the seven Board Members and the Superintendent. Copies must be provided to the

[Executive Assistant to the Superintendent at then time the individual signs up to speak in Public Comment.](#)

- [Citizens may also contact the Board at: \[insert link\]](#)

Quorum

Generally, any time four or more members are gathered and discuss Board business, it is considered a meeting under the Texas Open Meetings Act. See BE(Legal).

A “walking quorum” occurs when members of a governmental body gather in numbers that do not physically constitute a quorum at any one time but who, through successive gatherings, secretly discuss a public matter with a quorum of the body with the objective of avoiding an open meeting. A governmental body may be subject to both civil and criminal liability for conducting business by a “walking quorum.”

Consent Agenda

A consent agenda will be used for items of routine and/or recurring nature, generally requiring no discussion and grouped together under one heading. The Superintendent will automatically place the following items on the consent agenda.

1. Routine items;
2. Annual renewals (i.e. Region 12 and Texas Education Agency items);
3. Financial items to include, but not limited to, monthly financial reports, budget amendments, expenditures over \$50,000, gifts, grants and bequests, certification of annual tax roll, monthly, quarterly and annual investment reports, and other financial reports as needed;
4. Minutes of regular and special Board meetings;
5. Updates of Board policy;
6. Routine personnel items; and
7. Routine bid recommendations.

A Board member can request an item be removed from the consent agenda for individual consideration and voting through notice to the Superintendent and Board President as soon as practical prior to the meeting, or in sufficient time, as determined by the Superintendent, to enable staff to present information at the meeting necessary to address a Board member’s question or concern.

Board Member Requests for Information

Questions from Board members concerning non-agenda information will be answered, when appropriate, in an administrative report by the Superintendent.

or

- May be placed on a future Board meeting agenda.

- Updates will be provided as needed by the Superintendent. Board members will notify the Superintendent when answers to their questions are not forthcoming from the contact person in the time promised.
- Board members, acting in their official capacity, have the right to seek information through the Superintendent's office. Written questions and corresponding responses will be distributed to all Board members in a timely manner.
- A Board member shall not have access to confidential student records unless there is a legitimate educational interest as defined by Board policy FL(LEGAL) in the records and the member is acting in [his/her](#)~~their~~ official capacity.
- Board members shall make formal information requests directly to the Superintendent. The Superintendent may direct other administrators to respond.
- Board members can e-mail or call the Superintendent or executive staff to ask questions or [make informal](#) requests [for](#) information.
- If the request requires a material amount of time or resources, the Superintendent shall notify the Board President.
- Board members will keep the Superintendent informed.

Closed Sessions

Closed Meetings shall include only items allowed by law and policy.

- If a Closed Meeting is allowed, the Board shall not conduct the Closed Meeting unless a quorum of the Board first convenes in an Open Meeting for which proper notice has been given and in which the presiding officer has publicly announced the sections of the Open Meetings Act or other applicable law under which the Closed Meeting is held.
- A final action, decision, or vote on a matter deliberated in a Closed Meeting shall be made only in an Open Meeting for which proper notice has been given.
- The Board shall keep a certified agenda of the proceedings of each Closed Meeting.
- No Board member shall participate in a eClosed mMeeting that is not documented by a certified agenda or a tape recording.
- All information provided and opinions shared in eClosed mMeeting shall remain confidential unless otherwise agreed upon by the Board. Non-compliance may result in private and or public censure.

Parliamentary Procedures

The Board shall observe the parliamentary procedures as outlined in Robert's Rules of Order Newly Revised.

Board Elections or Appointments

Five Board positions are by place and two are at large. In the event of a vacancy prior to the completion of a three-year term, the Board may appoint a replacement to complete the term or may order a special election to fill the vacancy in accordance with Board Policy BBC(LEGAL).

Evaluation of the Board

- The Board shall conduct a self-evaluation annually.
- The evaluation shall consider such items as role recognition, relationship with others, performance at Board meetings, self-improvement activities and other issues consistent with the Framework for School Board Development.

Evaluation of the Superintendent

- The annual evaluation of the Superintendent [and review of the Superintendent's contract](#) will [typically](#) be done in January. ~~Contract renewal is in January.~~
- The Board President obtains input from all Board members, completes the appraisal document and reviews the document and comments with the Superintendent prior to the next regularly scheduled board meeting.
- The Superintendent's evaluation is generally conducted in closed session but can be conducted in open session at the request of the Superintendent.

Selection of Board Officers

The Board shall elect a President, a Vice President, and a Secretary who shall be members of the Board. Each officer should have completed their annual required continuing education hours on time and completed one year of board service.

Board officers shall serve for a one-year term or until a successor is elected. Officers may serve three (3) consecutive terms, except in extenuating circumstances as determined by the Board.

Meeting Minutes

- Board minutes from previous meetings will be placed in the Board packet for approval at the next regular given Board meeting.
- Approved Board minutes will be posted on the District website.

Board Committees

- The Board will for the most part, function as a [eCommittee of theas-a wW](#)hole in a workshop meeting to review and discuss key issues.
- All workshops will be posted in accordance with the Open Meetings Act.
- For efficiency, the Board will divide into two standing committees, Policy and Facilities. Board members have the option each year of which committee they wish to serve. The Board President is not formally on either committee but may choose to attend any or all committee meetings.
- The Board President may create additional committees to address special topics.

Communication

How serious does information need to be before it is communicated to the Board?

- It must be important to the District. It may be fact or rumor.
- The information could be one of District liability, staff, or student risk or safety.
- All information is to be shared equitably with all members of the team in an appropriate/ethical manner.
- The Superintendent will determine means of communication depending upon the severity of the situation.

Board Member Communication with the Media

- The team strives to maintain a positive relationship with the media.
- The Superintendent or his/her designee shall be the official spokesperson for the District to the media on issues of media attention.
- The Board President or his/her designee shall be the official spokesperson for the Board to the media on issues of media attention.
- In speaking as an individual, the Board member should:
 - Clarify that he/she is speaking as an individual and not for the Board, and
 - Remind the media representative(s) of the position or the action of the Board or the issue in question.

Board Dissent

- Board members shall honor action taken by the Board when making any individual statement related to school business.
- Board members shall not communicate with any other Board members for purposes of soliciting votes with respect to ~~the~~ Board business items.
- It is expected that ~~the~~ Board members will attempt to informally work out any personal and professional conflicts with each other such that the members continue to work in a collaborative and effective manner.

- If disputes arise between Board members related to Board business or these Board Operating Procedures that cannot be resolved through communications between the members, the Board President will attempt to informally mediate the dispute and achieve resolution. In the event the dispute remains unresolved, the issue may be presented to the Board for resolution in a closed meeting if the item falls under accepted closed meeting topics. If the issue is not resolved during a closed meeting, the Board may take action as allowed by Board policy.

