



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 October 31, 2022, beginning at 5:00 PM in the Bronco 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. Board Operating Procedures - 1st Reading 2
 - B. TASB Policy Review Local Policies to Address - 1st Reading
 1. DEE(LOCAL): Compensation and Benefits - Expense Reimbursement 16
 2. EHBAF(LOCAL): Special Education - Video/Audio Monitoring 17
 3. FJ(LOCAL): Student Fundraising 21
 - C. FDA(LOCAL): Admissions, Interdistrict Transfers - 1st Reading 23
 - D. FDB(LOCAL): Admissions, Intradistrict Transfers and Classroom Assignments - 1st Reading 25
- 4. Issues/Concerns for Future Agenda or Administrative Reports**
- 5. Adjourn**



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
Melissa Lafferty	Chief Financial Officer
Shad McGaha	Chief Technology Officer
Jennifer Bailey	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.”

Workshops

- ~~All~~ Any workshops involving a quorum of Board members or more will be posted in accordance with the Open Meetings Act. (Moved from Board Committees section)

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. 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. 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 three (3) minutes per meeting except as permitted by Board Policy. See BED(LEGAL) and (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. It is within the discretion of the presiding officer to reduce the amount of time allotted to individual speakers. Below is a sample of a sliding scale that may be used by the Board President for effective meeting management:

Number of Speakers	Minutes
1-15	3
16-30	2
31-40	1.5
More than 40	1

Individuals needing translation services may be allotted additional time 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, slides, or other electronic presentations during Public Comments. Posters are not allowed at the speaker's podium.
- 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 the time the individual signs up to speak in Public Comment.
- When the Board conducts a public hearing during a regular board meeting, individuals may have the opportunity to address the Board during both the public comment portion of the meeting and during the public hearing. However, comments pertaining to the subject of the public hearing are to be reserved for the public hearing. Unless otherwise provided by law or speakers' time is adjusted by the presiding officer, an individual may address the Board for three minutes during a public hearing. Comments to the Board during a public hearing must be directly related to the agenda item for the hearing or the presiding officer will redirect the individual to the applicable topic of the public hearing.
- Citizens may also contact the Board at: [Board of Trustees / Board Members \(bisd.net\)](http://bisd.net)

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 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 Closed Meeting that is not documented by a certified agenda or a tape recording.
- All information provided and opinions shared in Closed Meeting 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 area 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.
- 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 remain in the same office up to three (3) consecutive terms.** ~~Officers may serve three (3) consecutive terms, except in extenuating circumstances as determined by the Board.~~

Meeting Minutes

- ~~Board Minutes~~ from previous **Board** meetings will be placed in the ~~Board-agenda~~ packet for approval at the next Regular Board meeting. **If extenuating circumstances exist, minutes will be provided in the following month.**
- **Notes and/or minutes of committee meetings will be provided the following month.**
- Approved Board minutes will be posted on the District website.

Board Committees

- ~~The Board will for the most part, function as a Committee of the Whole in a workshop meeting to review and discuss key issues.~~
- All ~~Any~~ workshops ~~involving a quorum of Board members or more~~ will be posted in accordance with the Open Meetings Act. ~~(Moved to Board Meetings Section)~~
- For efficiency, the Board will divide into ~~two~~ **three** standing committees, Policy, **Budget**, and Facilities. Board members have the option each year of which committee they wish to serve **with two trustees serving on each committee**. The Board President is not formally on ~~either a~~ **standing** committee but may choose to attend any or all committee meetings.
- The Board President may create additional committees to address special topics.

Communication on District Business

~~How serious does information need to be before it is communicated to the Board?~~ **In accordance with Policy BJA(LOCAL), the Superintendent will keep the Board informed of significant issues as they arise. The following items serve as agreed upon criteria and procedures for information dissemination:**

- The Superintendent will determine **the timing and** means of communication depending upon the severity of the situation. **(reordered from below)**
- ~~It must be important to the District.~~ **Issues regarding timely communication** may be fact or rumor, **but must be important to the function of the District.** ~~The~~ **Such** 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.

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 Dissention

- 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 Board business items.
- It is expected that 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 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 the email and copy the Superintendent of Schools.~~

If a Trustee is contacted with a complaint or concern from a citizen, they will recommend the item be addressed at the appropriate level noted above or will refer the matter to the Superintendent of Schools for an administrative response. In such situations, the Superintendent of Schools (or designee) will respond in lieu of the Trustee.

