



## **Agenda of Policy Committee Meeting**

### **The Board of Trustees Belton Independent School District**

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A Policy Committee Meeting of the Board of Trustees of Belton Independent School District will be held April 4, 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 the meeting notice.

- 1. Call to Order**
- 2. Public Comments**
- 3. TASB Policy Review Local Policies to Address - 1st Reading**
  - A. FFAC(LOCAL): Wellness and Health Services - Medical Treatment 3
  - B. GKD(LOCAL): Community Relations - Nonschool Use of School Facilities 6
- 4. Texas Association of School Board's Initiated Localized Policy Update 120 - 1st Reading**
  - A. BBB(LOCAL) - Board Members: Elections 9
  - B. CKC(LOCAL) - Safety Program/Risk Management: Emergency Plans 10

C. FNG(LOCAL) - Student Rights and Responsibilities: Student and Parent Complaints/Grievances	12
D. FO(LOCAL) - Student Discipline	19
<b>5. EIC(LOCAL) and (Exhibit) - Academic Achievement: Class Ranking - 1st Reading</b>	<b>22</b>
<b>6. DC(LOCAL) - Employment Practices - 1st Reading</b>	<b>31</b>
<b>7. Issues/Concerns for Future Agenda or Administrative Reports</b>	
<b>8. Adjourn</b>	

**PROPOSED REVISIONS-REVISED – 2-23-23**

**Administering  
Medication**

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

**Medication 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 on an  
Emergency Basis**

The District shall purchase certain ~~unassigned epinephrine auto-injectors and opioid antagonist medications~~ nonprescription unassigned epinephrine auto-injectors and opioid antagonist 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:~~

	<p><del>The District has prior written consent for medication to be administered [see Medical Treatment, below]; and</del></p> <p><del>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.</del></p>
Epinephrine	<p>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.</p>
<i>On Campus</i>	<p>Authorized and trained individuals may administer an unassigned epinephrine auto-injector at any time to a person experiencing anaphylaxis on a school campus.</p> <p>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.</p>
<i>Maintenance, Availability, and Training</i>	<p>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.</p>
<i>Notice to Parents</i>	<p>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.</p>
<b><u>Administration of Opioid Antagonist Medication</u></b>	<p><u>The District shall purchase and store opioid antagonist medication, such as Naloxone, to assist a person who may be experiencing an opioid-related drug overdose. A trained District employee shall be authorized to administer this medication and may do so only in accordance with a standing order or procedures approved by a physician licensed to practice medicine in the state of Texas.</u></p> <p><u>The Superintendent shall develop administrative procedures addressing acquisition, maintenance, expiration, disposal, and availability of opioid antagonist medication in the District, as well as employee training and emergency notification requirements.</u></p>

**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.

**Medication Provided  
by District's 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.

**PROPOSED REVISIONS – REVISED 1-27-23**

<b>Scope of Use</b>	<p><u>The District has established a limited open forum for nonschool use of District facilities in accordance with this policy.</u></p> <p><u>The District shall provide equal access to youth groups designated in federal law, including the Boy Scouts and other Patriotic Societies, as it provides to other nonschool users of District facilities. [See Patriotic Societies in GKD(LEGAL)]</u></p> <p>The District shall permit nonschool use of designated District facilities for educational, recreational, civic, or social activities when these activities do not conflict with school use or with this policy.</p> <p>Approval shall not be granted for any purpose that would damage <del>school</del><u>District</u> property or to any group that has damaged District property.</p> <hr/> <p><b>Note:</b> See the following policies for other information regarding facilities use:</p> <ul style="list-style-type: none"><li>• Use by employee professional organizations: DGA</li><li>• Use of facilities for school-sponsored and school-related activities: FM</li><li>• Use by noncurriculum-related student groups: FNAB</li><li>• Use by District-affiliated school-support organizations: GE</li></ul>
<b>Nonprofit Fundraising</b>	<p>The District shall permit nonprofit organizations to conduct fundraising events on District property when these activities do not conflict with school use or with this policy.</p>
<b>For-Profit Use</b>	<p>The District shall not permit individuals or for-profit organizations to use its facilities for financial gain; however, the District <u>may</u><del>shall</del> permit private academic instruction; <del>as well as</del> public performances, recitals, or presentations so long as no admission fee is charged; <u>as well as practices sponsored by for-profit athletic groups when the primary participants are District students</u>, when these activities do not conflict with school use or with this policy.</p>
<b>Scheduling</b>	<p>Requests for nonschool use of District facilities shall be considered on a first-come, first-served basis.</p> <p>Academic and extracurricular activities sponsored by the District shall always have priority when any use is scheduled. [See FM] The <u>assistant superintendent of operations</u> <del>director of student services</del> shall have authority to cancel a scheduled nonschool use if an unexpected conflict arises with a District activity.</p>

