



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 January 9, 2023, 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. TASB Policy Review Local Policies to Address - 1st Reading
 1. BAA(LOCAL): Board Legal Status - Powers and Duties 3
 2. DBD(LOCAL): Employment Requirements and Restrictions - Conflict of Interest 4
 3. DCE(LOCAL): Employment Practices - Other Types of Contracts 6
 4. FEE(LOCAL): Attendance - Open/Closed Campus 7
 5. FFAC(LOCAL): Wellness and Health Services - Medical Treatment 8
 6. FM(LOCAL): Student Activities 11
 7. FMG(LOCAL): Student Activities - Travel 12
 - B. DH(LOCAL): Employee Standards of Conduct - 1st Reading 13
 - C. Student Transfer Application 18
- 4. Issues/Concerns for Future Agenda or Administrative Reports**

5. Adjourn

DELETE POLICY

The Board shall be a deliberative body operating in the best interest of the District and the students of the District upon the basis of the best available evidence.

The Board, meeting as a deliberating body, shall require of its executive, the Superintendent, complete and constant information regarding the state of the schools and the levels of instructional efficiency.

The Board is responsible for policy making, planning, and evaluating. For the sake of efficiency, the Board places all administrative responsibilities upon the Superintendent and his or her staff. The Board shall not engage in any administrative activities or other activities that can be delegated to the Superintendent.

PROPOSED REVISIONS

Note: For conflicts of interest and gifts and gratuities related to federal grants and awards, see CB and CBB.

Disclosure—General Standard

An employee shall disclose ~~to the executive director of the~~ human resources office a personal financial interest, a business interest, or any other obligation or relationship that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the District.

Specific Disclosures
Substantial Interest

The Superintendent shall file an affidavit with the Board President disclosing a substantial interest, as defined by Local Government Code 171.002, in any business or real property that the Superintendent or any of his or her relatives in the first degree may have.

Any other employee who is in a position to affect a financial decision involving any business entity or real property in which the employee has a substantial interest, as defined by Local Government Code 171.002, shall file an affidavit with the Superintendent; however, the employee shall not be required to file an affidavit for the substantial interest of a relative.

Interest in Property

The Superintendent shall be required to file an affidavit disclosing interest in property in accordance with Government Code 553.002.

Annual Financial Management Report

The Superintendent, as the executive officer of the District, shall provide to the District in a timely manner information necessary for the District's annual financial management report.

[See BBFA]

Gifts

An employee shall not accept or solicit any gift, favor, service, or other benefit that could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities. [See CAA, CB, and CBB]

Endorsements

An employee shall not recommend, endorse, or require students to purchase any product, material, or service in which the employee has a financial interest or that is sold by a company that employs or retains the District employee during nonschool hours. No employee shall require students to purchase a specific brand of school supplies if other brands are equal and suitable for the intended instructional purpose.

Sales

An employee shall not use his or her position with the District to attempt to sell products or services.

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
CONFLICT OF INTEREST

DBD
(LOCAL)

**Nonschool
Employment**

An employee shall disclose in writing to ~~the assistant superintendent for~~ the human resources office any outside employment that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interests of the District.

Private Tutoring

An employee shall disclose in writing to the ~~the assistant superintendent for~~ human resources offices any private tutoring of District students for pay.

An employee is prohibited from tutoring their own students for pay.

ADD POLICY

**Non-Chapter 21
Contracts**

Non-Chapter 21 contracts shall be provided for positions included on the list approved by the Board. A non-Chapter 21 contract shall not be governed by Chapter 21 of the Education Code.

**Appeal of
Employment Actions**

An employee may appeal discharge during the contract period in accordance with DCE(LEGAL).

An employee whose contract is not reissued at the end of the contract period may appeal in accordance with DGBA(LOCAL).

DELETE POLICY

**Leaving Campus
During Lunch Time**

No student shall be permitted to leave campus during lunch except as approved by the principal, on a case-by-case basis in response to a parent's written request.

All Students

Students who leave campus during lunch or at any other time without administrative approval shall be subject to disciplinary action in accordance with the Student Code of Conduct.

PROPOSED REVISIONS

Administering Medication

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

Medication Provided by Parent

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

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

Medication Provided by District

Emergency Basis

The District shall purchase certain nonprescription medications to administer to students only on an emergency basis and in accordance with:

1. Protocols established by the District's medical advisor who must be licensed to practice medicine in the state of Texas; and
2. Parental consent given on the emergency treatment form.

The Superintendent shall designate the employees who are authorized to administer nonprescription medication under these protocols and permissions.