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 Comment section held during each regular 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, 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 District Orientation (within 120 days of taking the oath of office, at least 3 hours in length);
- 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);
- Local Orientation to the Texas Education Code (within 1 year before or 120 days after taking the oath of office at least 3 hours in length); and
- Evaluating and Improving Student Outcomes (formerly SB 1566), within 120 days of taking the oath of office.

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 annually);
- Continuing education in assessed needs (5 hours annually);
- Evaluating and Improving Student Outcomes (formerly SB 1566), 3 hours training every 2 years);
- **State Board of Education Safety Training (2 hours every 2 years);**
- Post-Legislative Update to the Texas Education Code, following a legislative session;
- Child Abuse Prevention (1 hour every 2 years); and
- Cybersecurity (1 hour annually).

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 November, 2022.

Jeff Norwood, President

Manuel Alcozer, Secretary

PROPOSED REVISIONS

**Prior Approval
Required**

An employee shall be reimbursed for reasonable, allowable expenses incurred in carrying out District business only with the prior approval of the employee's supervisor and in accordance with administrative regulations.

**Documentation
Required**

For any allowable expense incurred, the employee shall submit a statement, with receipts to the extent feasible, documenting actual expenses.

Exception

Expenses for meals associated with authorized overnight travel not related to a state or federal grant shall be paid to employees on a per diem basis. No receipts shall be required for expenses paid on a per diem basis.

PROPOSED REVISIONS

Note: Unless otherwise noted, the terms “video recording,” “video surveillance,” and “video monitoring” shall also include any associated audio recordings. In addition, the term “classroom” shall also include other special education settings subject to video and audio recording required by law.

To promote student safety, the District shall comply with requests for video and audio monitoring of certain self-contained special education classrooms as required by law. Regular or continual monitoring of video recordings shall be prohibited. Video recordings shall not be used for teacher evaluation or monitoring or for any purpose other than the promotion of student safety.

The Superintendent is responsible for coordinating the provision of equipment to campuses in compliance with the law.

The Superintendent shall ensure that administrative regulations are developed to implement this policy.

Requests

For Following Year

A parent of a student receiving special education services and whose placement for the following school year will be in a self-contained classroom eligible for video surveillance may request in writing that a video camera be placed in the classroom by the end of the current school year or by the tenth business day after the student’s admission, review, and dismissal (ARD) committee determines the student’s placement, whichever is later. If such a request is made, the campus shall begin operation of the camera by the deadlines in law.

For Current Year

Written requests from a parent, assistant principal, principal, staff member, or the Board shall be submitted and processed in accordance with the procedures in law.

Response

As required by law, the District shall provide a response to the requester not later than the seventh business day after receipt of the request.

Notice

Before a camera is activated, the principal shall provide advance written notice to staff on the campus and to parents of the students assigned to or engaging in school activities in the classroom that video and audio surveillance will be conducted in the classroom.

**Installation and
Operation**

The classroom subject to the request shall begin operation of video surveillance not later than the time frames required in law, except when the District is granted an extension of time.

When the District has installed video cameras in a classroom as required by law, the District shall operate the cameras during the instructional day at all times when one or more students are in the classroom. For purposes of this policy, the instructional day shall be defined as the portion of a school day during which instruction is taking place in the classroom.

For the school year in which a campus receives a request for video and audio surveillance, the campus shall continue to operate and maintain any video cameras placed in the classroom for as long as the classroom continues to satisfy the requirements in Education Code 29.022(a). However, the campus may discontinue operation of the video camera during the year if the requester withdraws the request in writing and no request is submitted to continue the surveillance. Before a camera is deactivated, the principal shall provide advance written notice to staff on the campus and to parents of the students assigned to or engaging in school activities in the classroom that video and audio surveillance will be discontinued in the classroom and of the opportunity to request continued video and audio surveillance.

Video cameras must be capable of recording video and audio of all areas of the classroom, including a room attached to the classroom used for time out as defined by law. No visual monitoring, other than incidental coverage, shall be conducted of the inside of a bathroom or other area used for changing a student's clothes.

The District shall post notice at the entrance to a classroom in which video cameras are placed stating that video and audio surveillance is conducted in that classroom.