COMMUNITY RELATIONS  
NONSCHOOL USE OF SCHOOL FACILITIES

GKD  
(LOCAL)

**Approval of Use** | The ~~assistant superintendent of operations~~ ~~director of student services~~ is authorized to approve any nonschool use of any District facility.

Exception | No approval shall be required for nonschool-related to individual recreational use of the District's unlocked, outdoor recreational facilities, such as the track, playgrounds, when the facilities are not in use by the District or for a scheduled nonschool purpose.

Any organization or organized group that wishes to use any unlocked, outdoor facilities shall submit a request in accordance with this policy.

Emergency Use | In case of emergencies or disasters, the ~~assistant superintendent of operations~~ ~~director of student services~~ may authorize the use of ~~school~~ District facilities by civil defense, health, or emergency service authorities.

**Facilities Not Available** | The following District facilities shall not be available for nonschool use:

1. Classrooms;
2. Meeting rooms at the Administration Building when a meeting or training session is scheduled for the following day; and
- ~~2-3.~~ Agriculture program facilities.

~~Repeated Use~~ | ~~The District shall not permit repeated use by any group or organization for nonschool purposes for longer than 18 months.~~

**Use Agreement** | Any organization or individual approved for a nonschool use of District facilities shall be required to complete a written agreement indicating receipt and understanding of this policy and any applicable administrative regulations, and acknowledging that the District is not liable for any personal injury or damages to personal property related to the nonschool use.

Additionally, the organization or individual shall be required to present proof of acceptable liability insurance as required by the current facilities usage guidelines.

~~Fees for Use~~ | ~~Nonschool users shall be charged a fee for the use of designated District facilities.~~

The assistant superintendent of operations ~~The director of student services~~ shall establish and publish annually in the facilities usage guidelines a schedule of fees based on the cost of the physical operation of the facilities, as well as any applicable personnel costs for supervision, custodial services, food services, security, and technology services.

COMMUNITY RELATIONS  
NONSCHOOL USE OF SCHOOL FACILITIES

GKD  
(LOCAL)

Exceptions

Fees shall not be charged when ~~school buildings~~District facilities are used for public meetings sponsored by state or local governmental agencies or for use by District employee professional organizations, and for use by organization whose central purpose is supporting the District [see DGA].

**Required Conduct**

Persons or groups using ~~school~~District facilities shall:

1. Conduct business in an orderly manner.
2. Abide by all laws and policies, including but not limited to those prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, and firearms, and the use of tobacco products or e-cigarettes on school property. [See GKA]
3. Make no alteration, temporary or permanent, to ~~school~~District property ~~without prior written consent from the Superintendent.~~

All groups using ~~school~~District facilities shall be responsible for the cost of repairing any damages incurred during use and shall be required to indemnify the District for the cost of any such repairs.

BOARD MEMBERS  
ELECTIONS

BBB  
(LOCAL)

<b>Membership</b>	The Board shall consist of seven members.
<b>Method of Election</b>	Election of Board members shall be a combination of at large and by single-member districts referred to below as "areas."
<b>Election Date</b>	General election of board members shall be on the May uniform election date.
<b>Terms and Election Schedule</b>	Two Board members shall be elected at large for three-year terms, with elections conducted annually, as follows:
At Large	The election of two Board members shall be held in <del>2020</del> , 2023, 2026, <del>2029</del> , and in three-year intervals thereafter.
Areas	Five Board members shall be elected by area for three-year terms, with elections conducted annually, as follows:
<i>Areas 2 and 4</i>	The election for areas 2 and 4 shall be held in <del>2018</del> , <del>2021</del> , 2024, 2027, <del>2030</del> , and in three-year intervals thereafter.
<i>Areas 1, 3, and 5</i>	The election for areas 1, 3, and 5 shall be held in <del>2019</del> , <del>2022</del> , 2025, <del>2028</del> , <del>2031</del> , and in three-year intervals thereafter.
<b>Method of Voting</b>	The at-large candidates receiving the highest number of votes for the number of <del>seats</del> positions with expiring terms shall be elected.
At Large	
<i>Plurality</i>	
Areas	To be elected, an area candidate must receive more votes than any other candidate for the area.
<i>Plurality</i>	