Citizen Request/Complaint to Individual Board Members

Parents and community members wishing to contact the School Board regarding a specific school, teacher, or child, are encouraged to begin at the level closest to the concern. The Board requests students and parents discuss their concerns and complaints through informal conferences with the appropriate teacher, principal or other campus administrator. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

1. Step One: Contact the teacher, coach, guidance counselor, etc.
2. Step Two: Contact the principal. (If a parent or community member has a school-wide concern, this becomes Step One.)
3. Step Three: Contact the District office responsible for the area of concern.
4. Step Four: Email the Superintendent of Schools, who will may begin an investigation or refer the matter to an appropriate administrator.
5. Step Five: Email all of the Trustees on the Board. The Board President or Executive Director of Communications and Community Engagement will acknowledge receipt of your email and copy the Superintendent of Schools.

If an informal conference regarding a complaint fails to reach the outcome requested by the student or parent, the student or parent may initiate the formal process described in the following policies:

- **FNG(LOCAL)**
- **FNG(LEGAL)**

Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns, and they may withdraw a formal complaint at any time if a resolution has been reached.

Neither the Board nor any District employee shall unlawfully retaliate against any student or parent for bringing a concern or complaint.

Other Issues

- Citizens wishing to express themselves regarding school district policy, boundaries, finances or other responsibilities of the Board which have not been placed on a regular agenda, are encouraged to use one or more of these alternatives.
- Contact the appropriate school department.
- Speak at the Public Comments section held during each Board meeting.

- Board members discourage citizens from providing anonymous information and, in general, will not act upon it (except for fraud, unlawful or other questionable Belton ISD activities which can be reported in confidence).
- Writing or speaking to the Board in a disrespectful tone is considered unprofessional and is counterproductive.

Building Trust between Administration and Board

- As much as possible, staff should be made aware of Board member questions in advance of the Board meeting.
- Care enough to privately address a fellow Board member if he/she is inappropriate.
- Provide the same information to all of the Board and the staff in an appropriate and timely manner.
- Board members will read their packet in advance.
- Staff will provide supportive data for Board decision-making.
- The agenda item cover memo will be used by staff to guide their work in supplying adequate and clear information on agenda items.
- The Board may table an item that does not have supportive data.
- The Board, ~~and~~ Superintendent, and staff will be open and respectful of each other.

Guidelines for Skillful Team Discussion

- Allow equal voice.
- Listen to understand.
- Allow one speaker at a time.
- Be brief and to the point.
- Take responsibility for yourself.
- Strive for consensus.

Board Member Visits to Campuses

- Board members may be invited to attend public events, receptions, groundbreakings, dedications, ribbon cuttings, and other campus events. In such cases, notifying the Superintendent is not necessary.
- Board members who wish to visit a campus to view a program or activity in their official capacity shall notify the Superintendent, and coordinate the visit with the principal.
- Board members visiting a campus in an unofficial capacity should adhere to campus rules.
- Board members are encouraged to interact with staff members but are never to give staff and other employees any directives.
- The Superintendent may schedule group Board visits on topics of interest. There must be less than a quorum present.

Board Attendance at District Events

- The Board will be provided weekly updates of calendar events and sent calendar invitations when available.
- Board members will show support of key events through their attendance at those events as representatives of the Board.

Board Training

Candidate workshops: The Board may conduct a training for interested school board candidates each year.

In the first year of service, a Board member shall receive at least 10 hours of continuing education in fulfillment of assessed needs. Up to 5 of the required 10 hours may be fulfilled through online instruction, provided that the training is designed and offered by a registered provider, incorporates interactive activities that assess learning and provide feedback to the learner, and offers an opportunity for interaction with the instructor. Newly elected Board member training shall include, but not be limited to:

- Local Orientation tier one training (within 60 days of taking the oath of office);
- Open Meetings Act (not less than 1 and not more than 2 hours within 90 days of taking the oath of office);
- Public Information Act (not less than 1 and not more than 2 hours within 90 days of taking the oath of office); and
- Local Orientation to the Education Code tier one training (within 1 year before or 120 days after taking the oath of office at least 3 hours in length).

After the first year of service, a Board member shall receive at least 5 hours of continuing education annually in fulfillment of assessed needs. A Board member may fulfill the 5 hours of continuing education through online instruction, provided that the training is designed and offered by a registered provider, incorporates interactive activities that assess learning and provide feedback to the learner, and offers an opportunity for interaction with the instructor. Experienced Board members are required to complete training to include:

- Team building with Superintendent including goal setting and review of the State Board of Education's governance framework distributed annually by the Board President to all Board members and the Superintendent (3 hours tier two annually);
- Continuing education in assessed needs (5 hours tier three annually);
- Evaluation of student academic performance (SB 1566) training (3 hours tier four training every 2 years);
- Update to Orientation to the Education Code, generally provided through ESC Region 12 (tier one training following a legislative session); and
- Training on sex trafficking (every 2 years).

The Board must meet minimum annual training requirements for the period January 1 through December 31.

The Board President shall also receive continuing education related to leadership duties of the Board President as some portion of the annual requirement.

The Texas Education Code requires the President of the Board to announce the status of earned training credits for each member of the Board of Trustees annually. The announcement is a progress report on the training Board members have received to date. This announcement occurs at the last regular Board meeting prior to an election of trustees (typically April).

Board members are encouraged to join the Texas Association of School Boards (TASB) and attend the TASB convention, as well as other relevant conventions, conferences, or clinics.

The Board is committed to attend required training and will strive to annually attend a conference together with the goal of 100% participation by the Board and Superintendent.

Review and Adoption

These Operating Procedures were approved at a meeting of the Board of Trustees on the 17th day of August, 20201.

Suzanne M. McDonaldJeff Norwood, President

Manuel AlcozerJanet Leigh, Secretary

Policy Committee Meeting – August 2, 2021

Policy Update 117 Affecting (LOCAL) Policies – 1st Reading

Background Information:

Update 117 includes recommended (LOCAL) policy revisions concerning the board's delegation of authority to the superintendent to approve purchases or construction in the event of an emergency. Also in this update are substantial revisions recommended to the district's leaves and absences policy.

While not covered in this publication, many of the (LEGAL) policies included in this update were affected by recent changes to Administrative Code rules or legislation from the 86th Legislative Session that is now in effect.

The 87th Legislative Session ended May 31, 2021 and since the June 20 deadline for the governor to sign legislation, Policy Service has been developing policy recommendations that will appear in Update 118, scheduled for release in the fall.

Update 117 is 278 pages and a link has been provided to view the [annotated policy update](#). The following additional explanatory documents are included with this document:

- Local Policy Overview
- Local Policy Comparison
- Staff's First Review Worksheet

Following review and 1st reading by the Policy Committee, Update 117 will be presented to the Board at its August 23 meeting for 2nd reading and consideration.

Update 117 Local Policy Overview

May 4, 2021

Introduction

Update 117 includes recommended (LOCAL) policy revisions concerning the board's delegation of authority to the superintendent to approve purchases or construction in the event of an emergency. Also in this update are substantial revisions recommended to the district's leaves and absences policy.

While not covered in this publication, many of the (LEGAL) policies included in this update were affected by recent changes to Administrative Code rules or legislation from the 86th Legislative Session that is now in effect.

The 87th Legislative Session is scheduled to end May 31, 2021. Once the June 20 deadline for the governor to sign legislation passes, Policy Service will begin developing policy recommendations that will appear in Update 118, which is scheduled for release in the fall.