Athletic Program

The District shall purchase nonprescription medication that may be used to prevent or treat illness or injury in the District's athletic program. Only a licensed athletic trainer or a physician licensed to practice medicine in the state of Texas may administer this medication and may do so only if:

1. The District has prior written consent for medication to be administered [see Medical Treatment, below]; and

2. The administration of a medication by an athletic trainer is in accordance with a standing order or procedures approved by a physician licensed to practice medicine in the state of Texas.

Epinephrine

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

On Campus

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

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

Off Campus

Authorized and trained individuals may administer an unassigned epinephrine auto-injector to a person experiencing anaphylaxis at an off-campus school event or while in transit to or from a school event when an unassigned epinephrine auto-injector is available.

Maintenance, Availability, and Training

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

Notice to Parents

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

Psychotropics

Except as permitted by law, an employee shall not:

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

Medical Treatment

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

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

PROPOSED REVISIONS

**Extracurricular
Activity Absences**

The District shall make no distinction between absences for UIL activities and absences for other extracurricular activities approved by the Board.

[The District shall not limit an eligible student's absences related to participation in extracurricular activities. \[See FM\(LEGAL\)\]](#)

~~A student shall be allowed unlimited absences for extracurricular activities.~~

**Use of District
Facilities**

School-sponsored student groups may use District facilities with prior approval of the appropriate administrator. Other student groups may use District facilities in accordance with policy FNAB.

DELETE POLICY

**Transportation for
Student Travel**

Students who participate in school-sponsored trips shall be required to use transportation provided by the District to and from the event, except as otherwise permitted in administrative regulations.

**In-State Overnight
Trips**

Any in-state overnight trips taken by student organizations and other student groups shall require approval from the Superintendent.

Out-of-State Trips

Any out-of-state trips taken by student organizations or other student groups shall require approval from the Superintendent.

PROPOSED REVISIONS

Each District employee shall perform his or her duties in accordance with state and federal law, District policy, and ethical standards. The District holds all employees accountable to the Educators' Code of Ethics. [See DH(EXHIBIT)]

Each District employee shall recognize and respect the rights of students, parents, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the District.

An employee wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

Violations of Standards of Conduct

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

Weapons Prohibited

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

Exceptions

No violation of this policy occurs when:

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

Electronic Communication

Use with Students

A certified employee, licensed employee, or any other employee designated in writing by the Superintendent or a campus principal may use electronic communication, as this term is defined by law, with currently enrolled students only about matters within the scope of the employee's professional responsibilities.

Unless an exception has been made in accordance with the employee handbook or other administrative regulations, an

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

employee shall not use a personal electronic communication platform, application, or account to communicate with currently enrolled students.

Unless authorized above, all other employees are prohibited from using electronic communication directly with students who are currently enrolled in the District. The employee handbook or other administrative regulations shall further detail:

4. Exceptions for family and social relationships;
5. The circumstances under which an employee may use text messaging to communicate with individual students or student groups;
6. Hours of the day during which electronic communication is discouraged or prohibited; and
7. Other matters deemed appropriate by the Superintendent or designee.

In accordance with ethical standards applicable to all District employees [see DH(EXHIBIT)], an employee shall be prohibited from using electronic communications in a manner that constitutes prohibited harassment or abuse of a District student; adversely affects the student's learning, mental health, or safety; includes threats of violence against the student; reveals confidential information about the student; or constitutes an inappropriate communication with a student, as described in the Educators' Code of Ethics.

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

Personal Use

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

Reporting Improper Communication

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

Disclosing Personal Information

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

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

Safety Requirements Each employee shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

Use of Profanity Prohibited No employee shall direct profane language at a student, parent, visitor, or another District employee.

Harassment or Abuse An employee shall not engage in prohibited harassment, including sexual harassment, of:

8. Other employees. [See DIA]

9. Students. [See FFH; see FFG regarding child abuse and neglect.]

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

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

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

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

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

Alcohol and Drugs / Notice of Drug-Free Workplace As a condition of employment, an employee shall abide by the terms of the following drug-free workplace provisions. An employee shall notify the Superintendent in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace in accordance with Arrests, Indictments, Convictions, and Other Adjudications, below.

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

10. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.

11. Alcohol or any alcoholic beverage.

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(LOCAL)

12. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
13. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

Exceptions
An employee need not be legally intoxicated to be considered “under the influence” of a controlled substance.
It shall not be considered a violation of this policy if the employee:

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

Sanctions
An employee who violates these drug-free workplace provisions shall be subject to disciplinary sanctions. Sanctions may include:

17. Referral to drug and alcohol counseling or rehabilitation programs;
18. Referral to employee assistance programs;
19. Termination from employment with the District; and
20. Referral to appropriate law enforcement officials for prosecution.