Retention of Recordings

Video recordings shall be retained for at least three months after the date of the recording but may be retained for a longer period in accordance with the District's records management program, or as required by law. [See CPC]

Confidentiality of Recordings

Video recordings made in accordance with this policy shall be confidential and shall only be released or viewed by the individuals and in the limited circumstances permitted by law. The following individuals shall have authority to view video recordings to the extent permitted by the Family Educational Rights and Privacy Act (FERPA):

1. A District employee or a parent of a student who is involved in an alleged incident documented by a recording and reported to the District;

2. Appropriate Department of Family and Protective Services (DFPS) personnel as part of an investigation of alleged abuse or neglect of a child;
3. A peace officer, school nurse, District administrator trained in de-escalation and restraint techniques, or human resource staff member in response to a report of an alleged incident or an investigation of an employee or a report of alleged abuse committed by a student; and
4. Appropriate Texas Education Agency or State Board for Educator Certification personnel or their agents as part of an investigation.

For purposes of this policy, the term “human resource staff member” shall include the Superintendent or other District administrator. If an individual listed in items 2–4 above believes that a recording shows a violation of District policy or campus procedures, the individual may allow access to the recording by appropriate legal and human resources personnel designated by the District for the purpose of determining whether a policy or procedure has been violated.

Any person who suspects that child abuse or neglect has occurred shall report this suspicion as required by law and District policy.
[See FFG]

Reporting an Incident

A person alleging that an incident, as defined by law, has occurred in a classroom in which video surveillance is conducted shall file a written report with the principal as soon as possible after the person suspects the alleged incident. The principal shall promptly provide the ~~executive director of special programs assistant superintendent of operations for student services~~ the report, and along with the appropriate administrators shall promptly view, or direct an authorized individual to view, the video surveillance footage to identify the relevant portion of the recording. No later than ten District business days after the report is filed, the ~~executive director of special programs assistant superintendent of operations for student services~~ or designee shall respond by notifying the person whether the alleged incident was recorded in the District’s video surveillance footage and shall initiate other steps as required by law, District policy, or local procedures.

Complaints

Complaints related to video and audio recordings under this policy shall be filed in accordance with DGBA, FNG, or GF, as applicable. A complainant who is dissatisfied with the outcome of the District’s complaint process may appeal in writing to the commissioner of education in accordance with Education Code 7.057 and 19 Ad-

Administrative Code 103.1303. A parent, staff member, or District administrator may request an expedited review in accordance with 19 Administrative Code 103.1303.

PROPOSED REVISIONS

Administrative regulations shall address student fundraising plans, approval of fundraising activities, and any required reporting on fundraisers by campus administrators.

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

A fundraising project to support a student or a student's immediate family member or an employee or employee's immediate family member shall require the approval of the principal. For purposes of this policy, "immediate family" shall include a spouse, child, parent, or sibling.

Comment: If the district would like to expand the definition of immediate family please revise this section of the policy. For reference regarding this definition, please refer to policy DEC(LOCAL).

Fundraising shall not be permitted during class time. [See EC]

Fundraising through sales of foods and beverages that could be consumed during the school day shall meet the requirements for competitive foods unless the District allows an exception from the competitive food requirement, as permitted by state and federal law. [See CO and FFA]

School-Sponsored

~~Fundraising activities by student groups and/or for school-sponsored projects shall be allowed, with prior administration approval and under the supervision of the project sponsor, for students in all grades.~~

~~All fundraising projects shall be subject to the approval of the principal and Superintendent.~~

~~Student participation in approved fundraising activities shall not interfere with the regular instructional program. [See EC]—Funds raised shall be received, deposited, and disbursed in accordance with CFD(LOCAL).~~

By Outside Organizations

~~No outside organizations of any sort may solicit contributions of any type from students, within the schools.~~

Loss of Class Time

~~The collection of monies that takes the time of the students or teachers during school hours is strictly forbidden, unless the monies collected represent payment for school lunches, monies that~~

~~will benefit the school or its students, or other authorized fees. [See also FP]~~

Note: This local policy has been revised in accordance with the District's [innovation plan](#).¹

Authority

The Superintendent is authorized to accept or reject any transfer requests, provided that such action is without regard to race, religion, color, sex, disability, national origin, or ancestral language.

Transfer Requests

A resident student who becomes a nonresident during the course of a semester shall be permitted to continue in attendance for the remainder of the semester.

A nonresident student wishing to transfer into the District shall file an application for transfer each school year with the Superintendent or designee. Transfers shall be granted for one regular school year at a time.