TASB Numbered Update Reminders

You should also review your own district's customized Update 117 materials for your specific policy recommendations. Please remember that (LEGAL) policies provide the legal framework for key areas of district operations; they are not adopted by the board.

CH: Purchasing and Acquisition and CV: Facilities Construction

The major winter storms earlier this year caused extensive damage to many district facilities. Existing law permits districts to delegate authority to the superintendent to contract for the replacement, construction, or repair of equipment or facilities in the event of a catastrophe, emergency, or natural disaster affecting the district. The superintendent would be able to exercise this authority only if the replacement or repair is necessary for the health and safety of students and staff.

The recommended text at CH(LOCAL) provides this delegation in policy and requires the superintendent to report to the board any contracts made under the delegated authority at the next board meeting. The text also clarifies that the delegation does not permit the superintendent to suspend any

competitive purchasing requirements. As permitted by law, the board would still need to take action to waive competitive purchasing requirements.

At policy CV(LOCAL) we have included a cross-reference to CH(LOCAL) for the emergency delegation text.

Keep in mind that this is an optional delegation that provides flexibility to the district in the event of an emergency, catastrophe, or natural disaster. If the board does not wish to delegate this emergency contracting authority, please contact your policy consultant.

DEC: Compensation and Benefits, Leaves and Absences

DEC(LOCAL) is the policy that governs the district's practices related to leaves and absences. It includes information on whether the district provides local leave, limits on the use of leave, and when concurrent use of leave and compensatory time is required.

TASB Policy Service collaborated with TASB Legal and HR Services in developing the recommended revisions to DEC(LOCAL), which remove administrative details that are not necessary to include in board policy. Many of the removed provisions can be addressed in the employee handbook or in administrative procedures. TASB HR Services has revised its Model Employee Handbook and developed a separate procedural framework to assist districts in documenting these administrative details. The superintendent and designated policy contact can access these resources through their myTASB account. A link is provided in the Update 117 explanatory notes included in the update.

Some of the notable changes to DEC(LOCAL) include:

- We moved provisions related to concurrent use of leave and compensatory time to the sections of the policy addressing temporary disability leave and, if applicable to the district, family medical leave.
- We added a provision that classifies use of state or local leave taken within the first year after a child's birth, adoption, or foster placement as nondiscretionary use of leave. When leave is used for this purpose, it would not be subjected to any limits on duration of leave that are in place when leave is used for a discretionary purpose.
- And we revised provisions addressing requests for discretionary use of leave to permit the district to consider how the duration of the requested absence affects the educational program and district operations.

Given the substantial number of revisions to this policy, we recommend that you closely review the customized explanatory notes to better understand the changes made to your specific DEC(LOCAL).

Thank You!

That covers the local policies in Update 117 for most districts. We hope you find this overview helpful. Should you have any questions or want further clarification, please feel free to contact your assigned policy consultant at the [TASB Policy Service website](#).¹

¹ TASB Policy Service: <https://policy.tasb.org>



(LOCAL) Policy Comparison Packet

This packet is generated by an automated process that compares the updated policy to the district's current policy as found in TASB records.

In this packet, you will find:

- Policies being recommended for revision (annotated)
- New policies (not annotated)
- Policies recommended for deletion (annotated in PDF; omitted in Word)

Annotations are shown as follows.

- *Deletions* are shown in a red strike-through font: ~~deleted text~~.
- *Additions* are shown in a blue, bold font: **new text**.
- Blocks of text that have been *moved* without alteration are shown in green, with double underline and double strike-through formatting to distinguish the text's destination from its origin: ~~moved text~~ becomes moved text.
- *Revision bars* appear in the right margin, as above.

Note: While the annotation software competently identifies simple changes, large or complicated changes—as in an extensive rewrite—may be more difficult to follow. In addition, TASB's recent changes to the policy templates to facilitate accessibility sometimes makes formatting changes appear tracked, even though the text remains the same.

For further assistance in understanding policy changes, please refer to the explanatory notes in your Localized Policy Manual update packet or contact your policy consultant.

Contact:	School Districts and Education Service Centers	Community Colleges
	policy.service@tasb.org	colleges@tasb.org
	800.580.7529 512.467.0222	800.580.1488 512.467.3689

Purchasing Authority

The Board delegates to the Superintendent the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs ~~\$50,000~~ \$50,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place.

Exception for
Emergency
Contracts

In the event of a catastrophe, emergency, or natural disaster affecting the District, the Board delegates to the Superintendent the authority to contract for the replacement, construction, or repair of school equipment or facilities in accordance with law, if emergency replacement, construction, or repair is necessary for the health and safety of District students and staff. The Superintendent shall report to the Board at the next regular meeting any contract made under this authority. [See Disaster Exception, CH(LEGAL)]

The delegation regarding emergency contracts does not waive competitive purchasing requirements under Education Code Chapter 44. Only the Board is authorized to waive competitive purchasing requirements under limited circumstances in accordance with Education Code 44.031(h). [See Emergency Damage or Destruction, CH(LEGAL)]

Purchasing
Procedures

The Superintendent shall develop purchasing procedures to implement the requirements of state and federal law. [See also CB, CBB, CH(LEGAL), and COA]

Purchasing Method

The Board delegates to the Superintendent the authority to determine the method of purchasing in accordance with CH(LEGAL) or CBB(LEGAL), as appropriate.

*Competitive
Bidding*

If competitive bidding is chosen as the purchasing method, the Superintendent shall prepare bid specifications. All bids shall be in accordance with administrative regulations, and the submission of any electronic bids shall also be in accordance with Board-adopted rules. All bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.

The District may reject any and all bids in accordance with state or federal law, as applicable.

*Competitive
Sealed Proposals*

If competitive sealed proposals are chosen as the purchasing method, the Superintendent shall prepare the request for proposals and/or specifications for items to be purchased. All proposals shall be in accordance with administrative regulations, and the submission of any electronic proposals shall also be in accordance with Board-adopted rules. Proposals received after the specified time shall not be considered. Proposals shall be opened at the time

PURCHASING AND ACQUISITION

CH
(LOCAL)

specified, and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time of opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.

The District may reject any and all proposals in accordance with state or federal law, as applicable.

Electronic Bids or Proposals

Bids or proposals that the District has chosen to accept through electronic transmission shall be administered in accordance with Board-adopted rules. Such rules shall safeguard the integrity of the competitive procurement process; ensure the identification, security, and confidentiality of electronic bids or proposals; and ensure that the electronic bids or proposals remain effectively unopened until the proper time.

Responsibility for Debts

The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with the adopted budget, state law, Board policy, and the District's purchasing procedures. [See CE] The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control. Persons making unauthorized purchases shall assume full responsibility for all such debts.

Purchase Commitments

All purchase commitments shall be made by the Superintendent in accordance with administrative procedures, including the District's purchasing procedures.

Personal Purchases

District employees shall not be permitted to make purchases for personal use through the District's business office.

Compliance with Law

The Superintendent shall establish procedures that ensure that all school facilities within the District comply with applicable laws and local building codes.