**Emergency  
Operations Plan**

The Superintendent shall ensure updating of the District's emergency operations plan and ongoing staff training.

As required by law, the emergency operations plan shall include the District's procedures addressing:

1. Reasonable security measures when District property is used as a polling place;
2. Response to an active shooter emergency; ~~and~~
3. Response to a nearby train derailment, as applicable; and
- ~~3-4.~~ 4. Access to campus buildings and materials necessary for a substitute teacher to carry out the duties of a District employee during an emergency or an emergency drill.

**Firearms**

Purpose

The Board has adopted these provisions regarding firearms to address concerns about effective and timely response to emergency situations ~~on~~ ~~at~~ ~~a~~ District property, including invasion of a school by an armed outsider; a hostage situation; actions of a student or employee who is armed and poses a direct threat of physical harm to himself, herself, or others; and similar circumstances.

Authorization

Pursuant to its authority under state law, the Board may authorize specific District employees to possess certain firearms in schools, at Board meetings, and at school-sponsored or school-related events on District property, to the extent allowed by law.

Each specifically authorized employee shall be approved by action of the Board. The Superintendent shall issue written authorization to each approved employee.

Participation in this safety program shall be strictly voluntary and shall not be a requirement of any employee position.

Revocation

The Superintendent, as well as the Board, shall have the authority to revoke at any time a specific employee's authorization to possess a firearm under this policy.

However, ~~the~~ authorization for a specific employee to possess a firearm under this policy shall be automatically revoked if the employee is placed on administrative leave or separates from employment with the District, regardless of the reason.

Handgun Licensees

Only a District employee who maintains a current license to carry a handgun, in accordance with state law, shall be eligible for authorization to possess a firearm on District property under this policy and in accordance with the District's emergency operations plan.

A District employee who is a handgun license holder but who has not been specifically authorized by Board action under this policy

	shall not be permitted to possess a firearm on school property except in accordance with the limited provisions of DH(LOCAL).
Training	The District shall provide to each District employee who is authorized to possess a firearm on District property specialized training in crisis intervention, management of hostage situations, and other topics the Board may determine necessary or appropriate.
Permitted <a href="#">Weapons</a> and Ammunition	Only District-approved firearms and ammunition shall be authorized for possession and use under this policy and the District's emergency operations procedures.
Implementation	<a href="#">The Superintendent shall ensure that procedures to implement this security program are detailed in the District's emergency operations plan.</a>

## Complaints

In this policy, the terms “complaint” and “grievance” shall have the same meaning.

### Other Complaint Processes

Student or parent complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with FNG after the relevant complaint process:

1. Complaints alleging discrimination or harassment based on race, color, religion, sex, gender, national origin, age, or disability shall be submitted in accordance with FFH.
2. Complaints concerning dating violence shall be submitted in accordance with FFH.
3. Complaints concerning retaliation related to discrimination and harassment shall be submitted in accordance with FFH.
4. Complaints concerning bullying or retaliation related to bullying shall be submitted in accordance with FFI.
5. Complaints concerning failure to award credit or a final grade on the basis of attendance shall be submitted in accordance with FEC.
6. Complaints concerning expulsion shall be submitted in accordance with FOD and the Student Code of Conduct.
7. Complaints concerning any final decisions of the gifted and talented selection committee regarding selection for or exit from the gifted program shall be submitted in accordance with EHBB.
8. Complaints [within the scope of Section 504, including complaints](#) concerning identification, evaluation, or educational placement of a student with a disability, ~~within the scope of Section 504~~ shall be submitted in accordance with FB and the procedural safeguards handbook.
9. [Complaints within the scope of the Individuals with Disabilities Education Act, including complaints](#) ~~Complaints~~ concerning identification, evaluation, educational placement, or discipline of a student with a disability, ~~within the scope of the Individuals with Disabilities Education Act~~ shall be submitted in accordance with EHBAE, FOF, and the procedural safeguards handbook provided to parents of all students referred to special education.
10. Complaints concerning instructional resources shall be submitted in accordance with [the EF series](#).

11. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with CKE.
12. Complaints concerning intradistrict transfers or campus assignment shall be submitted in accordance with FDB.
13. Complaints concerning admission, placement, or services provided for a homeless student shall be submitted in accordance with FDC.
14. Complaints concerning disputes regarding a student's eligibility for free or reduced-priced meal programs shall be submitted in accordance with COB.

Complaints regarding refusal of entry to or ejection from District property based on Education Code 37.105 shall be filed in accordance with this policy. However, the timelines shall be adjusted as necessary to permit the complainant to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before the Board considers it. [See GKA(LEGAL)]

**Extracurricular  
Activity Complaints**

For a complaint concerning a student's participation in an extracurricular activity that does not involve a violation of a right guaranteed by Education Code Chapter 26, the Level Two decision is final and may not be appealed to the Board.

**Notice to Students  
and Parents**

The District shall inform students and parents of this policy through appropriate District publications.

**Guiding Principles**

Informal Process

The Board encourages students and parents to discuss their concerns with the appropriate teacher, principal, or other campus administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

Formal Process

A student or parent may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board

policy, nor to require a full evidentiary hearing or “mini-trial” at any level.

**Freedom from Retaliation**

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

**General Provisions**

Filing

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

Scheduling Conferences

The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If a student or parent fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the student’s or parent’s absence.

Response

At Levels One and Two, “response” shall mean a written communication to the student or parent from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the student’s or parent’s email address of record, or sent by U.S. Mail to the student’s or parent’s mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

Days

“Days” shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is “day zero.” The following business day is “day one.”

Representative

“Representative” shall mean any person who or organization that is designated by the student or parent to represent the student or parent in the complaint process. A student may be represented by an adult at any level of the complaint.

The student or parent may designate a representative through written notice to the District at any level of this process. If the student or parent designates a representative with fewer than three days’ notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District’s counsel. The District may be represented by counsel at any level of the process.

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG  
(LOCAL)

**Consolidating Complaints**      Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student or parent shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

**Untimely Filings**      All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student or parent, at any point during the complaint process. The student or parent may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

**Costs Incurred**      Each party shall pay its own costs incurred in the course of the complaint.

**Complaint and Appeal Forms**      Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.

Copies of any documents that support the complaint should be attached to the complaint form. If the student or parent does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student or parent unless the student or parent did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refile is within the designated time for filing.

**Level One**

Complaint forms must be filed:

1. Within 15 days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, students and parents shall file Level One complaints with the campus principal.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and schedule a conference with the student or parent within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

## **Level Two**

If the student or parent did not receive the relief requested at Level One or if the time for a response has expired, the student or parent may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The student or parent may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the student or parent at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the student or parent may provide information

concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

### **Level Three**

With the exception of complaints regarding extracurricular activities, described above, if the student or parent did not receive the relief requested at Level Two or if the time for a response has expired, the student or parent may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the student or parent of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The student or parent may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the student or parent notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student or parent and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the student or parent or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

**Student Code of Conduct**

The District's rules of discipline are maintained in the Board-adopted Student Code of Conduct and are established to support an environment conducive to teaching and learning.

Rules of conduct and discipline shall not have the effect of discriminating on the basis of gender, race, color, disability, religion, ethnicity, or national origin.

At the beginning of the school year and throughout the school year as necessary, the Student Code of Conduct shall be:

1. Posted and prominently displayed at each campus or made available for review in the principal's office, as required by law; and
2. Made available on the District's website and/or as a hard copy to students, parents, teachers, administrators, and others on request.

Revisions

Revisions to the Student Code of Conduct approved by the Board during the year shall be made available promptly to students and parents, teachers, administrators, and others.