Criteria

In evaluating a request for transfer, the Superintendent or designee shall consider:

1. Program needs of the student and program availability of the campus;
2. Available space of the school to which the student requests a transfer;
3. UIL rules; and
4. A student's attendance and/or discipline history.

Revocation

The Superintendent may revoke an interdistrict transfer for one or more of the following reasons:

Violation of standards contained in the Student Code of Conduct or student handbook;

Unacceptable attendance;

Space unavailability;

Any District exigency that would require adjustments in campus enrollment;

Nonpayment of tuition;

False information was provided on the interdistrict student transfer form; or

Other reasons that may be determined by the administration and as reflected in the transfer application/agreement.

District Employees	A District employee may request an interdistrict transfer for his or her child to any District campus. Prior to approval by the Superintendent or designee, the District employee's child must meet all criteria established in policy.
Transfer Agreements	A transfer student shall be notified in the written transfer agreement that he or she must follow all rules and regulations of the District.
	In accordance with the District's innovation plan, the District is exempt from state law requiring transfers to be for a one-year period. Therefore, violation of the terms of the agreement may result in revocation of the agreement during the school year or may result in a transfer request not being approved the following year.
Campus Assignment	Approved interdistrict transfer students shall be assigned to the campus in closest proximity to his or her home address. If that campus cannot accommodate the transfer due to space, the student will be placed at the campus in next-closest proximity until a campus with available space is found. This shall not apply to interdistrict transfer of an employee's child.
Exception	An interdistrict transfer student who has attended a specific District high school for at least six semesters and whose transfer request has been approved may be assigned to the same high school where the student completed the previous six semesters.
Transportation	The District shall not provide transportation for interdistrict transfer students.
Closed Campuses	Campus capacities will be reviewed annually. Campuses that are at their capacity threshold will be closed to any new interdistrict transfers.
Tuition	If the District charges tuition, the amount shall be set by the Board, within statutory limits. A child who has a parent who is an active duty member of the military shall receive a 50 percent discount of tuition.
Waivers	The Superintendent or designee may waive tuition for a student based on financial hardship upon written application by the student, parent, or guardian. [See FP]
Discount	
Nonpayment	The District may initiate withdrawal of students whose tuition payments are delinquent. The withdrawal shall take place at the conclusion of the semester.
Appeals	Any appeals shall be made in accordance with FNG(LOCAL) and GF(LOCAL), as appropriate.

¹ Innovation Plan: <https://www.bisd.net/Page/369>

PROPOSED REVISIONS

A student shall be assigned to a school in the attendance area in which he or she resides.

Class Changes

The campus principal shall be authorized to investigate and approve the transfer of a student from one classroom to another on that campus.

Transfers Between Schools

The Superintendent shall be authorized to investigate and approve transfers between schools.

Transfer Requests

Criteria

All transfer requests shall be submitted each year for review. In evaluating a request for transfer, the following criteria shall be considered:

1. Program needs of the student and program availability of the campus;
2. Available space of the school to which the student requests a transfer;
3. Extraordinary family considerations;
4. UIL rules; and
5. A student's attendance and/or discipline history.

Revocation

The Superintendent may revoke an intradistrict transfer to a campus for one or more of the following reasons:

6. Violation of standards contained in the Student Code of Conduct or student handbook;
7. Unacceptable attendance;
8. Space unavailability;
9. Any District exigency that would require adjustments in campus enrollment;
10. False information was provided on the intradistrict transfer form; or

11. Other reasons that may be determined by the administration **and as reflected in the transfer application/agreement.**

Campus High School Assignment

An intradistrict transfer student who has attended a specific District high school for at least six semesters and whose transfer request has been approved may be assigned to the same high school where the student completed the previous six semesters.

Transportation

District transportation shall not be provided for intradistrict transfer students.

District Employees

A District employee may request an intradistrict transfer for his or her child to any District campus. Prior to approval by the Superintendent or designee, the District employee's child must meet all criteria established in this policy.

Closed Campuses

The Superintendent shall review campus capacities annually. Campuses that are at their capacity threshold shall be closed for purposes of accepting any new intradistrict transfers.

Note: For the transfer of a student who is the victim of bullying or who engaged in bullying, see FDB(LEGAL). For the transfer of a student who attends a persistently dangerous school, becomes a victim of a violent criminal offense, or becomes a victim of sexual assault, see FDE.