Construction Contracts

Prior to advertising, the Board shall determine the project delivery/contract award method to be used for each construction contract valued at or above \$50,000. To assist the Board, the Superintendent shall recommend the project delivery/contract award method that he or she determines provides the best value to the District. [See CV series generally and CBB(LEGAL) for requirements if federal funds are involved.]

For construction contracts valued at or above ~~\$50,000~~ \$50,000, the Superintendent shall also submit the resulting contract to the Board for approval. Lesser expenditures for construction and construction-related materials or services shall be at the discretion of the Superintendent and consistent with law and policy. [See also CH and CBB(LEGAL)]

Note: For provisions regarding delegation of authority for construction contracts in the event of a catastrophe, emergency, or natural disaster affecting the District, see CH(LOCAL).

Change Orders

Change orders permitted by law shall be approved by the Board or its designee prior to any changes being made in the approved plans or the actual construction of the facility.

Project Administration

All construction projects shall be administered by the Superintendent or designee.

The Superintendent shall keep the Board informed concerning construction projects and also shall provide information to the general public.

Final Payment

The District shall not make final payments for construction or the supervision of construction until the work has been completed and the Board has accepted the work.

Leave Administration

The Superintendent shall develop administrative regulations addressing employee leaves and absences to implement the provisions of this policy.

Definitions

The term “immediate family” is defined as:

Immediate Family

1. Spouse.
2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*.
3. Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
4. Sibling, stepsibling, and sibling-in-law.
5. Grandparent and grandchild.
6. Aunt and uncle.
7. Any person residing in the employee’s household at the time of illness or death.

For purposes of the Family and Medical Leave Act (FMLA), the definitions of spouse, parent, son or daughter, and next of kin are found in DECA(LEGAL).

Family Emergency

The term “family emergency” shall be limited to disasters and life-threatening situations involving the employee or a member of the employee’s immediate family.

Leave Day

A “leave day” for purposes of earning, ~~using~~use, or recording-~~of~~ leave shall mean the number of hours per day equivalent to the employee’s usual assignment, whether full-time or part-time.

School Year

A “school year” for purposes of earning, using, or recording leave shall mean the term of the employee’s annual employment as set by the District for the employee’s usual assignment, whether full-time or part-time.

Catastrophic Illness or Injury

A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee’s immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the District. Such conditions typically require prolonged hospitalization or recovery or are expected to result in disability or death. Conditions relating to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.

Note: For District contribution to employee insurance during leave, see CRD(LOCAL).

Availability

The District shall make state personal leave and local leave for the current year available for use at the beginning of the school year.

State Earning Local Leave

~~An employee shall not earn any local leave when he or she is in unpaid status. An employee using full or proportionate paid leave shall be considered to be in paid status.~~

Deductions

~~Leave Without Pay~~

~~The District shall not approve paid leave for more leave days than have been accumulated in prior years plus leave currently available. Any unapproved absences or absences beyond accumulated and available paid leave shall result in deductions from the employee's pay.~~

~~Leave Proration~~

~~Employed for Less Than Full Year~~

If an employee separates from employment with the District before his or her last duty day of the school year, or begins employment after the first duty day of the school year, state personal leave ~~and local leave~~ shall be prorated based on the actual time employed.

If an employee separates from employment before the last duty day of the school year, the employee's final paycheck shall be reduced for state personal leave the employee used beyond his or her pro rata entitlement for the school year.:

- ~~1. State personal leave the employee used beyond his or her pro rata entitlement for the school year; and~~
- ~~2. Local leave the employee used but had not earned as of the date of separation.~~

~~Employed for Full Year~~

~~If an employee uses more local leave than he or she earned and remains employed with the District through his or her last duty day, the District shall deduct the cost of the excess leave days from the employee's pay in accordance with administrative regulations.~~

Recording

~~Leave shall be recorded as follows:~~

- ~~1. Leave shall be recorded in half-day increments for all employees.~~
- ~~2. If the employee is taking intermittent FMLA leave, leave shall be recorded in one-hour increments.~~

Order of Use

~~Unless an employee requests a different order, available paid state and local leave shall be used in the following order, as applicable:~~

- ~~1. Local leave.~~

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

~~2. State sick leave accumulated before the 1995-96 school year.~~

~~3. State personal leave.~~

~~Use of sick leave or sick leave bank days shall be permitted only after all available state and local leave has been exhausted.~~

Concurrent Use of Leave

~~When an absent employee is eligible for FMLA leave, the District shall designate the absence as FMLA leave.~~

~~The District shall require the employee to use temporary disability leave, hardship leave, and paid leave, including compensatory time, concurrently with FMLA leave.~~

~~An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable.~~

Medical Certification

An employee shall submit medical certification of the need for leave if:

1. The employee is absent more than five consecutive workdays because of personal illness or illness in the immediate family;
2. The District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or Superintendent; or
- ~~3.~~ The employee requests FMLA leave for the employee's serious health condition; a serious health condition or that of the employee's a spouse, parent, or child; or
- ~~4.3.~~ The employee requests FMLA leave for military caregiver leave purposes.

In each case, medical certification shall be made by a health-care provider as defined by the FMLA. [See DECA(LEGAL)]

~~**Note:** For District contribution to employee insurance during leave, see CRD(LOCAL).~~

State Personal Leave

The Board requires employees to differentiate the manner in which state personal leave is used. ÷

Nondiscretionary
~~Non-Discretionary~~ Use

- ~~4.4.~~ Nondiscretionary Non-discretionary use of leave shall be for the same reasons and in the same manner as state sick leave accumulated before May 30, 1995. [See DEC(LEGAL)]

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

	<p>NondiscretionaryNon-discretionary use includes leave related to the birth or placement of a child and taken within the first year after the child's birth, adoption, or foster placement.</p>
Discretionary Use	<p>2-5. Discretionary use of leave is at the individual employee's discretion, subject to limitations set out below.</p>
Limitations	
Request for Leave	<p>In deciding whether to approve or deny a request for discretionary use of state personal leave, to the immediate supervisor or designee in advance in accordance with administrative regulations. In deciding whether to approve or deny state personal leave, the supervisor or designee shall not seek or consider the reasons for which an employee requests to use leave. The supervisor or designee shall, however, consider the duration of the requested absence in conjunction with the effect of the employee's absence on the educational program and District operations, as well as the availability of substitutes.</p>
Duration of Leave	<p>Discretionary use of state personal leave shall not exceed five consecutive workdays. No more than five leave days may be used in a single semester.</p>
Schedule Limitations	<p>Discretionary use of leave shall not be allowed on the first or last day of a semester grading period, the day before a school holiday, the day after a school holiday, days scheduled for end-of-semester or end-of-year exams, days scheduled for state-mandated assessments, or professional or staff development days.</p>
Local Leave	<p>Each administrator and professional employee shall earn five paid local leave days per school year in accordance with administrative regulations.</p> <p>Each paraprofessional employee and monthly auxiliary employee shall earn three paid local leave days per school year in accordance with administrative regulations.</p> <p>Local leave shall accumulate to a maximum of 40 leave days.</p> <p>Local leave shall be used according to the terms and conditions of state personal leave. [See State Personal Leave, above]</p>
Bereavement (Funeral) Leave	<p>Use of state leave and/or local personal leave for death in the immediate family shall not exceed five workdays per occurrence, subject to the approval of a human resources administrator.</p>
Hardship Leave	<p>A biweekly employee who has an annual work schedule of less than 1,250 hours shall be granted up to 60 days of unpaid hardship leave subject to submission of medical certification and the ap</p>
DATE ISSUED: 5/20/2021	7/8/2016
UPDATE 117	LDU-2016.02
DEC(LOCAL)-X	

