



# Agenda of Regular Meeting

## Thursday, August 10, 2023

### The Board of Trustees

### Richardson ISD

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A Regular Meeting of the Board of Trustees of Richardson ISD will be held Thursday, August 10, 2023, beginning at 6:00 PM in the Administration Building, 400 S. Greenville Ave, Richardson, TX 75081.

Prior to or during consideration of agenda subjects, the board will hear public comments from any member of the public who has complied with District procedures for signing up to speak. The notice for this meeting was posted on August 7, 2023.

Public Comments: - Persons wishing to address the Board must complete an online Public Comment form by signing up at <https://web.risd.org/board/public-comments/> beginning when the meeting agenda is posted through 12:00 p.m. on the day of the meeting. RISD will not accept submissions after 12:00 p.m. on the posted meeting date. Persons who do not have access to a computer to complete the Public Comment form online may contact the Board Office during normal business hours at 469-593-0403 (español 469-593-0312) for assistance. Persons wishing to speak must complete the online registration form in full and be present at the meeting to make his/her own comments during the designated time for Public Comment to be eligible to speak. Any registered speaker who is absent from the meeting at the time for Public Comment forfeits the opportunity to address the Board at that meeting.

Disruptions. Disruptive behavior will not be tolerated during a meeting. After providing at least one warning to a disruptive visitor, the presiding officer may request assistance from law enforcement officials to remove from the meeting any person who continues to disrupt the meeting by utterances or actions. A visitor who exhibits disruptive behavior in a subsequent meeting may be issued a trespass warrant. It is a criminal offense for a person, with intent to prevent or disrupt a lawful meeting, to substantially obstruct or interfere with the ordinary conduct of a meeting by physical action or verbal utterance.

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.

**I. CALL TO ORDER**

**II. CLOSED MEETING**

If, during the course of the meeting, the Board of Trustees should determine that a closed session is required, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Texas Government Code, including but not limited to Section 551.071-Consultation with Attorney; and Section 551.076 - Security Devices or Security Audits.

A. Security Discussion related to House Bill 3 (88th Legislative Session)

**III. RECONVENE IN OPEN SESSION**

Open meeting to vote on matters considered in Closed Meeting, if applicable.

<b>IV. CALL TO ORDER</b>	
A. Pledge of Allegiance / Moment of Silence	6
B. Announcements / Communications	
Recognition of Schools, Students and Staff	
<b>V. PUBLIC COMMENT SECTION</b>	
Comments from visitors who submitted the form requesting to address Board Members.	
A. Agenda Related Topic	
B. Non-Agenda Related Topic	
<b>VI. UTEACH PRESENTATION</b>	<b>12</b>
Information Item	
<b>VII. CONSENT / CONFIRMATION AGENDA ITEMS</b>	
Submitted for Action and/or Information	
A. Minutes of June 8, 2023 Meeting	17
Action Item	
B. Human Resources Report	26
Action/Information Item	
C. Recommended Specified Best Value/Low Bids, Contracts and Cumulative Purchases	43
Action/Information Item	
<b>Part A: New Bids - For Approval</b>	
Miscellaneous Consultant Services	
Library Books and Media	
Data Infrastructure Cabling	
Construction Manager-at-Risk Northrich and Stults Road Elementary Renovations	
Mowing and Irrigation Services for Select Campuses	
<b>Part B: Bid Renewals - For Approval</b>	
Office Supplies and Related Items for Child Nutrition	
<b>Part C: Contract Information (Greater than \$100,000) - For Approval</b>	
ESS South Central - Substitute Staff Placement (Equalis Contract #R10-1105C)	
SAS Security Alarm Service Co. - JJPHS New Security Surveillance Cameras (RISD # 23-245)	
Tyler Technologies - Munis application services for 4/1/24 - 3/31/2025 (RISD # 1521)	
Frontline Technologies Group - Medicaid Billing Management (Allied States #17-7247)	
Bayes Achievement Center, Inc. - Provision of specialized educational residential services for student	
Bedford, Freeman, Worth Publishing Group (Macmillan Holdings LLC) and Data Privacy Agreement - Textbooks, testing banks, resources for AP Human Geography and AP World History (Allied States Cooperative # 20-7373)	
Sirius Education Solutions - Grade 8 Social Studies Digital SY23-26 (RISD #21-121)	
Frontline Technologies Group - Annual renewal of eStar IEP (RISD 1398)	
RWB Consulting Engineers - Multi-campus Fire Alarm Replacement project (RISD # 22-189)	
Scholastic Inc. - 3-year digital subscription to support reading, fluency, vocabulary, and comprehension (RISD #21-121)	
RWB Consulting Engineers - Multi-campus Access Controls Project Phase 2 (# RISD 22-189)	
Windstream Holdings - District business phones and long distance service for 23-24	
<b>Part D: Interlocal Agreements, Memorandums of Understanding, and Other - For Approval</b>	
<b>Interlocal Agreements:</b>	
The University of Texas at Austin - Onramps program for 23-24	
University of Texas at Dallas - Career Center Federal Work Study Program with RISD junior highs for 23-24 school year	

University of Texas at Dallas - Career Center Federal Work Study Program with RISD high schools for 23-24 school year  
 Texas Political Subdivisions - General, School Board Legal, Auto and Cyber Liability Insurance  
 University of North Texas - Speech-Language Pathology Off-Site Practicum Agreement

**Memorandums of Understanding:**

Teach Plus - Teaching and Support program for teachers ending July 2024  
 Communities in Schools - Perform supplemental services ending June 2024 at (4) RISD schools (RISD 22-184)

**Other:**

None

**Part E: Contracts, Contract Modifications & Change Orders: Less than \$100,000 (Information Only)**

NTD Mechanical - Change order for multi-Campus HVAC Project JHE  
 Joan R. Brasier - Assist with update and maintenance of the District's Instructional Operating Guide (IOG) through June 10, 2024

**Part F: Cumulative Purchases - Information Only**

**Cumulative Purchases from Qualified Vendors:**

ALLIED STATES (Region 10)  
 Buy Board - Texas Association of School Boards  
 CCGPF - Collin County Governmental Purchasing Forum  
 CPGPC - Choice Partners  
 CTPA - Central Texas Purchasing Alliance  
 DIR - State of Texas Department of Information Resources  
 EPCNT - Education Purchasing Cooperative of North Texas  
 ESC - Educational Service Center  
 NCPA - National Cooperative Purchasing Alliance  
 SOURCEWELL - Sourcewell (previously NJPA)  
 OMNIA Partners - TCPN/IPA/US Communities  
 PPPCP - Prospering Pals  
 TCCPP - Tarrant County Cooperative Purchasing Program  
 TIPS - The Interlocal Purchasing System  
 TPASS - Texas Procurement and Support Services  
 EQUALIS  
 MRPC Region 10

D.	Schedule of Upcoming Bids	52
	Information Item	
E.	2016 & 2021 Bond Expenditure Report	54
	Information Item	
F.	Quarterly Investment Report	58
	Information Item	
G.	Acceptance of 2023 Certified Appraisal Roll and Anticipated Tax Collection Rates	85
	Action Item	
H.	Consider Exempt Courses for UIL No Pass/No Play	90
	Action Item	
I.	Consider Military Leave Compensation	95
	Action Item	
J.	Consider Teacher Appraisal Calendar	97
	Action Item	

	K. Consider Administrator Appraisal Calendar Action Item	101
	L. Consider Renewal of Staff Development Waiver Action Item	107
	M. Monthly Financial Statements Information Item	109
VIII.	<b>ACTION / INFORMATION ITEMS</b>	
	A. Consider Gifts Action Item	119
	B. Consider 2023-24 Student Code of Conduct Action Item	121
	C. Consider House Bill 3 Requirements including Determination of Appropriate Number of Armed Security, Good Cause Exception, and Delegation of Authority to Superintendent to Create Alternative Standard Action Item	208
	D. Adoption of 2023 Public Information Act Calendar Action Item	219
	E. Annual Review of Child Abuse Reporting Policy Information Item	222
	F. Annual Review of Child Internet Protection Act Policy Information Item	247
	G. ESSER III Update Information Item	259
	H. Superintendent Back to School Update Information Item	
	I. Discussion of Legislative Issues Information Item	
	J. Discussion of Student / District Activities Information Item	
	K. Discussion of Upcoming Events Information Item	
	L. Discussion of Recently Attended or Upcoming Conferences and Meetings Information Item	
	M. Proposal of Future Agenda Items Information Item	
IX.	<b>CLOSED MEETING</b> If, during the course of the meeting, the Board of Trustees should determine that a closed session is required, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Texas Government Code, including but not limited to Section 551.071-Consultation with Attorney; 551.072 - Real Property; 551.074 - Personnel Matters; 551.076 - Security Devices; 551.082 - School Children/District Employees/Disciplinary Matters or Complaint; 551.0821 - Personally Identifiable Student Information.	
X.	<b>ADJOURNMENT</b>	

If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E or Texas Government Code section 418.183(f). Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting. [See BEC(LEGAL)]

The background of the image is a waving American flag. The stars and stripes are clearly visible, with the blue field of stars on the left and the red and white stripes on the right. The flag appears to be moving, creating a sense of depth and motion.

**I pledge allegiance  
To the Flag of the  
United States of America,  
and to the Republic  
for which it stands,  
one Nation under God,  
indivisible, with liberty  
and justice for all.**

The image features a close-up of the Texas state flag, showing the blue field with the white five-pointed star on the left and the white and red horizontal stripes on the right. The flag is slightly wavy, suggesting it is blowing in the wind.

**Honor the Texas flag;  
I pledge allegiance  
to thee, Texas,  
one state under God,  
one and indivisible.**



# BOARD OF TRUSTEES RICHARDSON INDEPENDENT SCHOOL DISTRICT

## Procedures for Public Comments During Board Meetings

The Board of Trustees of the Richardson Independent School District welcomes members of the public to its meetings. The purpose of meetings is to allow trustees to conduct the business of the District. Although Board meetings are held in public, they are not public meetings and the public does not have a right to participate except as provided by the Board. The Board offers a limited open forum at meetings through its Public Comment Sections to provide opportunities for members of the public to convey information to the Board.