**Extracurricular Standards of Behavior**

With the approval of the principal and Superintendent, sponsors and coaches of extracurricular activities may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards. Extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off school property.

A student shall be informed of any extracurricular behavior standards at the beginning of each school year or when the student first begins participation in the activity. A student and his or her parent shall sign and return to the sponsor or coach a statement that they have read the extracurricular behavior standards and consent to them as a condition of participation in the activity.

Standards of behavior for an extracurricular activity are independent of the Student Code of Conduct. Violations of these standards of behavior that are also violations of the Student Code of Conduct may result in independent disciplinary actions.

A student may be removed from participation in extracurricular activities or may be excluded from school honors for violation of extracurricular standards of behavior for an activity or for violation of the Student Code of Conduct.

**“Parent” Defined**

Throughout the Student Code of Conduct and discipline policies, the term “parent” includes a parent, legal guardian, or other person having lawful control of the child.

**General Discipline Guidelines**

A District employee shall adhere to the following general guidelines when imposing discipline:

1. A student shall be disciplined when necessary to improve the student’s behavior, to maintain order, or to protect other students, school employees, or property.
2. A student shall be treated fairly and equitably. Discipline shall be based on an assessment of the circumstances of each case. Factors to consider shall include:
  - a. The seriousness of the offense;
  - b. The student’s age;
  - c. The frequency of misconduct;
  - d. The student’s attitude;
  - e. The potential effect of the misconduct on the school environment;
  - f. Requirements of Chapter 37 of the Education Code; and
  - g. The Student Code of Conduct adopted by the Board.
3. Before a student under 18 is assigned to detention outside regular school hours, notice shall be given to the student’s parent to inform him or her of the reason for the detention and permit arrangements for necessary transportation.

**Corporal Punishment**

The Board prohibits the use of corporal punishment in the District. Students shall not be spanked, paddled, or subjected to other physical force as a means of discipline for violations of the Student Code of Conduct.

**Physical Restraint**

**Note:** [A District employee may restrain a student with a disability who receives special education services only in accordance with law. \[See FOF\(LEGAL\)\]](#)

Within the scope of an employee’s duties, a District employee may physically restrain a student if the employee reasonably believes restraint is necessary in order to:

1. Protect a person, including the person using physical restraint, from physical injury.
2. Obtain possession of a weapon or other dangerous object.

3. Protect property from serious damage.

~~3.4.~~ Remove a student refusing a lawful command of a school employee from a specific location, including a classroom or other school property, in order to restore order or to impose disciplinary measures.

~~4. Control an irrational student.~~

~~5.1. Protect property from serious damage.~~

~~A District employee may restrain a student with a disability who receives special education services only in accordance with law. [See FOF(LEGAL)]~~

**Video and Audio Monitoring**

Video and audio recording equipment shall be used for safety purposes to monitor student behavior on District property.

The District shall post signs notifying students and parents about the District's use of video and audio recording equipment. Students shall not be notified when the equipment is turned on.

Use of Recordings

The principal shall review recordings as needed, and evidence of student misconduct shall be documented. A student found to be in violation of the District's Student Code of Conduct shall be subject to appropriate discipline.

Access to Recordings

Recordings shall remain in the custody of the campus principal and shall be maintained as required by law. A parent or student who wishes to view a recording in response to disciplinary action taken against the student may request such access under the procedures set out by law. [See FL(LEGAL)]

**PROPOSED REVISIONS**

**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.

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**Note:** The following provisions shall apply to students beginning with the graduating class of 2026.

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**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 On-Ramps courses in these areas. The weighted grade average shall also include grades earned in all Advanced Placement (AP) and all advanced CTE courses. Courses receiving more than 1 credit for a single class period shall be calculated as 1 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; or non-advanced CTE courses for which a student earns a math or science credit.

**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 and On-Ramps courses shall be categorized and weighted as Level 4 courses. Up to a total of six courses completed in the sophomore and junior years combined and up to two courses completed in the senior year may be calculated at this level.~~

*Level 3*

Eligible Advanced CTE, Advanced Placement, Dual Credit, On-Ramps, Advanced, and Pre-AP courses shall be categorized and weighted as Level 3 courses.