~~approval of human resources. Hardship leave shall not be granted on an intermittent basis.~~

~~The District shall discontinue payment of the employee's health insurance premiums. The employee may continue group health care coverage by paying premiums him or herself. [See CRD]~~

Extended Sick Leave

After all available ~~paid state and local~~ leave days and any applicable compensatory time have been exhausted, an administrator, a professional employee, a paraprofessional employee, and a monthly auxiliary employee shall be granted in a school year a maximum of 15 leave days of extended sick leave to be used for the employee's personal illness or injury, including pregnancy-related illness or injury; ~~or~~ for absences related to the illness or injury of a member of the employee's immediate family; or for absences related to the adoption of a child. -

A written request for extended ~~Extended~~ sick leave must be accompanied by medical certification of the illness or injury or documentation of the adoption.

The District shall deduct an amount equal to ~~one~~ One-half the individual employee's daily rate of pay ~~shall be deducted~~ for each day of extended sick leave taken, whether or not a substitute is employed.

Extended sick leave shall be noncumulative.

Use of Leave for Adoption

~~Local personal leave and extended sick leave may be used for the adoption of a child. The employee must provide documentation of the adoption.~~

Sick Leave Bank

The District shall establish a sick leave bank that employees may join through contribution of local leave or state personal leave in accordance with this policy and sick leave bank procedures.

Leave contributed to the bank shall be solely for the use of participating employees. An employee who is a member of the bank may request leave from the bank if the employee or a member of the employee's immediate family experiences a catastrophic illness or injury and the employee has exhausted all paid leave and any applicable compensatory time.

The Superintendent shall develop regulations for the operation of the sick leave bank that address the following:

1. Membership in the sick leave bank, including the number of days an employee must contribute to become a member;
2. Procedures to request leave from the sick leave bank;

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

3. The maximum number of days per school year a member employee may receive from the sick leave bank;
4. The committee or administrator authorized to consider requests for leave from the sick leave bank and criteria for granting requests; and
5. Other procedures deemed necessary for the operation of the sick leave bank.

Appeal
~~Membership~~

An employee may ~~become a decision member of the sick leave bank (SLB) by contributing two local leave days. When an employee contributes the days, the days:~~

- ~~1. Are no longer available for exclusive use by the contributing employee.~~
- ~~2. Are deducted from the contributing employee's accrued leave balance.~~
- ~~3. Become the property of the extended sick leave bank.~~

~~An employee must contribute the two local leave days prior to the submission of the first payroll (the tenth day of the month) in September.~~

~~After contributing the required number of local leave days for membership in the sick leave bank, a member shall be permitted to contribute state personal leave or additional local leave days to the bank, up to a maximum of five leave days per school year. These days shall be deducted from the contributing employee's leave balance.~~

Purpose

~~The sick leave bank days may be used by the employee if:~~

- ~~1. The employee or a member of the employee's immediate family experiences a critical illness or injury of such a severity that there is a short-term inability of the employee to perform his or her job; and~~
- ~~2. The employee has exhausted all paid leave.~~

Governing
Committee

~~The District shall elect a governing committee for the sick leave bank according to procedures outlined in administrative regulations. The committee shall review each application individually and shall approve or disapprove all requests.~~

Available Days

~~Provided the employee has contributed the required number of days, has exhausted all state leave, local paid leave, extended leave, and is requesting leave for personal or family member illness or injury, the committee shall grant up to 30 leave days per~~

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

~~request. A maximum of 90 leave days shall be approved during any contract or school year.~~

~~Application for Days After exhausting all available paid leave benefits, including sick leave, a member who has been absent from work for five consecutive days or more may submit a request for days from the sick leave bank. The employee may request from 30 to 90 leave days from the bank. The first 30 leave days shall be at the receiving employee's full daily rate of pay. One-half the employee's daily rate shall be deducted for each day used beyond 30 leave days up to the maximum of 90 leave days.~~

~~Recurring Illnesses If a member who has received days from the sick leave bank returns to work and must access the bank with the same or a different illness, the member may apply to the bank for additional days as needed not to exceed 90 leave days in the contract or school year. Each separate illness must qualify under the initial criteria.~~

~~Depletion of the Bank If the number of leave days in the bank falls below two times the number of participating members on July 1 of a given year, each member shall be required to contribute one extra leave day at the beginning of the contract or school year. If the number of leave days falls below one day for each contributing member, each member shall be required to contribute two leave days.~~

~~Replenishing Days Used If a member uses days from the bank during a contract or school year, the member shall be required to contribute an additional two leave days during the following contract or school year in order to continue membership in the bank. If the member uses fewer than two leave days from the bank, he or she shall contribute the number of days actually used.~~

~~Termination of Membership and Reinstatement An employee who terminates employment with the District shall forfeit membership in the bank on the effective date of termination. If the employee seeks to regain membership in the bank after being reemployed by the District, two days of local personal leave must again be contributed. An employee who is granted an approved leave shall retain membership in the bank and shall not be required to contribute additional days except as provided at DEPLETION OF THE BANK, above.~~

Appeal ~~All decisions~~ regarding the sick leave bank ~~may be appealed~~ in accordance with DGBA(LOCAL), beginning with the Superintendent or ~~appropriate administrator~~ **designee**.

Hardship Leave A biweekly employee who has an annual work schedule of less than 1,250 hours shall be granted up to 60 days of unpaid hardship leave subject to submission of medical certification and the ap-

approval of human resources. Hardship leave shall not be granted on an intermittent basis.

Hardship leave shall run concurrently with applicable paid leave and compensatory time, as applicable.

Family and Medical Leave

FMLA leave shall run concurrently with applicable paid leave and compensatory time, as applicable.

Note: See DECA(LEGAL) for provisions addressing FMLA.

Twelve-Month Period

For purposes of an employee's entitlement to FMLA leave, the 12-month period shall begin on the first duty day of the school year.

Combined Leave for Spouses

~~When~~ If both spouses are employed by the District, the District shall limit FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks. The District shall limit military caregiver leave to a combined total of 26 weeks. ~~[See DECA(LEGAL)]~~

Intermittent or Reduced Schedule Leave

The District shall not permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee. ~~[See DECA(LEGAL) for use of intermittent or reduced schedule leave due to a medical necessity.]~~

Certification of Leave

~~When~~ If an employee requests leave, the employee shall provide certification, ~~in accordance with~~ as required by FMLA regulations, of the need for leave. ~~[See DECA(LEGAL)]~~

Fitness-for-Duty Certification

~~In accordance with administrative regulations,~~ ~~when~~ If an employee takes FMLA leave due to the employee's own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification. ~~If the District will require certification of the employee's ability to perform essential job functions, the District shall provide a list of essential job functions to the employee with the FMLA designation notice.~~

~~Leave at the End of Semester~~ ~~Leave~~

~~When~~ If a teacher takes leave near the end of the semester, the District may require the teacher to continue leave until the end of the semester. ~~[See DECA(LEGAL), LEAVE AT THE END OF A SEMESTER]~~

~~Failure to Return~~

~~If, at the expiration of FMLA leave, the employee is able to return to work but chooses not to do so, the District may require reimbursement of premiums paid by the District during the leave. [See DECA(LEGAL), RECOVERY OF BENEFIT COST]~~

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

Temporary Disability Leave

Any full-time employee whose position requires educator certification by the State Board for Educator Certification or by the District shall be eligible for temporary disability leave. The maximum length of temporary disability leave shall be 180 calendar days. [See DBB(LOCAL) for temporary disability leave placement and DEC(LEGAL) for return to active duty.]