The Board adopted the following procedures concerning public comments to facilitate the efficient operation of meetings:

### Public Comment Section

- The Board of Trustees will include a Public Comment Section on the posted Agenda for each meeting. The Board holds regular monthly business meetings each month of the year, excluding July. Business meetings typically are scheduled for the first Thursday of the month. The Board schedules work sessions to address topics of study or as other needs arise. The Board reserves the third Thursday of each month for work sessions, but they also may be scheduled at any other time when a need arises. The Board reserves the right to schedule or reschedule meetings as necessary to meet the operational needs of the District. A written Agenda is posted for each Board meeting at least 72 hours before the meeting is scheduled. If an Emergency Meeting is authorized, an agenda will be posted at least one hour before the meeting is scheduled.

The Public Comment Section for agenda-related topics ordinarily will be placed on the Agenda just prior to the first business item on the Agenda. Where appropriate for efficient meeting management, the section for comments related to non-agenda topics may be placed on the Agenda after other action and information items. A speaker who attempts to address a non-agenda related topic during any period reserved for agenda-related topics is engaging in disruptive behavior. The speaker must stop his or her comments when directed.

- When necessary for effective meeting management, to accommodate large numbers of individuals wishing to address the Board at a meeting, or when otherwise advisable to accommodate specific circumstances, the Board delegates to the presiding officer the authority to make adjustments to these public comment procedures. Such adjustments may include, without limitation, adjusting when public comment will occur during a meeting, reordering agenda items, deferring public comment on non-agenda items, continuing an agenda item to a later meeting, temporarily revising public comment procedures as necessary if a meeting is conducted via videoconference, providing expanded opportunity for public comment, or establishing an overall time limit for public comments and adjusting the time allotted to each speaker.

### Speaker Topics

- Regular Business Meetings. Speakers may comment on specific Agenda items, as well as matters not on the posted Agenda (i.e. non-agenda items), during the Public Comment Section at regular business meetings.
- Work Sessions or Other Called Meetings. Speakers may comment only on specific agenda items during the Public Comment Section at work sessions and other called meetings.
- Public Hearings. When RISD gives notice of a public hearing, speakers may complete a separate online public comment form for the public hearing. Speakers may only comment on the specific topic noticed for the public hearing. All other rules noted herein apply to comments during a public hearing.

### Public Comment Form

- Persons wishing to address the Board must complete an online Public Comment form by signing up at the designated registration form link on the District's website beginning when the meeting agenda is posted through 12:00 p.m. on the day of the meeting. RISD will not accept submissions after 12:00pm on the posted meeting date. Persons wishing to speak must complete the designated registration form in full and be present at the meeting to make his/her own comments during the designated time for Public Comment to be eligible to speak. Any registered speaker who is absent from the meeting at the time for Public Comment forfeits the opportunity to address the Board at that meeting.
- In addition to identifying information, each speaker must indicate the specific Agenda item about which he or she wishes to comment and/or identify the non-Agenda topic of the comments.
- If RISD gives notice of a public hearing, it will provide a separate designated registration form link on the District's website for the public hearing that persons who wish to speak must complete. Individuals will be able to register beginning when the meeting agenda for

the public hearing is posted through 12:00 p.m. on the day of the meeting. RISD will not accept comment cards after 12:00pm on the posted meeting date.

- Persons who do not have access to a computer to complete the Public Comment form online may contact the Board Office at 469-593-0403 for assistance. The online form is required to be completed by no later than 12:00 pm on the day of the posted meeting.

### Written Materials

- A speaker who wishes to provide written materials to the Board of Trustees must bring at least nine (9) copies of the materials to the Board meeting. A copy of the materials will be provided to the trustees before the speaker is called. The speaker may not distribute materials when he or she is called to speak.

### Time

- Each speaker is limited to a total of three\* minutes and a speaker may not use time of another speaker to extend his or her comment period. Note: A speaker who addresses the Board through a translator will have six\* minutes to present comments to ensure that non-English speakers receive the same opportunity to address the Board.
- Staff will set a three\*-minute digital timer for each speaker. The speaker shall end his or her comments when the timer expires. Any speaker who fails to stop speaking and yield the podium at the end of his or her allotted time is considered out of order and may be escorted from the podium and/or asked to leave the meeting.  
**(\*Unless the comment period has been limited as provided herein.)**

### Single comment

- A speaker may complete one online Public Comment form for each meeting. A speaker who comments during a public hearing is not ineligible to speak during the regular public comment period.

### Protocol for Speakers

- The Board Secretary will call the name of each speaker who has submitted a public comment card and state the topic(s) on which the individual has registered to speak.
- Each speaker should approach the podium when his or her name is called. An adjustable microphone is affixed to the podium in the Auditorium. The speaker should clearly state his or her name and the school or school(s) the speaker's children attend or have attended before beginning to comment.
- The Board will not engage in dialogue with a speaker. Specific factual information or reference to an existing policy may be furnished in response to inquiries or statements. The Board cannot deliberate or make a decision on any subject that is not on the Agenda.
- The public comment period is not the appropriate forum for presentation of formal complaints. RISD maintains a formal grievance policy to address complaints. The Board will only consider formal complaints that remain unresolved after they have been addressed through proper administrative channels and when they have been placed on the Agenda. Attacks of a personal nature against Board members, RISD staff, students, or other citizens by name or unique title will not be allowed or tolerated. Speakers who wish to make a complaint regarding an employee should comply with the appropriate complaint policy. (DGBA – Employee Complaints; FNG – Student/Parent Complaints; GF – Public Complaints). Complaint policies are available on the RISD website.
- Remarks or other conduct that disrupt the meeting are considered out of order and will not be allowed. Visitors and staff must listen quietly and respectfully during the public comment section whether they agree or disagree with a speaker's message. It is not appropriate for staff or visitors to clap, cheer, boo, display banners, or otherwise engage in disruptive conduct. Persons who disrupt the meeting will be cautioned to observe meeting rules. Persons who persist in disrupting the meeting may be removed from the meeting.

### Consent for Online Publication

RISD may audio and video record its meetings. A person who chooses to speak during the Public Comment Section is consenting to the online audio/video publication of his or her comments.

### Reasonable Accommodation and Translation

Persons desiring to make a public comment who need reasonable accommodations of a disability or who require a language translator should contact the Board office at 469-593-0403 in advance of the meeting to request assistance.

Approved: September 15, 2022



# JUNTA DIRECTIVA DISTRITO ESCOLAR INDEPENDIENTE DE RICHARDSON

## Procedimientos para los comentarios del público durante las reuniones de la Junta Directiva

La Junta Directiva del Distrito Escolar Independiente de Richardson da la bienvenida a los miembros del público a sus reuniones. El propósito de las reuniones es permitir a los miembros de la Junta conducir los negocios del Distrito. Aunque las reuniones de la Junta Directiva se celebran en público, no son reuniones públicas y el público no tiene derecho a participar, salvo lo dispuesto por la Junta. La Junta ofrece un foro abierto limitado en las reuniones a través de su Sección de Comentarios Públicos para proporcionar oportunidades a los miembros del público para transmitir información a la Junta.

La Junta Directiva adoptó los siguientes procedimientos relativos a los comentarios del público para facilitar el funcionamiento eficiente de las reuniones:

### Sección de comentarios del público

- La Junta Directiva incluirá una sección de comentarios del público en el orden del día de cada reunión. La Junta celebra reuniones mensuales de trabajo todos los meses del año, excepto julio. Las reuniones de trabajo suelen celebrarse el primer jueves de cada mes. La Junta Directiva programa sesiones de trabajo para tratar temas de estudio o cuando surgen otras necesidades. La Junta se reserva el tercer jueves de cada mes para las sesiones de trabajo, pero también pueden programarse en cualquier otro momento cuando surja una necesidad. La Junta se reserva el derecho de programar o reprogramar las reuniones según sea necesario para satisfacer las necesidades operativas del Distrito. Se publica una agenda por escrito para cada reunión de la Junta Directiva al menos 72 horas antes de su realización. Si se autoriza una reunión de emergencia, se publicará una agenda al menos una hora antes de la fecha de la reunión.

La sección de comentarios del público para los temas relacionados con la agenda se incluirá normalmente en la agenda justo antes del primer punto de la misma. Cuando sea conveniente para una gestión eficaz de la reunión, la sección de comentarios relacionados con temas no incluidos en la agenda podrá incluirse después de otros puntos de acción e información. Un orador que intente abordar un tema no relacionado con la agenda durante cualquier período reservado para los temas relacionados con la agenda está incurriendo en un comportamiento perturbador. El orador deberá interrumpir sus comentarios cuando se le indique.

- Cuando sea necesario para la gestión eficaz de la reunión, para dar cabida a un gran número de personas que deseen dirigirse a la Junta en una reunión, o cuando sea aconsejable para adaptarse a circunstancias específicas, la Junta delega en el presidente la autoridad para hacer ajustes a estos procedimientos de comentarios del público. Dichos ajustes pueden incluir, sin limitación, la adaptación del momento en que se producirán los comentarios del público durante una reunión, la reordenación de los puntos del orden del día, el aplazamiento de los comentarios del público sobre los puntos no incluidos en el orden del día, la continuación de un punto del orden del día para una reunión posterior, la revisión temporal de los procedimientos de comentarios del público según sea necesario si una reunión se lleva a cabo a través de videoconferencia, la ampliación de las oportunidades para los comentarios del público, o el establecimiento de un límite de tiempo general para los comentarios del público y el ajuste del tiempo asignado a cada orador.

### Temas de los oradores

- Reuniones ordinarias de trabajo. Los oradores podrán hacer comentarios sobre puntos específicos de la agenda, así como sobre asuntos que no figuren en la agenda (es decir, puntos no incluidos en la agenda), durante la sección de comentarios del público en las reuniones ordinarias de trabajo.
- Sesiones de trabajo u otras reuniones convocadas. Los oradores sólo pueden comentar puntos específicos de la agenda durante la sección de comentarios del público en las sesiones de trabajo y otras reuniones convocadas.
- Audiencias públicas. Cuando RISD notifica una audiencia pública, los oradores pueden completar un formulario de comentarios públicos en línea separado para la audiencia pública. Los oradores sólo pueden hacer comentarios sobre el tema específico anunciado para la audiencia pública. Todas las demás normas indicadas aquí se aplican a los comentarios durante una audiencia pública.