Level 2	Eligible On-Level 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.

**Bonus Points** After calculation of the weighted GPA using the leveled system above, bonus points will be added for up to 8 AP courses and/or On-Ramps courses. Up to a total of six courses completed in the sophomore and junior years combined and up to two courses completed in the senior year may receive bonus points. Each full-year course will receive 0.1 bonus points added to the weighted GPA, with a maximum of 0.8 total bonus points allowable. This equates to a 0.05 weighting of the course at each of the two semesters.

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**Note:** The following provisions shall apply to students in the graduating classes of 2023, 2024, and 2025.

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**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 On-Ramps courses in these areas. The weighted grade average shall also include grades earned in all Advanced Placement (AP) and dual credit courses in EMT, engineering, and computer science. Courses receiving more than 1 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.

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(LOCAL)

**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, On-Ramps, Advanced, 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 course

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.

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

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**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.

Grades received no later than seven calendar days before the graduation ceremony shall also be included in the calculation. Any grade received after this period shall not be included in class rank calculations.

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.

Honor Graduates

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.

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.

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*

For the classes of 2023, and 2024, between the student named valedictorian for Belton High School and the student named valedictorian for Belton New Tech High School @ Waskow, the student with the highest weighted GPA among the named valedictorians shall be considered the highest-ranking graduate for purposes of receiving the honor graduate certificate from the state of Texas.

## Point System for Rank

### Beginning with the class of 2026:

Level 1: Skills-Based Courses

Level 2: On-Level Courses

Level 3: CTE year 3 and 4 courses, Pre-Advanced Placement, Advanced, Dual Credit, On-Ramps, and Advanced Placement Courses

Level 4: **Bonus Points:** Advanced Placement and/or On-Ramps Courses (Up to a total of six courses taken in Sophomore and Junior Year combined, and two courses taken in Senior Year)

Students will be ranked for class standing on the following system:

Level 1		Level 2		Level 3	
Grade	Grade Points	Grade	Grade Points	Grade	Grade Points
100	4.0	100	5.0	100	6.0
99	3.9	99	4.9	99	5.9
98	3.8	98	4.8	98	5.8
97	3.7	97	4.7	97	5.7
96	3.6	96	4.6	96	5.6
95	3.5	95	4.5	95	5.5
94	3.4	94	4.4	94	5.4
93	3.3	93	4.3	93	5.3
92	3.2	92	4.2	92	5.2
91	3.1	91	4.1	91	5.1

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Level 1		Level 2		Level 3	
90	3.0	90	4.0	90	5.0
89	2.9	89	3.9	89	4.9
88	2.8	88	3.8	88	4.8
87	2.7	87	3.7	87	4.7
86	2.6	86	3.6	86	4.6
85	2.5	85	3.5	85	4.5
84	2.4	84	3.4	84	4.4
83	2.3	83	3.3	83	4.3
82	2.2	82	3.2	82	4.2
81	2.1	81	3.1	81	4.1
80	2.0	80	3.0	80	4.0
79	1.9	79	2.9	79	3.9
78	1.8	78	2.8	78	3.8
77	1.7	77	2.7	77	3.7
76	1.6	76	2.6	76	3.6
75	1.5	75	2.5	75	3.5
74	1.4	74	2.4	74	3.4
73	1.3	73	2.3	73	3.3
72	1.2	72	2.2	72	3.2
71	1.1	71	2.1	71	3.1
70	1.0	70	2.0	70	3.0

No grade points will be given for a grade below 70.

Bonus Points will be added for Advanced Placement and/or On-Ramps Courses (Up to a total of six courses taken in Sophomore and Junior Year combined, and two courses taken in Senior Year).

Calculation of Weighted GPA:

- All courses included in the weighted GPA will be calculated using weighted values in the Level 1-3 tables.
- Bonus points will be added to the calculated GPA for up to 8 one-year credit courses, equaling in 16 semester courses. A total of 0.1 weighting for each full-year course (up to 8 courses as described above) will be added to the GPA. This equates to a 0.05 weighting of the course at each of the two semesters.

- The maximum obtainable GPA for a student is 6.8 by the end of their senior year, for ranking purposes.