An employee's notification of need for extended absence due to the employee's own medical condition shall be forwarded to the Superintendent as a request for temporary ~~Temporary~~ disability leave.

~~shall be unpaid leave.~~ The District shall ~~require the discontinuance of the employee's health insurance premiums.~~ The employee to use temporary disability leave and paid leave, including any compensatory time, concurrently with FMLA leave. ~~may continue group health care coverage by paying premiums him or herself.~~ [See CRD(LOCAL)]

Workers' Compensation

Note: Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the District's contribution to health insurance. [See ~~CRD(LOCAL) regarding payment of insurance contribution during employee absences.~~]

An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable.

No Paid Leave Offset

The District shall not permit the option ~~An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable.~~

~~An employee eligible for paid leave offset in conjunction with workers' compensation income benefits. [See CRE], and not on assault leave, may elect in writing to use paid leave.~~

Court Appearances

Absences due to compliance with a valid subpoena or for jury duty shall be fully compensated by the District and shall not be deducted from the employee's pay or leave balance.

Neutral Absence Control

If an employee does not return to work after exhausting all available paid and unpaid leave, the District shall provide the employee written notice that he or she no longer has leave available for use. The District shall automatically pursue termination of an employee who has exhausted all available leave, regardless of the reason for the absence [see DF series]. The employee's eligibility for reasonable accommodations, as required by the Americans with Disabili-

ties Act [see DAA(LEGAL)], shall be considered before termination.
If terminated, the employee may apply for reemployment with the
District.

UPDATE 117 STAFF REVIEW WORKSHEET

Policy	Title	Leader Responsible	Revisions	Impact on Existing Practice	Next Steps
AIA(LEGAL) Sample Row	Accountability: Accreditation and Performance Indicators	Lovesmith	Policy now includes requirements for Local Accountability Systems formerly included in the Local Accountability Systems Guide	None	This is a Legal Policy. No impact on Local.
AIC(LEGAL)	Accountability: Interventions and Sanctions	Lovesmith	Policy addresses special populations and monitoring reviews.	None	This is a legal policy and no impact on local.
BBC(LEGAL)	Board Members: Vacancies and Removal from Office	Smith	Streamlined reference to CH(LEGAL) regarding board member removal for purchasing violations.	None	This is a legal policy and no impact on local.
BBD(EXHIBIT)	Board Members: Training and Orientation		Updated Framework for School Board Development.	None	None
BJCE(LEGAL)	Superintendent: Suspension/Termination During Contract		Changes to this legally referenced policy on suspension of the superintendent without pay and termination during the contract term.	None	This is a legal policy and no impact on local.
C(LEGAL)	Business and Support Services	Land	Revised table of contents to change the title of policy CHE.	None	None
CBB(LEGAL)	State and Federal Revenue Sources: Federal		Changed the acronym for Department of Education, modified the Code of Federal Regulations source for Uniform Guidance for federal funds and changed Affirmative Steps to Minority, Small, and Women's Businesses.	None	This is a Legal Policy. No impact on Local.
CH(LEGAL)	Purchasing and Acquisition		Added cross-references to other policies and added or revised language to provide additional clarity in most areas in the policy.	Relevant changes are reflected in CH(LOCAL)	Existing practices will be reviewed to ensure compliance in all areas. 35
CH(LOCAL)	Purchasing and Acquisition		TASB has recommended language for the Board to delegate authority to the superintendent to contract for the replacement, construction, or repair of equipment or facilities in the event of a catastrophe, emergency or natural disaster is certain provisions are met.	This policy change would be enacted should the district experience an extraordinary event.	Ensure this policy change is reflected in district operating procedures.
CHE(LEGAL)	Purchasing and Acquisition: Vendor Disclosures and Contracts		Language regarding vendor disclosures and contracts have been moved from CH(LEGAL) to CHE(LEGAL) to provide clarity. Other sections of the policy were reordered.	None	This is a legal policy and no impact on local.
CL(LEGAL)	Buildings, Grounds, and Equipment Management	Morgan	Revisions to provisions in recycling programs; Provisions on pool sanitization and safety standards have been streamlined to refer to relevant legal guidance.	Minimal	Ensure this policy change is reflected in district operating procedures.
CV(LEGAL)	Facilities Construction		Added cross-references to other pertinent policy codes to eliminate duplicated material; and reordered and adjusted provisions for flow and to better match statutory wording.	None	This is a legal policy and no impact on local.

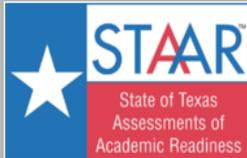
Policy	Title	Leader Responsible	Revisions	Impact on Existing Practice	Next Steps
CV(LLOCAL)	Facilities Construction		References CH(LLOCAL) for provisions regarding delegation of authority for construction contracts in the event a catastrophic, emergency, or natural disaster affecting the district.	This policy change would be enacted should the district experience an extraordinary event.	Ensure this policy change is reflected in district operating procedures.
CVA(LLEGAL)	Facilities Construction: Competitive Bidding		Moved provisions on identical competitive bids to CH(LLEGAL). Provision on making bid evaluations public to CV(LLEGAL).	None	This is a legal policy and no impact on local.
CVB(LLEGAL)	Facilities Construction: Competitive Sealed Proposals		Cross-reference has been added to procurement processes included at other policy codes, and duplicated material has been deleted.	None	This is a legal policy and no impact on local.
CVC(LLEGAL)	Facilities Construction: Construction Manager-Agent		Additional detail has been added regarding the construction manager at risk method. References legal requirements to CBB, CH, and CV.	None	This is a legal policy and no impact on local.
CVD(LLEGAL)	Facilities Construction: Construction Manager-At-Risk		Additional detail has been added regarding the construction manager at risk method. References legal requirements to CBB, CH, and CV.	None	This is a legal policy and no impact on local.
CVE(LLEGAL)	Facilities Construction: Design-Build		Additional detail has been added regarding the design build method. References legal requirements to CBB, CH, and CV.	None	This is a legal policy and no impact on local.
CVF(LLEGAL)	Facilities Construction: Job Order Contracts		Additional detail has been added regarding job order contracts. References legal requirements to CBB, CH, and CV.	None	This is a legal policy and no impact on local.
DEC(LLOCAL)	Compensation and Benefits: Leaves and Absences	Schiller	Removes administrative details not required to be in policy. Modified information for clarity.	None	Ensure administrative details are recorded appropriately in appropriate HR documents.
EHAA(LLEGAL)	Basic Instructional Program: Required Instruction (All Levels)	Lovesmith	Requires character traits to be taught as a part of required instruction.		This is a legal policy and no impact on local.
EHBA(LLEGAL)	Special Programs: Special Education		Provides clearer language to instructional arrangements and clarification of the school day.	None	This is a legal policy and no impact on local.
EHBAA(LLEGAL)	Special Education: Identification, Evaluation, and Eligibility		Includes district's obligation to refer a child for an evaluation, clarification of definition of a child with a disability and language to match statute.	None	This is a legal policy and no impact on local.
EHBAB(LLEGAL)	Special Education: ARD Committee and Individualized Education Program		Updated language on members of the ARD committee and added provision that the district is responsible for implementation of the IEP.	None	This is a legal policy and no impact on local.
EHBAC(LLEGAL)	Special Education: Students in Non-District Placement		Adds a 30-day requirement to notify TEA if a district places a student in a residential education program.	New notification requirement	This is a legal policy and no impact on local.
EHBAD(LLEGAL)	Special Education: Transition Services		Updates language on graduation and continuation of special education services.	None	This is a legal policy and no impact on local.