### Formulario de comentarios públicos

- Las personas que deseen dirigirse a la Junta deben llenar un formulario de comentarios públicos en línea inscribiéndose en el enlace del formulario de registro designado en la página web del Distrito a partir del momento en que se publique la agenda de la reunión y hasta las 12:00 p.m. del día de la reunión. RISD no aceptará presentaciones después de las 12:00 p.m. de la fecha de la reunión publicada. Las personas que deseen hacer uso de la palabra deben completar el formulario de registro designado en su totalidad y estar presentes en la reunión para hacer sus propios comentarios durante el tiempo designado para los Comentarios Públicos para tener derecho a hablar. Cualquier orador registrado que se ausente de la reunión a la hora de los Comentarios Públicos perderá la oportunidad de dirigirse a la Junta en esa reunión.
- Además de la información de identificación, cada orador debe indicar el punto específico del orden del día sobre el que desea

comentar y/o identificar el tema no incluido en el orden del día de los comentarios.

- Si RISD avisa de la celebración de una audiencia pública, proporcionará un enlace a un formulario de registro designado por separado en el sitio web del Distrito para la audiencia pública que las personas que deseen intervenir deberán rellenar. Las personas podrán inscribirse a partir del momento en que se publique el orden del día de la audiencia pública hasta las 12:00 horas del día de la reunión. El RISD no aceptará tarjetas de comentarios después de las 12:00 p.m. de la fecha de la reunión anunciada.
- Las personas que no tengan acceso a una computadora para completar el formulario de comentarios públicos en línea pueden comunicarse con la Oficina de la Junta al 469-593-0403 para obtener ayuda. El formulario en línea debe completarse antes de las 12:00 p.m. del día de la reunión publicada.

### Materiales escritos

Un orador que desee proporcionar materiales escritos a la Junta Directiva debe traer al menos nueve (9) copias de los materiales a la reunión de la Junta. Se proporcionará una copia de los materiales a los miembros de la Junta antes de que el orador sea convocado. El orador no podrá distribuir materiales cuando sea llamado a hablar.

### Tiempo

- Cada orador está limitado a un total de tres\* minutos y un orador no puede utilizar el tiempo de otro orador para extender su período de comentarios. Nota: Un orador que se dirija a la Junta a través de un traductor dispondrá de seis\* minutos para presentar sus comentarios a fin de garantizar que las personas que no hablan inglés tengan la misma oportunidad de dirigirse a la Junta.

- El personal pondrá un reloj digital de tres\* minutos para cada orador. El orador terminará sus comentarios cuando el tiempo expire. Cualquier orador que no deje de hablar y ceda el podio al final de su tiempo asignado se considerará fuera de lugar y podrá ser escoltado del podio y/o se le pedirá que abandone la reunión.

(\*A menos que el período de comentarios se haya limitado según lo dispuesto en el presente documento).

### Un solo comentario

Un orador puede completar un formulario de comentarios públicos en línea para cada reunión. Un orador que comente durante una audiencia pública no podrá intervenir durante el periodo de comentarios públicos regular.

### Protocolo para los oradores

- La secretaria de la Junta llamará por su nombre a cada orador que haya presentado una tarjeta de comentarios públicos e indicará el tema o temas sobre los que se ha inscrito para hablar.
- Cada orador deberá acercarse al podio cuando se diga su nombre. En el podio del Auditorio hay un micrófono ajustable. El orador debe decir claramente su nombre y la escuela o escuelas a las que asisten o han asistido sus hijos/as antes de comenzar a comentar.
- La Junta no entablará un diálogo con el orador. En respuesta a las preguntas o declaraciones, se puede proporcionar información específica sobre los hechos o hacer referencia a una política existente. La Junta no puede deliberar ni tomar una decisión sobre ningún tema que no figure en la agenda.
- El período de comentarios públicos no es el foro apropiado para la presentación de quejas formales. El RISD mantiene una política de quejas formales para atenderlas. La Junta sólo considerará las quejas formales que queden sin resolver después de que se hayan abordado a través de los canales administrativos adecuados y cuando se hayan incluido en el orden del día. No se permitirán ni tolerarán los ataques de carácter personal contra los miembros de la Junta, el personal de RISD, los estudiantes u otros ciudadanos por su nombre o título. Los oradores que deseen presentar una queja sobre un empleado deberán cumplir con la política de quejas correspondiente. (DGBA - Quejas de empleados; FNG - Quejas de estudiantes/padres; GF - Quejas del público). Las políticas de quejas están disponibles en la página web de RISD.
- Los comentarios u otras conductas que perturben la reunión se consideran fuera de lugar y no se permitirán. Los visitantes y el personal deben escuchar en silencio y con respeto durante la sección de comentarios del público, tanto si están de acuerdo como si no lo están con el mensaje del orador. No es apropiado que el personal o los visitantes aplaudan, chiflen, abucheen, muestren pancartas o adopten cualquier otra conducta perturbadora. Las personas que perturben la reunión serán amonestadas para que respeten las normas de la misma. Las personas que persistan en perturbar la reunión podrán ser expulsadas de la misma.

### Consentimiento para la publicación en línea

RISD puede grabar sus reuniones en audio y vídeo. Una persona que elija hablar durante la Sección de Comentarios Públicos está consintiendo la publicación en línea de sus comentarios en audio y vídeo.

### Acomodación razonable e interpretación

Las personas que deseen hacer un comentario público y que necesiten adaptaciones razonables de una discapacidad o que requieran un traductor de idiomas deben ponerse en contacto con la oficina de la Junta al 469-593-0403 antes de la reunión para solicitar asistencia.

**BOARD OF TRUSTEES**  
**Richardson Independent School District**  
**Richardson, Texas**

**Date:** August 10, 2023

**Submitted by:** Dr. Melissa Heller, Assistant Superintendent, Strategy & Engagement

## INFORMATION ITEM

**TOPIC:** UTeach Dallas

**BACKGROUND INFORMATION:**

UTeach Dallas is devoted to recruiting, developing, and retaining a new generation of secondary mathematics, science, and computer science teachers in the Science/Math Education Department at UT Dallas. UTeach Dallas started in 2008 at UT Dallas thanks to a generous donation from the National Math and Science Initiative. By the end of 2022, UTeach Dallas had over 350 students enrolled and is still growing. UTeach Dallas is proud to have graduated 300 students with secondary STEM certification to date with approximately 30 new graduates expected each year. They have introduced about 150 new STEM majors to teaching each year, giving them a career option that changes lives.

This evening's information item is to share a short presentation about the program as well as thank the district for their partnership and support. We have several teachers in the district that are graduates of the program.

# The UTeach Dallas Program at UTD Recognizes Richardson ISD as a UTeach Dallas Partner!

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For 15 years of service as a partner in preservice STEM teacher development, providing mentor teachers in 4-12<sup>th</sup> grade science, mathematics, and computer science classrooms.



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**“As a UTeach Arlington graduate, I have loved being able to mentor and give back to future teachers. This is such a wonderful and rewarding experience. I love being able to give back to the program that built me as a teacher.”**

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**Blanca Webb**

*8<sup>th</sup> grade Science*

*Lake Highlands Jr. High*

**“My students loved the interactive learning activities. I also noticed my students retained the information well when the UTD students taught. Also, my students asked when the UTD students would be coming back!”**

**Leigh Hushfield**

*8<sup>th</sup> grade Science*

*Apollo Jr. High*

Currently there are 33

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Grads working in STEM positions  
across the district

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**Teachers in RISD Schools!**

Lake Highlands HS - 8

Richardson HS - 12

Pearce HS - 6

Berkner HS - 3

Apollo Jr. High - 1

North Jr. High - 1

Liberty Jr. High - 1

Lake Highlands Jr. High - 1



# Thank you



**The Faculty and Staff of**  
UTeach Dallas STEM Teacher  
Certification at UT Dallas  
<https://uteach.utdallas.edu/>



**BOARD OF TRUSTEES  
Richardson Independent School District  
Richardson, Texas**

**Date:** August 10, 2023

**Department:** Board of Trustees Office

**Submitted by:** Viri Gutierrez, Administrative Manager - Board Relations

## **ACTION ITEM**

**TOPIC:** Minutes of June 8, 2023 Board Meeting

### **BACKGROUND INFORMATION**

Minutes recorded on above date(s).

### **SUPERINTENDENT'S RECOMMENDATION**

The Superintendent recommends that the Board of Trustees approve the minutes of the 2023 meeting(s) listed above.