**For the classes of 2023, 2024, and 2025:**

Level 1: Skills-Based Courses

Level 2: On-Level Courses

Level 3: Pre-Advanced Placement, Advanced, Dual Credit, and On-Ramps Courses

Level 4: Advanced Placement Courses

Students will be ranked for class standing on the following system:

Level 1		Level 2		Level 3		Level 4	
Grade	Grade Points						
100	4.0	100	5.0	100	6.0	100	7.0
99	3.9	99	4.9	99	5.9	99	6.9
98	3.8	98	4.8	98	5.8	98	6.8
97	3.7	97	4.7	97	5.7	97	6.7
96	3.6	96	4.6	96	5.6	96	6.6
95	3.5	95	4.5	95	5.5	95	6.5
94	3.4	94	4.4	94	5.4	94	6.4
93	3.3	93	4.3	93	5.3	93	6.3
92	3.2	92	4.2	92	5.2	92	6.2
91	3.1	91	4.1	91	5.1	91	6.1

ACADEMIC ACHIEVEMENT  
CLASS RANKING

EIC  
(EXHIBIT)

Level 1		Level 2		Level 3		Level 4	
90	3.0	90	4.0	90	5.0	90	6.0
89	2.9	89	3.9	89	4.9	89	5.9
88	2.8	88	3.8	88	4.8	88	5.8
87	2.7	87	3.7	87	4.7	87	5.7
86	2.6	86	3.6	86	4.6	86	5.6
85	2.5	85	3.5	85	4.5	85	5.5
84	2.4	84	3.4	84	4.4	84	5.4
83	2.3	83	3.3	83	4.3	83	5.3
82	2.2	82	3.2	82	4.2	82	5.2
81	2.1	81	3.1	81	4.1	81	5.1
80	2.0	80	3.0	80	4.0	80	5.0
79	1.9	79	2.9	79	3.9	79	4.9
78	1.8	78	2.8	78	3.8	78	4.8
77	1.7	77	2.7	77	3.7	77	4.7
76	1.6	76	2.6	76	3.6	76	4.6
75	1.5	75	2.5	75	3.5	75	4.5
74	1.4	74	2.4	74	3.4	74	4.4
73	1.3	73	2.3	73	3.3	73	4.3
72	1.2	72	2.2	72	3.2	72	4.2
71	1.1	71	2.1	71	3.1	71	4.1
70	1.0	70	2.0	70	3.0	70	4.0

No grade points will be given for a grade below 70.

**PROPOSED REVISIONS**

<b>Personnel Duties</b>	The Superintendent shall define the qualifications, duties, and responsibilities of all positions and shall ensure that job descriptions are current and accessible to employees and supervisors.
<b>Posting Vacancies</b>	The Superintendent or designee shall establish guidelines for advertising employment opportunities and posting notices of vacancies. These guidelines shall advance the Board's commitment to equal opportunity employment and to recruiting well-qualified candidates. Current District employees may apply for any vacancy for which they have appropriate qualifications.
<b>Applications</b>	All applicants shall complete the application form supplied by the District. Information on applications shall be confirmed before a contract is offered for a contractual position and before hiring or as soon as possible thereafter for a noncontractual position.  [For information related to the evaluation of criminal history records, see DBAA.]
<b><u>Authority for Employment of All Personnel</u></b> <b>Employment of Contractual Personnel</b>	<p><u>The Board delegates to the Superintendent the final authority for employment of contractual personnel, as well as the final authority to employ and dismiss noncontractual employees on an at-will basis.</u> [See DCA, DCB, DCC, DCD, and DCE as appropriate.]</p> <p><del>The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel.</del></p> <p><del>The Board retains final authority for employment of contractual personnel who are in positions classified as administrator. The Board delegates to the Superintendent final authority for the employment of all other contractual personnel.</del></p>
<b>Employment Assistance Prohibited</b>	No District employee shall assist another employee of the District or of any school district in obtaining a new job if the employee knows, or has probable cause to believe, that the other employee engaged in sexual misconduct regarding a minor or student in violation of the law. Routine transmission of an administrative or personnel file does not violate this prohibition. [See CJ for prohibitions relating to contractors and agents and DH(EXHIBIT) for the Educators' Code of Ethics.]