Policy	Title	Leader Responsible	Revisions	Impact on Existing Practice	Next Steps
EHBC(LLEGAL)	Special Programs: Compensatory/Accelerated Services		A district may apply to the commissioner to offer an Optional Flexible School Day Program.		This is a legal policy and no impact on local.
EIF(LLEGAL)	Academic Achievement: Graduation		Adds detailed language of students graduating who have special services.	None	This is a legal policy and no impact on local.
EKB(LLEGAL)	Testing Programs: State Assessment		Removes references to STAAR writing assessments in 4th and 7th grades.	STAAR writing will no longer be administered as a separate assessment in grades 4 and 7.	This is a legal policy and no impact on local.
EL(LLEGAL)	Campus or Program Charters	Golden	A district is entitled to additional state aid if the district was under contract during the 2017-2018 school year or is under renewal of such a contract to jointly operate under TEC 11.157.	None	This is a modification to legal policy and will require no changes in local policy.
FFAC(LLEGAL)	Wellness and Health Services: Medical Treatment	Morgan	New Administration Code rules, address maintenance and administration of unassigned asthma medication for districts that choose to implement such a program.	None	Adjust policy and practice if the District decides to implement availability of unassigned asthma medicine.

Graduation Requirements / Student Classification

Graduation Requirements

- ❑ A student must earn passing scores on five (5) STAAR End-of-Course (EOC) exams, in addition to earning all required course credits for the graduation plans to earn a diploma.
- ❑ Requirements of the Foundation High School Program (FHSP) can be found in section “Foundation High School Program (FHSP) + Endorsements”



English Language Arts	Math	Science	Social Studies
English I English II	Algebra I	Biology	US History

Student Classification

The Foundation High School Program (FHSP) requires 22 credits and is the basis for our grade level classifications below. The FHSP + Endorsement requires a total of 26 credits and is the plan recommended for all students. Students may not be approved for a FHSP (22 credits) until after the sophomore year.

Students are classified based on the number of academic credits earned at the beginning of the school year. All students who have completed 8th grade enter high school as a freshman regardless of the number of high school credits they may have already earned through middle school, summer school, credit by exam and/or online learning.

	Grade	Classification	Credits	Additional Requirement
Grade Level Classification	9th	Freshman	0 - 5.5	
	10th	Sophomore	6 - 11.5	
	11th	Junior	12 - 17.5	enrolled in English 3
	12th	Senior	18+	enrolled in 4th English credit

December Graduation

December graduation applications may be obtained through the counselor’s office and must be completed and returned by the first Friday in May. Early graduates may participate in the graduation ceremony at the end of the school year but will not be eligible for valedictorian or salutatorian honors. Early graduates’ GPAs and class ranks will be determined in the same manner as other graduating seniors.

The Foundation High School Program (FHSP) + Endorsement / Recognitions

Foundation High School Program (FHSP) The 22-credit FHSP is required for all endorsements.

English (4)	Mathematics (3)	Science (3)	Social Studies (3)	Languages other than English (2)	Fine Arts (1)	Physical Education (1)	Electives (5)
Must consist of English I, II, III (ESOL I & ESOL II may be substituted for English I & II for students with limited English proficiency), and an additional English course	Must include Algebra I, Geometry, and an additional/advanced math course beyond Algebra I	Must include Biology, one credit selected from IPC, Chemistry, or Physics, and one additional/advanced, lab-based science course	Must include World Geography or World History, US History, ½ credit Government, and ½ credit Economics	Must consist of 2 levels in the same language. <i>Note: PLTW AP Computer Science Principles & AP Computer Science A can satisfy LOTE requirement</i>	Choir, Band, Orchestra, Dance, Art, Theatre Arts, AP Music Theory or Floral Design	May include Athletics, PE courses, fall semesters of Marching Band or Color Guard, 1st year of Cheerleading, JROTC, Dance or Magic Belles	Any courses not being counted in one of the seven preceding categories

Additional Requirements for Endorsement

Mathematics (1) Algebra II or other advanced math credit dependent on endorsement	Science (1) Additional lab-based science course	Electives (2) Electives must be chosen from the 5 endorsement categories	Foundation + Endorsement (26 Credits)
---	---	--	--

State Assessment Performance

In addition to the credit requirements as listed, students must meet passing standards on the following End-of-Course Exams: English I, English II, Algebra I, Biology & United States History

Endorsements

Multidisciplinary Studies	Arts & Humanities	Business & Industry	Public Service	STEM
Allows a student to complete prescribed courses from each of the four foundation subject areas, AP courses from foundation subject areas or advanced courses within one endorsement area or among endorsement areas not in a coherent sequence	Art; Dance; Music; Theatre; Social Studies; Languages other than English	Agriculture, Food & Natural Resources; Architecture & Construction; Arts, A/V Technology & Communications; Business, Management & Administration; Finance; Hospitality & Tourism (Culinary Arts); Information Technology; Manufacturing; Marketing Sales & Service; Transportation & Logistics (Auto Technology); Advanced Broadcast Journalism, Newspaper or Public Speaking	Education & Training; Health Science; Law; Public Safety; Corrections & Security; Human Services; JROTC	Science, including computer science; Technology; Engineering & Mathematics (Algebra II, Chemistry & Physics are required for the STEM endorsement)

Recognitions

<p style="text-align: center;">Distinguished Level of Achievement</p> <p>A student may earn a distinguished level of achievement by successfully completing all curriculum requirements for the Foundation High School Program, plus each of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A fourth credit in mathematics, which must include Algebra II <input type="checkbox"/> A fourth credit in science <input type="checkbox"/> The requirements of at least one endorsement <p><i>A student must graduate with a Distinguished Level of Achievement to be considered for the Top 10% and eligible for automatic admission to a Texas public college or university.</i></p>	<p style="text-align: center;">Performance Acknowledgements</p> <p>A student may earn a performance acknowledgement in one or more of the following categories:</p> <ul style="list-style-type: none"> <input type="checkbox"/> AP test score of 3 or above <input type="checkbox"/> Outstanding performance on the PSAT, SAT or ACT <input type="checkbox"/> Completion of at least 12 hours' college coursework with final grades of A or B <input type="checkbox"/> Bilingualism & biliteracy <input type="checkbox"/> Earning a nationally or internationally recognized business or industry certification or license
---	--