**RICHARDSON INDEPENDENT SCHOOL DISTRICT**  
**Board of Trustees**  
**June 08, 2023**

<p>The Board of Trustees of the Richardson Independent School District met in a Regular Meeting at 5:01 P.M. in the Administration Building, 400 South Greenville Avenue, Richardson, Texas with the following present: Ms. Regina Harris, President; Mrs. Debbie Renteria, Vice President, Mr. Chris Poteet, Secretary; Mr. Eric Eager, Mrs. Vanessa Pacheco and Ms. Rachel McGowan. As well as Mrs. Tabitha Branum, Superintendent; Mr. Mike Jasso, Chief of Staff; Ms. Leticia McGowan, General Counsel; Dr. Kristin Leeper, Assistant Superintendent of Teaching and Learning; Mrs. Sandra Hayes, Assistant Superintendent of Operations; Mr. David Pate, Assistant Superintendent of Finance and Support Services; Dr. Melissa Heller, Assistant Superintendent of Strategy and Engagement; Mr. Henry Hall, Assistant Superintendent of Technology; Dr. Matthew Gibbins, Assistant Superintendent of Administrative Services; and Dr. Christopher Goodson, Assistant Superintendent of Human Resources.</p>	Present
<p>None</p>	Absent
<p>Mrs. Harris stated the Board would convene in a closed session at 5:02 P.M. in accordance with Sections 551.074 and 551.071, of the Texas Open Meetings Act.</p>	Closed Session
<p>At 6:06 P.M. the Board reconvened into open session having taken no action in closed session.</p>	Reconvene
<p>Mrs. Harris welcomed members of Brentfield Elementary’s Destination Imagination Team- Reese Bedel, Piper Jones, Cindy Mann, Everett Perry, Emily Poole and Allie Schaffner to lead the pledges of allegiance.</p>	Pledges of Allegiance
<p>The following persons addressed the board during the regular comment section:</p> <ul style="list-style-type: none"> <li>● Euan Blackman - Tax rate, budget management</li> </ul>	Public Hearing Comments: Proposed Budget 23-24, & Tax Rate
<p>In accordance with the Texas Education Code, Section 44.002 and Section 440004(a), David Pate, RISD Assistant Superintendent of Finance &amp; Support Services, and Tabitha Branum, Superintendent, presented the proposed budget covering all estimated revenue and all proposed expenditures of the district for the upcoming fiscal year at a public meeting of the Board of Trustees.</p>	Public Hearing 23-24 Budget & Proposed Tax Rate
<p>The Public hearing closed at: 6:30 pm.</p>	
<p>Dr. Melissa Heller presented the recognitions listed below.  The Board recognized the following:  Partner Recognitions:</p> <ul style="list-style-type: none"> <li>● We Read Together</li> <li>● Richardson Retired School Personnel (TRTA)</li> <li>● YMCA of Richardson and Credit Union of Texas for sponsoring the Bright Star Track Meet</li> </ul> <p>Staff Recognitions</p> <ul style="list-style-type: none"> <li>● Jess Harben Elementary- America’s Best Schools Bronze Winner</li> <li>● Strategy &amp; Engagement Department and RISD Print Services- TSPRA, ACUP+ recognitions</li> <li>● Dr. George Hademenos- HEB Lifetime Achievement Secondary Award</li> <li>● Mary Rodriguez- Certified Educational Organization Professional</li> <li>● Dr. Kristin Leeper &amp; Dr. Carrie Thomas- Leadership Richardson Chamber of Commerce, Class of 38</li> </ul> <p>Student Recognitions</p> <ul style="list-style-type: none"> <li>● Perfect Score on ACT: Isabelle Agarwal - Richardson HS; Julian Villamar Robbins - Lake Highlands HS; Nicholas Webb - Richardson HS</li> <li>● Brentfield Elementary’s “T.E.A.M. University” - Reece Bedell, Mihir Goyal, Piper Jones, Cindy Man, Everett Perry, Emily Poole, Allie Shaffner</li> <li>● Texas State Junior Classical League Latin Competition: <ul style="list-style-type: none"> <li>○ LHHS- Caleb Trelford, Aidan Dunfee</li> </ul> </li> </ul>	Recognitions

- RHS- Land Van Zandt, Logan Hoffer, Layne Sandidge, Haleluya Tsegaye, Theodore Yost, Sharum, Margaret Johnson, Rosario Storni, Sloane Jarvis, Stephanie Phan, Alexander Smith,
- State Vase Event- Tx Art Education Association:
  - BHS - Grey Wynn (Superior)
  - LHHS- Nubia Castro Torries (Superior); William Currie (Superior), Olivia Etri (State VASE Medallion), David Oney (State VASE Medallion), Adare Woodall (State VASE Medallion), Max Young (State Gold Seal Medallion)
  - PHS - Claire Jones (State VASE Medallion), Elia Villasenor (State VASE Medallion)
  - RHS - Abigail Bedke (Excellent), Cathy Cortez (Superior), Giselle Gonzalez (State VASE Medallion), Ariel Herrera (State VASE Medallion)
- Academic All-State Athletics:
  - Baseball: Lake Highlands High School- Parker Burns, Tom Hendrickson, Graham Kennedy, Carson Klein, Jack Lovell, Max Moor, Jackson Murcer, Wesley Scott, Lukas Shaw, Ben Swinney; Pearce High School- Dean Balo, Ian Meyer, Luke Mitchell, Max Newberg, Garrett Schroeder, Caden Varner
  - Golf: Berkner High School- Landry Baughman, Will Harris, Karen Kim, Catalina Malott, Kline Malott; Lake Highlands High School- Nathaniel Cook, Madison Harden, Taylor Kendall, Corinne McCann; Pearce High School- Benjamin Gregg, Caroline Tipton
  - Softball: Pearce High School, Maddie Darr, Hailey Hawthorne; Richardson High School- Kate Bannister, Jade Clawson, Lana Danielson
  - Track: Berkner High School- Justice Ugochukwu; Lake Highlands High School- Blake Cohorn, Zach Glover, Ellie Jordan, Carson Payne, Zachary Rose, Charlotte Strohl; Pearce High School, Finn Boylan, Matthew Buehrig, Sebastian Carrasco, Nicole Cascante, Mercedes Cobb, McKinley Curry, Benjamin Davenport, Gordon Sulkowski, Ntsongmboma Tayem, Taryn Tokarz; Richardson High School- Finlay Donovan

RISD Believes Student Award

- Allison Rodriguez- Parkhill Jr. High

Mrs. Branum introduced Dr. Justin Lennon, Trustee Paul Mayer, Mrs. Tiffany Kirksey, from Dallas College, as they presented on the partnership they have with Richardson Independent School District.

Dallas College Presentation

- Workforce challenges
- Early College Pathways success
- Red River Hall Early College High School Center & School of Business Expansion
- Dallas Promise

The following persons addressed the board during the public comment section:

Public Comment

- Euan Blackman- Dallas College
- Randy Blankenship - Leadership, budget
- Kemi Adepoju - Previous incident regarding her child
- Donnetta Tosten - 6th Grade Graduation ceremony
- Kymani Fulcher - 6th Grade Graduation experience
- Kellye Pritchard - Considerations for budget
- Gina Manning, Aaron Threadgill, Latifah Reid Aers - Tennis Courts Lights
- Harper Wirtz, Haley Tillery, Leah Manning, Hunter Airs, Rory Gorman - Tennis Courts Lights
- Blair Taylor- House Bill 3

Mrs. Gutierrez, Notary of Richardson ISD, administered the Oath of Office to Mrs. Debbie Renteria elected to Single Member District 3, and to Mr. Eric Eager elected to At-Large Place 6.

Oath of Office- Debbie Renteria Eric Eager

Debbie Renteria nominated Regina Harris for President; Eric Eager seconded the nomination. There being no further nominations, the nominations were closed.

No. 8890 Harris Vote

<p>The motion passed 7-0. Ms. Harris was elected President.  Regina Harris, Eric Eager, Chris Poteet, Debbie Renteria, Vanessa Pacheco, Rachel McGowan,  Megan Timme  None</p>	<p>Yeas  Nays</p>
<p>Regina Harris nominated Debbie Renteria for Vice President; Megan Timme seconded the nomination.  There being no further nominations, the nominations were closed.  The motion passed 7-0. Ms. Harris was elected President.  Regina Harris, Eric Eager, Chris Poteet, Debbie Renteria, Vanessa Pacheco, Rachel McGowan,  Megan Timme  None</p>	<p>No. 8891  Renteria Vote    Yeas  Nays</p>
<p>Megan Timme nominated Chris Poteet for Secretary; Eric Eager seconded the nomination.  There being no further nominations, the nominations were closed.  The motion passed 5-2. Mr. Poteet was elected Secretary.  Regina Harris, Eric Eager, Chris Poteet, Debbie Renteria, Megan Timme  Rachel McGowan, Vanessa Pacheco</p>	<p>No. 8892  Poteet Vote    Yeas  Nays</p>
<p>Vanessa Pacheco nominated Eric Eager for TASB Delegate; Debbie Renteria seconded the nomination.  There being no further nominations, the nominations were closed.  The motion passed 7-0. Mr. Eric Eager was elected TASB Delegate.  Regina Harris, Eric Eager, Chris Poteet, Debbie Renteria, Vanessa Pacheco, Rachel McGowan,  Megan Timme  None</p>	<p>No. 8893  TASB Delegate    Yeas  Nays</p>
<p>Eric Eager nominated Rachel McGowan for TASB Delegate Alternate; Chris Poteet seconded the nomination.  There being no further nominations, the nominations were closed.  The motion passed 7-0. Ms. Rachel McGowan was elected TASB Delegate Alternate.  Regina Harris, Eric Eager, Chris Poteet, Debbie Renteria, Vanessa Pacheco, Rachel McGowan,  Megan Timme  None</p>	<p>No. 8894  TASB Delegate  Alternate    Yeas  Nays</p>
<p>Ms. Harris, announced that line item X-C, Part - C Yondr Pouches for identified Secondary Campuses (CTPA # 22-01-07), would be pulled from the consent agenda to be considered as a separate item.</p>	
<p>A motion was made by Ms. Debbie Renteria and seconded by Ms. Rachel McGowan to approve the consent agenda as follows:</p> <ul style="list-style-type: none"> <li>● Minutes of the May 04, May 16, May 18, and June 06, 2023 Meetings</li> <li>● Human Resources Report</li> <li>● Recommended Specified Bids, Contracts, and Cumulative Purchases:</li> <li>● Action/Information Item</li> <li>● <b>Part A: New Bids - For Approval</b> <ul style="list-style-type: none"> <li>Miscellaneous Consultant Services</li> <li>Teach Plus Inc. (Prof. Staff Development) Ryan Ferreira (Color guard technician)</li> <li>Emergent Tree Education, Inc (Training, coaching)</li> <li>TaJu Educational Solutions LLC (Dual language program design/implementation)</li> <li>Everett Taylor dba Smiles2Last (Photo booth rental)</li> <li>Controlled F.O.R.C.E. Inc (School safety/security consultant)</li> <li>Coherent Cyber Education (CTE Program consulting, training)</li> <li>Summit K12 Holdings, Inc (Pro. Staff Development/Training)</li> <li>Morgan LeMay (Fine Arts: Lighting/Sound)</li> <li>Varsity Spirit LLC dba National Cheerleaders Association (Cheer/Dance camps)</li> <li>Customized Staffing Solutions (Special Education staffing)</li> </ul> </li> </ul>	<p>No. 8895  Consent Agenda</p>