Notice
Employees shall receive a copy of this policy.

Arrests, Indictments, Convictions, and Other Adjudications

An employee shall notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

21. Crimes involving school property or funds;
22. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
23. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or
24. Crimes involving moral turpitude, which include:

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

- Dishonesty; fraud; deceit; theft; misrepresentation;
- Deliberate violence;
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
- Felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
- Felony driving while intoxicated (DWI); or
- Acts constituting abuse or neglect under the Texas Family Code.

Dress and Grooming An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor and approved by the Superintendent.

**BELTON INDEPENDENT SCHOOL DISTRICT
INTERDISTRICT TRANSFER GUIDELINES
2022-2023**

1. All transfers must be submitted online at <https://www.bisd.net/transfer> and be approved by the Director of Student Services in accordance with [FDA \(LOCAL\)](#). Applications will open on February 7th and will close on March 11th.
2. 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 transfers of an employee's child.
3. Applications must be received by March 11, 2022 by 4pm in order to be considered. **ALL full-time BISD employees must submit applications during this time.**
4. In evaluating a request for interdistrict transfer, the Superintendent or designee shall consider the criteria established in [FDA \(LOCAL\)](#).
 - a. Program needs of the student and program availability of the campus;
 - b. Available space of the school to which the student requests a transfer;
 - c. UIL rules; and
 - d. A student's attendance and/or discipline history

5. Tuition Fees:

Grades PK – 8	\$375/semester
Grades 9-12	\$500/semester
2 nd + Child	\$200/semester

*Full time BISD Employees are exempt from transfer fee

*Active-Duty Military will receive a 50% reduction in tuition fees

6. The District may initiate withdrawal of students whose payments are delinquent.
7. Methods of payment accepted are cash, check, money order, credit card or online. Make check payable to Belton ISD (**Do not send checks to individual campuses**). Payments can be made in person at the Director of Student Service's Office located at 400 N. Wall Street, or by mailing to: BISD – Attention Student Services, P.O. Box 269, Belton Tx. 76513.
8. The District reserves the right to revoke an interdistrict transfer for one or more of the following reasons:
 - a. Violation of standards contained in the Student Code of Conduct or Student Handbook;
 - b. Unacceptable attendance;
 - c. Space unavailability;
 - d. Any District exigency that would require adjustments in campus enrollment;
 - e. Nonpayment of tuition;
 - f. False information was provided on the interdistrict Application; or
 - g. Other reasons that may be determined by the Administration
9. Fees will not be refunded for students withdrawn before the end of the semester or whose transfer has been revoked.
10. Campus capacities will be reviewed annually. Campuses that are at their capacity threshold will be closed to any new interdistrict transfers. **Current campuses closed for the 2022-2023 school year are:**
 - Chisholm Trail Elementary School
 - Lakewood Elementary School
 - Leon Heights Elementary School
 - Tarver Elementary School
 - Sparta Elementary School

**BELTON INDEPENDENT SCHOOL DISTRICT
INTRADISTRICT TRANSFER GUIDELINES
2022-2023**

1. It is the expectation that students will attend the campus that they are zoned to attend as determined by their home address.
2. Requests for transfers will be evaluated using the criteria established in Board Policy [FDB \(LOCAL\)](#). The following criteria shall be considered:
 - a. Program needs of the student and program availability
 - b. Available space of the school to which the student requests a transfer;
 - c. Extraordinary family considerations;
 - d. UIL rules; and
 - e. A student's attendance and/or discipline history
3. All transfers must be submitted online at <https://www.bisd.net/transfer> and be approved by the Director of Student Services in accordance with the above Board Policy. Applications will open on February 7th and will close on March 11th.
4. Applications must be received by March 11, 2022 in order to be considered. Transfer requests for children of **ALL full-time BISD employees will need to be submitted during this time.**
5. Campus capacities are reviewed annually. Campuses that are at their capacity and will be closed to new transfers for the 2022-2023 school year are:
 - a. Chisholm Trail Elementary School
 - b. Lakewood Elementary School
 - c. Leon Heights Elementary School
 - d. Tarver Elementary School
 - e. Sparta Elementary School
6. District transportation shall not be provided for intradistrict transfer students.
7. The District reserves the right to revoke an intradistrict transfer request to a campus for the following reasons:
 - a. Violation of standards contained in the Student Code of Conduct or Student Handbook;
 - b. Unacceptable attendance;
 - c. Space unavailability;
 - d. Any district exigency that would require adjustments in campus enrollment;
 - e. False information was provided on the intradistrict transfer students; or
 - f. Other reasons that may be determined by the Administration.