Belton ISD Endorsement Options

Arts & Humanities	Business & Industry	Multidisciplinary Studies	Public Service	STEM
<p>An Arts & Humanities endorsement requires completion of the FHSP and ONE of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Five (5) social studies credits <p style="text-align: center;"><u>OR</u></p> <input type="checkbox"/> Four (4) levels / credits of the same LOTE <p style="text-align: center;"><u>OR</u></p> <input type="checkbox"/> Two (2) levels/credits of one LOTE and 2 levels/credits of a separate LOTE <p style="text-align: center;"><u>OR</u></p> <input type="checkbox"/> A coherent sequence of 4 credits in Fine Arts from ONE or TWO Fine Arts disciplines of Art, Dance, Music, and/or Theatre <p style="text-align: center;"><u>OR</u></p> <input type="checkbox"/> Four (4) English elective credits selected from English IV, Communication Applications, and AP English Literature & Composition 	<p>A Business & Industry endorsement requires completion of the FHSP and one of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A coherent sequence of 4 CTE credits, including: <ul style="list-style-type: none"> <input type="checkbox"/> at least 2 courses in the same career cluster; and <input type="checkbox"/> at least 1 advanced CTE course that is the 3rd course or higher in a sequence in one of the following career clusters: <ul style="list-style-type: none"> <input type="checkbox"/> Agriculture, Food & Natural Resources <input type="checkbox"/> Architecture & Construction <input type="checkbox"/> Arts, A/V Technology & Communications <input type="checkbox"/> Business Management & Administration <input type="checkbox"/> Finance <input type="checkbox"/> Hospitality & Tourism <input type="checkbox"/> Information Technology <input type="checkbox"/> Manufacturing <input type="checkbox"/> Marketing <input type="checkbox"/> Transportation, Distribution & Logistics <p style="text-align: center;"><u>OR</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Four (4) English Language Arts elective credits, including 3 levels in <u>ONE</u> of the following areas <ul style="list-style-type: none"> <input type="checkbox"/> Journalism - Newspaper or Yearbook or <input type="checkbox"/> Speech - Debate or Oral Interpretation <p style="text-align: center;"><u>OR</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> A combination of courses selected from various categories within the Business & Industry endorsements to form a coherent sequence 	<p>A Multidisciplinary Studies endorsement requires completion of the FHSP and at least one of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Four (4) additional/advanced courses, from within one endorsement area or from various endorsement areas, that prepare the student to either successfully enter post-secondary education without the need for remediation or successfully enter the workforce <p style="text-align: center;"><u>OR</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Four (4) credits in each of the four foundation subject areas of English Language Arts, math, science, and social studies, including a traditional English IV option (academic or Dual Credit) course, and Chemistry and/or Physics <p style="text-align: center;"><u>OR</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Four (4) credits in AP or Dual Credit courses selected from English Language Arts, math, science, social studies, LOTE, and/or Fine Arts <p style="text-align: center;"><i>Please note: All 9th graders will begin on the multidisciplinary endorsement.</i></p>	<p>A Public Service endorsement requires completion of the FHSP and ONE of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Marine Corps JROTC <p style="text-align: center;"><u>OR</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> A coherent sequence of 4 CTE credits, including: <ul style="list-style-type: none"> <input type="checkbox"/> at least 2 courses in the same career cluster, and <input type="checkbox"/> at least 1 advanced CTE course that is the 3rd course or higher in a sequence in ONE of the following career clusters: <ul style="list-style-type: none"> <input type="checkbox"/> Health Science <input type="checkbox"/> Education & Training <input type="checkbox"/> Government & Public Administration <input type="checkbox"/> Human Services <input type="checkbox"/> Law, Public Safety, Corrections & Security <p style="text-align: center;"><i>Please note: This endorsement cannot be earned through combining courses from separate Public Services pathways.</i></p>	<p>A STEM (science, technology, engineering & math) endorsement requires completion of the FHSP, including Algebra II, Chemistry, Physics, and one of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A coherent sequence of 4 CTE credits, including: <ul style="list-style-type: none"> <input type="checkbox"/> at least 2 courses in the same career cluster, and <input type="checkbox"/> at least 1 advanced CTE course that is the 3rd course or higher in a sequence related to science, technology, engineering, or math <p style="text-align: center;"><u>OR</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> A coherent sequence of 4 credits in Computer Science or Computer Programming <p style="text-align: center;"><u>OR</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Successful completion of 2 additional math courses for which Algebra II is a prerequisite <p style="text-align: center;"><u>OR</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Successful completion of 2 additional science credits beyond Biology, Chemistry, and Physics <p style="text-align: center;"><u>OR</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> A cross-disciplinary study of science and math, including 3 credits from a combination of courses chosen from <u>up to 2</u> of the following categories: <ul style="list-style-type: none"> <input type="checkbox"/> STEM CTE career cluster courses <input type="checkbox"/> Computer Science <input type="checkbox"/> Math courses for which Algebra II is a prerequisite <input type="checkbox"/> Science courses beyond Chemistry and Physics

Sample Student 4-Year Plan

	Freshman	Sophomore	Junior	Senior
Period 1	English I or PreAP Eng I	English II or Pre APEng II	English III or AP or DC Eng III	English IV or AP or DC Eng IV
Period 2	Algebra I or Advanced Geom	Geometry or Adv Alg II	Algebra II or Adv Pre Calc	4th math or Elective
Period 3	Biology or PreAP Biology	Chemistry or Adv Chemistry	Physics or AP Physics I	4th science course
Period 4	World Geography or AP Human Geography	World History or AP World History	US History or AP US History	Government/ Economics or AP Govt/Eco
Period 5	LOTE I	LOTE II	Elective	Elective
Period 6	Fine Art	Elective	Elective	Elective
Period 7	PE	Elective	Elective	Elective

Foundation Plan (Courses in Black)

Recommended Plan for Endorsement (Courses in Red)

Opportunities for students to select courses of interest (Blue)

Sample Student 4-Year Plan for a student taking AP courses, interested in pursuing a career in Culinary Arts and loves athletics

	Freshman	Sophomore	Junior	Senior
Period 1	PreAP Eng I	Pre APEng II	AP or DC Eng III	AP or DC Eng IV
Period 2	Advanced Geom	Adv Alg II	Adv Pre Calc	Elective
Period 3	PreAP Biology	Adv Chemistry	AP Physics I	4th science course
Period 4	AP Human Geography	AP World History	AP US History	AP Government/ Economics
Period 5	Intro to Culinary Arts	Culinary Arts	Advanced Culinary Arts (2 credits)	Practicum Culinary Arts (2 credits)
Period 6	Spanish II	Fine Art		
Period 7	Athletics	Athletics	Athletics	Athletics

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.