Beyond Therapy Educational Solutions (Special Education services)  
GENaustin dba Girls Empowerment Network (Program presenter)  
Texas Special Education Solutions LLC (Bilingual Educational  
Diagnostician/Teacher)  
Dr. Zelaya Educational Consulting LLC (Curriculum and Motivational Speaking)  
TW Consulting LLC (Student Success Training)  
Sped Psych, PLLC (Special Ed evaluations)  
Papaya Tutor (Tutoring Services)  
Fully Insured Dental Plan  
Kitchen Smallwares and Related Items  
Updating of Existing Walk-in Coolers and Freezers - Phase 2  
Specialty Paper Items  
Fundraising Providers  
Special Education Supplies, Equipment, and Related Items  
Truck, Van & Trailer Rental  
Spring Valley Elementary HVAC Upgrade  
Glass Materials and Window Treatments - Related Repairs, Parts and Services  
Custodial Supplies and Related Items for Child Nutrition Department

**Part B: Bid Renewals - For Approval**

None

**Part C: Contract Information (Greater than \$100,000) - For Approval**

Sysco - Grocery delivery of products to school campuses for SY 23-24 (Contract  
PP-Groceries, Staples & Disposable Items)  
Longhorn Bus Sales - 10 passenger buses, 4 sped buses (Buyboard 630-20)  
Interior Resources Group (IRG) - LHMS FF&E Final Phase (Omnia NCPA)  
Interior Resources Group (IRG) - FMMS FF&E Final Phase (Omnia NCPA)  
Commercial Home and Acce Zone Inc - Produce delivery of products to school  
campuses for SY 23-24 (Contract RFP# 21-153)  
Oak Farms - Dairy delivery of products to school campuses for SY 23-24  
(Contract PP-Milk and Juice)  
W. Douglass Distributing - Fleet Bulk Fuel (TCCPP 2022-63)  
Royer Commercial Interiors - FMMS FF&E Final Phase (Omnia 80435, R191811,  
TIPS 200301, TIPS 5716, TIPS 4870)  
Royer Commercial Interiors - LHMS FF&E - Final Phase (Omnia 80435,  
R191811, TIPS 200301)  
Summit K12 - Student and teacher Connect to Literacy licenses (Buyboard 653-  
21)  
Powerschool - Schoology LMS Subscription thru 5/31/26 (TIPS 210101)  
CDW-G - MAXcases extreme keyboard and folio case (TIPS 230105)  
Tangram - LHMS FF&E Final Phase (E&I CDA 21Z00987 Omnia 2019.001896)  
Learning Without Tears - Handwriting teacher and student materials (RISD #  
21-121)  
Klement Distributions Inc. - Ice Cream delivery of products to school campuses  
for SY 23-24 (Contract MRPC-2021-05)  
Wenger Corporation - FMMS FF&E Final Phase (Buyboard 619-20)  
Crossley Psychological services on behalf of Tia Crossley - support to include  
educational assessment, report writing, and attendance of ARD meetings June  
9, 2023  
Wenger Corporation - LHMS FF&E Final Phase (Buyboard 619-20)  
One Way Education, LLC - textbooks and digital access to Anécdotas Levels 1  
and 2 for our new Spanish heritage speakers courses in Junior High and High  
School.  
Riverside Insights - CogAT testing for 2023-2024 K-12 (RISD # 21-121)  
Child's Play - Playground upgrade FLA (Buyboard 679-22)  
Child's Play - Playground upgrade PWE(Buyboard 679-22)  
Tangram - FMMS FF&E Final Phase (E&I CDA 21Z00987 Omnia 2019.001896)  
Behavior Network - Increase, contract originally reported in September 2022.

**Part D: Interlocal Agreements, Memorandums of Understanding, and Other -  
For Approval**

Interlocal Agreements:  
Region 10 - Texas Reading Academies  
City of Richardson - Transportation Services for July 4, 2023 Event

**Memorandums of Understanding:**

Community ISD - Shared Service agreement - Innovative Services for Students with Autism Grant

Dallas College - Paraprofessional-to-Teacher Partnership - term end date 6/30/24

Sam Houston State University - Clinical/Student Teaching - term end date June 1, 2027 with three one-year renewal options

**Other:**

Trinity Fellowship Church - Lease Parking Spaces (5) year term

CTPA Dues

**Part E: Contracts, Contract Modifications & Change Orders: Less than \$100,000 (Information Only)**

Elizabeth Morse - Texas legislature liaison and civic engagement for Superintendent and RISD Board through May 31, 2024

Soliant Health on behalf of Susan Kim - Increase, contract originally reported in September 2022.

Soliant Health LLC on behalf of Verketha Harris - Increase, contract originally reported in December 2022.

Soliant Health LLC on behalf of Opal Luedke - Increase, contract originally reported in December 2022.

Soliant Health LLC on behalf of Trudell Holden - Increase, contract originally reported in December 2022.

Soliant Health LLC on behalf of Camille Jones - To provide support to Richardson ISD's Evaluation staff to include, but not limited to, educational assessment, report writing, and attendance of ARD meetings through June 30, 2023.

Translation & Interpretation Network, LLC - Increase, contract originally reported in November 2022.

Sunbelt Pools - Increase amount originally reported in May 2023

Soliant Health on behalf of Katherine Mader - Increase, contract originally reported in September 2022.

**Part F: Cumulative Purchases - Information Only**

**Cumulative Purchases from Qualified Vendors:**

ALLIED STATES - Region 19

BUY BOARD - Texas Association of School Boards

CCGPF - Collin County Governmental Purchasing Forum

CPGPC - Choice Partners

CTPA - Central Texas Purchasing Alliance

DIR - State of Texas Department of Information Resources

EPCNT - Education Purchasing Cooperative of North Texas

ESC - Educational Service Center

NCPA - National Cooperative Purchasing Alliance

SOURCEWELL - Sourcewell (previously NJPA)

OMNIA Partners - TCPN/IPA/US Communities

PPPCP - Prospering Pals

TIPS - The Interlocal Purchasing System

TPASS - Texas Procurement and Support Services

EQUALIS

RESC 6 - Region 6 Education Service Center

- Schedule of Upcoming Bids
- Bond Expenditure Reports (2016 & 2021)
- Monthly Financial Statements
- Amendment to Leaves and Absences Policy -DEC (LOCAL)
  
- Adoption of Committing Fund Balances
  
- 2023-2024 Allotment & TEKS Certification Form
  
- Energy & Utility Management Plan
  
- The Richardson ISD Foundation Memorandum of Understanding

The motion passed 7-0.

Regina Harris, Eric Eager, Chris Poteet, Debbie Renteria, Vanessa Pacheco, Rachel McGowan, Megan Timme  
None

Yeas

Nays

A motion was made by Eric Eager and seconded by Vanessa Pacheco to approve the resolution whereas, the Board of Trustees has considered the gifts of \$5,000 or more as submitted; and whereas, the Board recognizes that monetary gifts to the District will require an adjustment to the overall adopted budget; and whereas, ensuring timely and accurate financial record keeping supports the Board's Strategic objectives and strategies; therefore, be it resolved, that the Board of Trustees of the Richardson Independent School District accepts the gifts of \$5,000 or more as submitted and approves amending the District's overall budget to reflect receipt of the monetary gifts.  
The motion passed 7-0

No. 8896  
Gifts

Regina Harris, Eric Eager, Chris Poteet, Debbie Renteria, Vanessa Pacheco, Rachel McGowan, Megan Timme  
None

Yeas

Nays

Ms. Harris announced the board would take a break at 8:16 pm and would reconvene in ten minutes.

Break

Dr. Heller presented on the Strategic Plan Goals:

- District Vision & Beliefs
- Strategic Plan 2023 Goals
- Results Timeline, and Design Team
- Next Steps

Strategic Plan  
Presentation

A motion was made by Megan Timme and seconded by Vanessa Pacheco to approve the resolution whereas, the District has convened a District Design Team to develop a 3-5 year Strategic Plan that will guide the actions of the District; and whereas, community and district stakeholders met to research and develop the goals, specific results and timeline for annual implementation to actualize the district's new strategic plan and this plan have been submitted to the Board, therefore, be it resolved that the Board of Trustees of the Richardson Independent School District adopts and approves the proposed Strategic Plan 2023-2028 as submitted.  
The motion passed 7-0

No. 8897  
Strategic Plan  
2023

Regina Harris, Eric Eager, Chris Poteet, Debbie Renteria, Vanessa Pacheco, Rachel McGowan, Megan Timme  
None

Yeas

Nays

A motion was made by Chris Poteet and seconded by Eric Eager to approve the resolution, whereas, the Board of Trustees, consistent with the requirement to pursue a depository service provider; and whereas, in accordance with Texas Education Code, Section 44.031, the district has reviewed proposal submissions and ranked vendor submissions; and whereas, continued negotiations are needed to complete the agreement; be it therefore resolved, that the Board of Trustees of the Richardson Independent School District hereby recommends and authorizes the Administration to negotiate and enter into a five (5) year contract with one (1) five-year renewal option by and between Richardson Independent School District and a beverage and snack vending provider and be it further resolved that the Assistant Superintendent of Finance and Support Services is authorized to execute such contract.  
The motion passed 7-0

No. 8898  
Beverage and  
Snack Vending  
Machines  
Contract

Regina Harris, Eric Eager, Chris Poteet, Debbie Renteria, Vanessa Pacheco, Rachel McGowan, Megan Timme  
None

Yeas

Nays

A motion was made by Megan Timme and seconded by Rachel McGowan to approve the resolution, whereas the Board of Trustees adopted the budget for the fiscal year in June; and, whereas changes occur in expenditures during the year; and whereas, these changes are necessary for the successful education of the students in the district and whereas, ensuring timely and accurate financial record keeping supports the Board's Strategic Objectives and Strategies; therefore be it resolved, that the Board of Trustees of the Richardson Independent School District approve the Budget Status Report as presented.

No. 8899  
2022-2023 Final  
Amended  
Budget

The motion passed 7-0.

Regina Harris, Eric Eager, Chris Poteet, Debbie Renteria, Vanessa Pacheco, Rachel McGowan, Megan Timme  
None

Yeas  
Nays

A motion was made by Vanessa Pacheco and seconded by Eric Eager, to approve the resolution whereas, the Texas Education Code requires the Board to prepare and adopt a budget before July 1st; and whereas, the community has expressed its desires throughout the budget preparation process through participation in a variety of ways; and whereas the adoption of the 2023-2024 Official Budget as presented supports the Board's goal of ensuring excellence in operations; and whereas, the Board of Trustees of the Richardson Independent School District finds that a public purpose is served by all expenditures contained in this budget; now therefore be it resolved, that the Board of Trustees of the Richardson Independent School District declares the 2023-2024 Official Budget as presented be adopted.  
The motion passed 7-0.

No. 8900  
Adoption of the  
2023- 2024

Regina Harris, Eric Eager, Chris Poteet, Debbie Renteria, Vanessa Pacheco, Rachel McGowan, Megan Timme  
None

Yeas  
Nays

Motion was made by Megan Timme and seconded by Debbie Renteria, to approve the resolution, whereas, the Richardson Independent School District is experiencing unprecedented financial challenges; and whereas, the Administration, as part of the 2023-2024 budget process, has begun identifying options to address the financial challenges; and whereas, the next step is to convene a Community Budget Steering Committee to assist with identifying and developing proposed recommendations that best serve the District; and whereas, the Administration has developed a proposed charge and parameters for the Community Budget Steering Committee; and whereas, the Board finds that proceeding with sustainable recommendations that address the financial challenges supports the Strategic Plan; therefore be it resolved, that the Board of Trustees of the Richardson Independent School District approves the creation of the Community Budget Steering Committee and the presented Charge and Parameters to guide the Community Budget Steering Committee as it assists the district to plan for sustainable solutions to address the unprecedented financial challenges.  
The motion passed 7-0.

No. 8901  
Budget Steering  
Committee  
Commission &  
Adoption of  
Commission  
Parameters

Regina Harris, Eric Eager, Chris Poteet, Debbie Renteria, Vanessa Pacheco, Rachel McGowan, Megan Timme  
None

Yeas  
Nays

Dr. Matthew Gibbins, Jacob Cortez, and Joe Miniscalco presented an update on the 2022-2023 Cellphone Policy:

- Data Collection
- Projected Outcomes
- Cellphone Policy Survey
- Benefits and Concerns
- Next Steps

Board members gave feedback and comments.

Cellphone  
Policy  
Presentation

Contract (CTPA # 22-01-07) was pulled from the Consent Agenda. Mrs. Branum recommended that the Board approve the contract as presented. A motion was made by Chris Poteet and seconded by Eric Eager, to approve the contract as presented to allow for the expansion of the implementation of the Yondr Pouches to the campuses identified.  
The motion passed 7-0.

No. 8902  
Yonder Pouches  
for Identified  
Schools

Regina Harris, Eric Eager, Chris Poteet, Debbie Renteria, Vanessa Pacheco, Rachel McGowan, Megan Timme  
None

Yeas  
Nays

Ms. Harris announced that the Board would take a Break and would reconvene in 12 minutes.

Break

Ms. Harris announced the Board would move two agenda items to another time- The End of Year Climate results and Alcohol Task Force update.

<p>Dr. Gibbins and Ms. Summer Martin presented an update on the Character Education in 2023-2024. Ms. Martin described the Texas Education Code 29.906 requirements, and the process of choosing a curriculum. Ms. Martin described the curriculum chosen as well as the next steps. The Board provided feedback and comments.</p>	<p>Character Education Update Presentation</p>
<p>Liz Morse, Governmental Affairs Liaison, provided the board with an update on current legislative matters that included Senate Bill 30, and House Bill 1.</p>	<p>Legislative Update</p>
<p>Sandra Hayes provided the Board the final update on the Intruder Report Audit Reports at North Junior High, Dover Elementary and RISD Academy, all schools received no findings.</p>	<p>Intruder Detection Audit Report</p>
<p>At 11:13 P.M. Ms. Harris announced that the Board would take a brief break followed by entering into closed meeting in accordance with the Texas Open Meetings Act, Texas Government Code, including but not limited to Section 551.071 – Consultation with Attorney and 551.074 – Personnel Matters.</p>	<p>Closed Session</p>
<p>At 1:46 A.M. the Board reconvened into open session having taken no action while in closed session.</p>	<p>Open Session</p>
<p>A motion was made by Chris Poteet and seconded by Eric Eager, to extend and approve the Superintendent 's Contract as presented. Motion Passed 7-0</p>	<p>Adoption of Superintendent Contract Extension and Amendment Yeas</p>
<p>Regina Harris, Eric Eager, Chris Poteet, Debbie Renteria, Vanessa Pacheco, Rachel McGowan Megan Timme None</p>	<p>Nays</p>
<p>Ms. Harris adjourned the meeting at 1:47 A.M. on June 9, 2023.</p>	<p>Adjourned</p>
<p>Approved as submitted on August 10, 2023.</p>	

\_\_\_\_\_  
Chris Poteet, Secretary

\_\_\_\_\_  
Regina Harris, President

**BOARD OF TRUSTEES**  
**Richardson Independent School District**  
**Richardson, Texas**

**Date:** August 10, 2023

**Submitted by:** Christopher B. Goodson, Ed.D.  
Assistant Superintendent, Human Resources

## **ACTION ITEM**

**TOPIC: Human Resources Report**

### **BACKGROUND INFORMATION**

Listed on the following pages is the Human Resources Report. Part A of this report includes the appointments of professional personnel. The Assistant Superintendent of Human Resources has reviewed this report and recommends that the Board employ the individuals listed to work in the Richardson Schools during the 2023-2024 school year under the salary schedule adopted by the Board, subject to assignment and reassignment as determined by the Superintendent.

Also submitted for your information in Part B of the Human Resources Report, are appointments of paraprofessionals and classified employees, and separations of professional, paraprofessional, and classified personnel.

### **SUPERINTENDENT'S RECOMMENDATION**

The Superintendent recommends that the Board of Trustees approve Part A of the Human Resources Report, dated August 10, 2023.

### **RESOLUTION**

**WHEREAS**, the Board of Trustees has approved the appropriate budgets and staffing allocations for the Richardson Independent School District and the following recommendations fall within those guidelines; and

**WHEREAS**, the appointment of highly qualified, student-focused staff supports the Board's vision, values, goals, and mission;

**THEREFORE, BE IT RESOLVED** that the Board of Trustees of the Richardson Independent School District approves Part A of the Human Resources Report for August 10, 2023.

**PART A: PROPOSED PERSONNEL ACTIONS SUBMITTED FOR BOARD OF TRUSTEES' APPROVAL****APPOINTMENTS OF PROFESSIONAL PERSONNEL:****ELEMENTARY**

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>ASSIGNMENT</b>	<b>START DATE</b>	<b>ORGANIZATION</b>
ANDERSON	HANNAH	TEACHER	07/31/2023	RICHARDSON TERRACE ELEM
ARZAC	WHITNEY	TEACHER	07/31/2023	PRESTONWOOD ELEMENTARY
AUTWELL	CAMBRIA	TEACHER	07/31/2023	WALLACE ELEMENTARY
AYSON	KINDER	TEACHER	07/31/2023	WALLACE ELEMENTARY
BAILEY	ANGEL	TEACHER	07/31/2023	RICHLAND ELEMENTARY
BAKER	SHERIDAN	TEACHER	07/31/2023	NORTHLAKE ELEMENTARY
BARR	SANDRA	TEACHER	07/31/2023	RICHARDSON TERRACE ELEM
BATES	CORTLYN	TEACHER	07/31/2023	PRESTONWOOD ELEMENTARY
BENSON	DEANNA	TEACHER	07/31/2023	PRAIRIE CREEK ELEMENTARY
BERROS	RACHAEL	TEACHER	07/31/2023	RICHARDSON TERRACE ELEM
BHATTI	ERICA	TEACHER	07/31/2023	GREENWOOD HILLS ELEMENTARY
BLANKENSHIP	MICHELE	TEACHER	07/31/2023	BOWIE ELEMENTARY
BOGAN	ALEXANDRA	TEACHER	07/31/2023	WHITE ROCK ELEMENTARY
BOUNDS	DANIELLE	TEACHER	07/31/2023	STULTS ROAD ELEMENTARY
BREECKNER	HEATHER	TEACHER	07/31/2023	O. HENRY ELEMENTARY
BRICKHOUSE	APRIL	TEACHER	07/31/2023	HAMILTON PARK PACESETTER
CEA PENA	TELMA	TEACHER	07/31/2023	DOVER ELEMENTARY
CEA PENA	JORGE	TEACHER	07/31/2023	DOVER ELEMENTARY
CLOY	CAROLINE	TEACHER	07/31/2023	LAKE HIGHLANDS ELEMENTARY
COOPER	DEJANIERO	TEACHER	07/31/2023	RISD ACADEMY
DAVIS	HANNAH	TEACHER	07/31/2023	DARTMOUTH ELEMENTARY
DAWES	RAMIA	TEACHER	07/31/2023	AUDELIA CREEK ELEMENTARY
EFFERSON	EMMELINE	TEACHER	07/31/2023	MOSS HAVEN ELEMENTARY
EVANS	CAITLYN	TEACHER	07/31/2023	CAROLYN G BUKHAIR ELEM
FARAH	RICKIE	TEACHER	07/31/2023	LAKE HIGHLANDS ELEMENTARY
FARLEY	MADISON	TEACHER	07/31/2023	WHITE ROCK ELEMENTARY
FLORES	ALEJANDRA	TEACHER	07/31/2023	AUDELIA CREEK ELEMENTARY
FOSTER	MAUREEN	TEACHER	07/31/2023	STULTS ROAD ELEMENTARY
FRENCH	DAISY	TEACHER	07/31/2023	JESS HARBEN ELEMENTARY

**APPOINTMENTS OF PROFESSIONAL PERSONNEL:****ELEMENTARY CONTINUED**

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>ASSIGNMENT</b>	<b>START DATE</b>	<b>ORGANIZATION</b>
GABRIEL	NOAIDE	TEACHER	07/31/2023	RISD ACADEMY
GARCIA	TAMARA	TEACHER	07/31/2023	TEACHING & LEARNING SVCS
GLICK	ALEXANDRA	TEACHER	07/31/2023	FORESTRIDGE ELEMENTARY
GOODWIN	AUTUMN	TEACHER	07/31/2023	NORTHLAKE ELEMENTARY
GRAY	JAIME	TEACHER	07/31/2023	RICHARDSON HEIGHTS ELEM
GROTH	MICHAEL	ASSISTANT PRINCIPAL	07/17/2023	RICHLAND ELEMENTARY
GROW	AMY	TEACHER	07/31/2023	LAKE HIGHLANDS ELEMENTARY
HAINES	JULIA	TEACHER	07/31/2023	AUDELIA CREEK ELEMENTARY
HAMAKER	HANNAH	TEACHER	07/31/2023	MERRIMAN PARK ELEMENTARY
HARDIE	WILLIAM	TEACHER	07/31/2023	HAMILTON PARK PACESETTER
HOLLOCKER	LAURIE	TEACHER	07/31/2023	HAMILTON PARK PACESETTER
HORNUNG	JENNIFER	TEACHER	07/31/2023	CANYON CREEK ELEMENTARY
HOWARD	LINDSEY	TEACHER	07/31/2023	SPRINGRIDGE ELEMENTARY
HUGHES	BRANDON	TEACHER	07/31/2023	LAKE HIGHLANDS ELEMENTARY
JAQUEZ	BIANCA	TEACHER	07/31/2023	SPRINGRIDGE ELEMENTARY
JENKS	CYNTHIA	TEACHER	07/31/2023	DOVER ELEMENTARY
JEROME	ABIGAIL	TEACHER	07/31/2023	RISD ACADEMY
KAHKOLA	SARAH	TEACHER	07/31/2023	AIKIN ELEMENTARY
KENNEY	BRYAN	TEACHER	07/31/2023	JJ PEARCE HIGH SCHOOL
KIRKPATRICK	GEORGIA	TEACHER	07/31/2023	MERRIMAN PARK ELEMENTARY
MACBLANE	ASHLEY	TEACHER	07/31/2023	AUDELIA CREEK ELEMENTARY
MCCALL	KAILEE	TEACHER	07/31/2023	DARTMOUTH ELEMENTARY
MCGUIRK	CHRISTINA	TEACHER	07/31/2023	LAKE HIGHLANDS ELEMENTARY
MILLER	DESIREE	TEACHER	07/31/2023	AUDELIA CREEK ELEMENTARY
NAVA	NORMA	TEACHER	07/31/2023	FORESTRIDGE ELEMENTARY
NEALY	DANA	TEACHER	07/31/2023	FORESTRIDGE ELEMENTARY
PARRA	CATHERINE	TEACHER	07/31/2023	SPRINGRIDGE ELEMENTARY
PEOPLES	FAITH	TEACHER	07/31/2023	LAKE HIGHLANDS ELEMENTARY
PEREZ NEGRON	ERIKA	TEACHER	07/31/2023	CAROLYN G BUKHAIR ELEM
PHILLIPS	BROOKE	TEACHER	07/31/2023	SPRING CREEK ELEMENTARY

**APPOINTMENTS OF PROFESSIONAL PERSONNEL:****ELEMENTARY CONTINUED**

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>ASSIGNMENT</b>	<b>START DATE</b>	<b>ORGANIZATION</b>
POWERS	HALLIE	TEACHER	07/31/2023	DOVER ELEMENTARY
RAY	LINDSEY	TEACHER	07/31/2023	PRESTONWOOD ELEMENTARY
RAZO	MARIA	TEACHER	07/31/2023	RISD ACADEMY
REY	STEPHANIE	TEACHER	07/31/2023	NORTHLAKE ELEMENTARY
ROBERTS	AERIN	TEACHER	07/31/2023	WHITE ROCK ELEMENTARY
ROBERTS	CRYSTALYN	TEACHER	07/31/2023	GREENWOOD HILLS ELEMENTARY
ROBERTSON	JEREMY	TEACHER	07/31/2023	ADVANCED ACADEMICS
RODRIGUEZ	ASHLEY	TEACHER	07/31/2023	RISD ACADEMY
ROMERO URDIALES	CARLOS	TEACHER	07/17/2023	CAROLYN G BUKHAIR ELEM
ROSALES	KARLA	TEACHER	07/31/2023	HAMILTON PARK PACESETTER
SANCHEZ	CRISTAL	TEACHER	07/31/2023	SPRINGRIDGE ELEMENTARY
SEYED KAZEM	ELHAMEH	TEACHER	07/31/2023	AIKIN ELEMENTARY
SHINNEMAN	BROOKE	TEACHER	07/31/2023	LAKE HIGHLANDS ELEMENTARY
SKOREY	BOBBIE	TEACHER	07/31/2023	BOWIE ELEMENTARY
SOLOFRA	CALEB	TEACHER	07/31/2023	MOSS HAVEN ELEMENTARY
SPRINGER	JOSHUA	TEACHER	07/31/2023	MOSS HAVEN ELEMENTARY
STARNES	TRENTON	TEACHER	07/31/2023	GREENWOOD HILLS ELEMENTARY
SUTTON	SHATAIRA	TEACHER	07/31/2023	FOREST LANE ACADEMY
TEETER	RITA	TEACHER	07/31/2023	FOREST LANE ACADEMY
THOMAS	PRIYA	TEACHER	07/31/2023	SPRING CREEK ELEMENTARY
VALENCIA	ALVARO	TEACHER	07/31/2023	MARK TWAIN ELEMENTARY
VILLARUEL	HALEY	TEACHER	07/31/2023	DARTMOUTH ELEMENTARY
WALSTROM	ELIAS	TEACHER	07/31/2023	BOWIE ELEMENTARY
WAMBLE	ANDREA	TEACHER	07/31/2023	BRENTFIELD ELEMENTARY
WARD	JUSTIN	TEACHER	07/31/2023	SPRING CREEK ELEMENTARY
WARR	SHELBY	TEACHER	07/31/2023	HAMILTON PARK PACESETTER
WATSON	AMANDA	TEACHER	07/31/2023	DYSLEXIA PROGRAM
WILKINS	EMILY	TEACHER	07/31/2023	LAKE HIGHLANDS ELEMENTARY
WILLIAMS	KIMBERLY	TEACHER	07/31/2023	SKYVIEW ELEMENTARY
WILLIAMSON	EMMA	TEACHER	07/31/2023	MOSS HAVEN ELEMENTARY

**APPOINTMENTS OF PROFESSIONAL PERSONNEL:****ELEMENTARY CONTINUED**

LAST NAME	FIRST NAME	ASSIGNMENT	START DATE	ORGANIZATION
WILSON	CALEE	TEACHER	07/31/2023	LAKE HIGHLANDS ELEMENTARY
WORTHAM MERRITT	MATTHEW	TEACHER	07/31/2023	C MCAULIFFE LEARNING CTR
YARBROUGH	KATE	TEACHER	07/31/2023	YALE ELEMENTARY

**SECONDARY**

LAST NAME	FIRST NAME	ASSIGNMENT	START DATE	ORGANIZATION
BEARDEN	RICHARD	TEACHER	07/31/2023	BERKNER HIGH SCHOOL
BEAUDOING	JENNIFER	TEACHER	07/31/2023	BIG SPRINGS ELEMENTARY
BERNETT	HANNAH	TEACHER	07/31/2023	LAKE HIGHLANDS JUNIOR HIGH
BETANCOURT	JUAN	TEACHER	07/31/2023	BERKNER HIGH SCHOOL
BRADDY	JASON	TEACHER	07/31/2023	JJ PEARCE HIGH SCHOOL
BROWBLEE	APRIL	TEACHER	07/31/2023	LIBERTY JUNIOR HIGH
BRYAN	JULIANNE	TEACHER	07/31/2023	LAKE HIGHLANDS HIGH SCHOOL
BUDZ	RACHEL	TEACHER	07/31/2023	APOLLO JUNIOR HIGH
BUI	NGOC	TEACHER	07/31/2023	BERKNER HIGH SCHOOL
CALDER	BRYCE	TEACHER	07/31/2023	RICHARDSON HIGH SCHOOL
CAMARENA	ALMA	TEACHER	07/31/2023	LAKE HIGHLANDS HIGH SCHOOL
CHAPA	GERALD	TEACHER	07/31/2023	APOLLO JUNIOR HIGH
CLARK	EUNKYUNG	TEACHER	07/31/2023	BERKNER HIGH SCHOOL
COCKERHAM	JENNY	TEACHER	07/31/2023	LAKE HIGHLANDS JUNIOR HIGH
CONLON	SAMANTHA	TEACHER	07/31/2023	APOLLO JUNIOR HIGH
COTTER	BLAKE	TEACHER	07/31/2023	PARKHILL JUNIOR HIGH
DICKERSON	CHARMON	TEACHER	07/31/2023	R NORTH JUNIOR HIGH
DICKEY	ZACHARY	TEACHER	07/31/2023	JJ PEARCE HIGH SCHOOL
DO	SUNNY	TEACHER	07/31/2023	BERKNER HIGH SCHOOL
DOCKERY	CARL	TEACHER	07/31/2023	FOREST MEADOW JUNIOR HIGH
DRY	VANESSA	TEACHER	07/31/2023	JJ PEARCE HIGH SCHOOL
EDWARDS	DAVLIN	TEACHER	07/17/2023	APOLLO JUNIOR HIGH
ELLIOTT	AUSTIN	TEACHER	07/31/2023	PARKHILL JUNIOR HIGH
FARRAR	REBECCA	TEACHER	07/31/2023	LIBERTY JUNIOR HIGH

**APPOINTMENTS OF PROFESSIONAL PERSONNEL:****SECONDARY CONTINUED**

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>ASSIGNMENT</b>	<b>START DATE</b>	<b>ORGANIZATION</b>
FERGUSON	LAITRESHUR	TEACHER	07/31/2023	C MCAULIFFE LEARNING CTR
FRANCIS	ANDRE	TEACHER	07/31/2023	R NORTH JUNIOR HIGH
FRAZIER	JENNIFER	ASSISTANT PRINCIPAL	07/12/2023	BERKNER HIGH SCHOOL
FULLARD	JONAI	TEACHER	07/31/2023	C MCAULIFFE LEARNING CTR
GALLO	ALBERT	ASSISTANT PRINCIPAL	07/12/2023	RICHARDSON HIGH SCHOOL
GAMBLE	RACHAEL	TEACHER	07/31/2023	LAKE HIGHLANDS JUNIOR HIGH
HARRINGTON-BAIN	KEVIN	TEACHER	07/31/2023	FOREST MEADOW JUNIOR HIGH
HEDLAND	MARY JO	TEACHER	07/31/2023	BERKNER HIGH SCHOOL
HOANG	NGOT	TEACHER	07/31/2023	FOREST MEADOW JUNIOR HIGH
IRBY	BROOKE	TEACHER	07/31/2023	FOREST MEADOW JUNIOR HIGH
JOBSON	DEVON	TEACHER	07/31/2023	FOREST MEADOW JUNIOR HIGH
JONES	BRUCE	TEACHER	07/31/2023	APOLLO JUNIOR HIGH
JONES	KELLI	TEACHER	07/31/2023	C MCAULIFFE LEARNING CTR
JONES-TATE	DINAH	TEACHER	07/31/2023	LAKE HIGHLANDS JUNIOR HIGH
JORDAN	FREDERICK	TEACHER	07/31/2023	BERKNER HIGH SCHOOL
JOSEPH	ASHLEY	TEACHER	07/31/2023	APOLLO JUNIOR HIGH
KALYANAM	BHUVANESWARI	TEACHER	07/31/2023	APOLLO JUNIOR HIGH
KEES	DANE	TEACHER	07/31/2023	LAKE HIGHLANDS JUNIOR HIGH
KELLEY	SARAH	TEACHER	07/31/2023	BERKNER HIGH SCHOOL
KRAEMER	ABBY	TEACHER	07/31/2023	JJ PEARCE HIGH SCHOOL
LEE	CALLY	TEACHER	07/31/2023	LAKE HIGHLANDS HIGH SCHOOL
LESPIERRE	CREE	TEACHER	07/31/2023	LAKE HIGHLANDS HIGH SCHOOL
LLOYD	MIRANDA	TEACHER	07/31/2023	C MCAULIFFE LEARNING CTR
LOEFFLER	MICHAEL	TEACHER	07/31/2023	PARKHILL JUNIOR HIGH
MARTIN	RESTON	TEACHER	07/31/2023	BERKNER HIGH SCHOOL
MARTIN	MEREDITH	TEACHER	07/31/2023	APOLLO JUNIOR HIGH
MCCAIN	RONNECIA	TEACHER	07/31/2023	C MCAULIFFE LEARNING CTR
MCCALLUM	KATHERINE	TEACHER	07/31/2023	RICHARDSON HIGH SCHOOL
MCCOMBS	MONICA	TEACHER	07/31/2023	LAKE HIGHLANDS JUNIOR HIGH
MCKIN	JILL	TEACHER	07/31/2023	BERKNER HIGH SCHOOL

**APPOINTMENTS OF PROFESSIONAL PERSONNEL:****SECONDARY CONTINUED**

LAST NAME	FIRST NAME	ASSIGNMENT	START DATE	ORGANIZATION
MEEHAN	JENNIFER	INSTRUCTIONAL COACH	07/31/2023	LIBERTY JUNIOR HIGH
MELLUS	KATIE	TEACHER	07/31/2023	LAKE HIGHLANDS HIGH SCHOOL
MORROW	CODY	TEACHER	07/31/2023	R NORTH JUNIOR HIGH
MORTON	VALERIE	TEACHER	07/31/2023	JJ PEARCE HIGH SCHOOL
NIXON	BREANNA	TEACHER	07/31/2023	RICHARDSON HIGH SCHOOL
NOYES	JEREMY	TEACHER	07/31/2023	LAKE HIGHLANDS HIGH SCHOOL
O'CONNELL	MELINDA	TEACHER	07/31/2023	FOREST MEADOW JUNIOR HIGH
PATTERSON	BENJAMIN	TEACHER	07/31/2023	BERKNER HIGH SCHOOL
REYES	FERNANDO	TEACHER	07/31/2023	BERKNER HIGH SCHOOL
RIVERA	MICHAEL	TEACHER	07/31/2023	JJ PEARCE HIGH SCHOOL
SCHIRADO	MARIA	TEACHER	07/31/2023	FOREST MEADOW JUNIOR HIGH
SCHMUCKER	CANDACE	TEACHER	07/31/2023	FOREST MEADOW JUNIOR HIGH
SCHULTZ	BRENDA	INSTRUCTIONAL COACH	07/31/2023	LIBERTY JUNIOR HIGH
SEAGO	ALAYNA	TEACHER	07/31/2023	JESS HARBEN ELEMENTARY
SHAH	MARIA	TEACHER	07/31/2023	LIBERTY JUNIOR HIGH
WALDRON	GRANT	TEACHER	07/31/2023	LAKE HIGHLANDS HIGH SCHOOL
WALKER	CASEY	TEACHER	07/31/2023	RICHARDSON HIGH SCHOOL
WATERS	R	TEACHER	07/31/2023	LAKE HIGHLANDS HIGH SCHOOL
WILLIAMS	KAYLA	TEACHER	07/31/2023	JJ PEARCE HIGH SCHOOL
WILLSIE	KELSEY	TEACHER	07/31/2023	APOLLO JUNIOR HIGH
WURZBACH	BRET	ASSISTANT PRINCIPAL	07/17/2023	PARKHILL JUNIOR HIGH
ZEPEDA	KAYLAH	TEACHER - SPECIAL ED	07/31/2023	PARKHILL JUNIOR HIGH

**CENTRAL PROFESSIONAL**

LAST NAME	FIRST NAME	ASSIGNMENT	START DATE	ORGANIZATION
NONE				

<b>APPOINTMENTS ADMINISTRATIVE PROFESSIONAL</b>				
<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>ASSIGNMENT</b>	<b>START DATE</b>	<b>ORGANIZATION</b>
ASHLEY	COURTNEY	SPEECH THERAPIST	07/31/2023	SPECIAL STUDENT SERVICES
BYRUM	KENDRA	NURSE	07/31/2023	HEALTH SERVICES
CRESPO	CHRISTINA	SPEECH THERAPIST	07/28/2023	SPECIAL STUDENT SERVICES
DUTY	ALLISON	AREA ACADEMIC FACILITATOR	07/31/2023	SUPERINTENDENT'S OFFICE
ETMAN SMITH	NATALIE	TEACHER - CENTRAL SPED	07/31/2023	SPECIAL STUDENT SERVICES
MCCARSON	MONICA	LSSP - SPECIAL STUDENT SVCS	07/28/2023	SPECIAL STUDENT SERVICES
MILLER	KRISTIN	NURSE	07/31/2023	JJ PEARCE HIGH SCHOOL
NELSON	TOMMY	PROG SPEC II CENT	07/10/2023	STUDENT SERVICES
PITCOCK	MEGAN	SPEECH THERAPIST	07/31/2023	SPECIAL STUDENT SERVICES
QUINN	CALEY	SPEECH THERAPIST	07/31/2023	SPECIAL STUDENT SERVICES
RANGEL	CLORIS	EXEC DIRECTOR-MULTILINGUAL	07/10/2023	TEACHING & LEARNING SVCS
SALINAS	SARAH	SPEECH THERAPIST	07/31/2023	SPECIAL STUDENT SERVICES
SEIFE	REDEATE	SPEECH THERAPIST	07/31/2023	SPECIAL STUDENT SERVICES
SISK	JOSHUA	PRGRAM SPECIALIST I-CATE	07/10/2023	BERKNER HIGH SCHOOL
SOLIA	MARCELA	LSSP - SPECIAL STUDENT SVCS	07/28/2023	SPECIAL STUDENT SERVICES
SOUTH	TABITHA	SPEECH THERAPIST	07/31/2023	SPECIAL STUDENT SERVICES
SPARROW	SARAH	LSSP - SPECIAL STUDENT SVCS	07/28/2023	SPECIAL STUDENT SERVICES
SWEAKS	JENNIFER	COUNSELOR - CENTRAL	07/24/2023	CAREER & TECHNOLOGY ED
WIGINGTON	ELLA	LSSP INTERN	07/28/2023	SPECIAL STUDENT SERVICES
YARBROUGH	SANDI	COORDINATOR - SPED	07/17/2023	PRE-KINDERGARTEN

**PART B: PERSONNEL ACTIONS SUBMITTED FOR BOARD OF TRUSTEES' INFORMATION**

<b>PARAPROFESSIONAL</b>		<b>HIRE DATE</b>	<b>POSITION</b>	<b>LOCATION</b>
ACOSTA	SIGIFREDO	07/05/2023	ADMIN SPECIALIST II	SAFETY & SECURITY
DESINOR	SHANEQUA	07/31/2023	SPECIAL EDUCATION AIDE	FORESTRIDGE ELEMENTARY
DUARTE	ROSALYN	07/17/2023	SECRETARY I	HAMILTON PARK PACESETTER
LEONI TORREALBA	LUSBED	07/31/2023	AIDE I - BILINGUAL	MARK TWAIN ELEMENTARY
<b>CLASSIFIED</b>		<b>HIRE DATE</b>	<b>POSITION</b>	<b>LOCATION</b>
BEREY	SEADI	06/07/2023	CUSTODIAL I	CUSTODIAL SERVICES
MESEROLE	AARON	06/07/2023	MAINTENANCE I	FACILITIES MAINTENANCE
MURPHY	JULIA	07/17/2023	CHILD NUTRITION SUPERVISOR	CHILD NUTRITION
TRAN	TOAN	06/07/2023	CUSTODIAL I	CUSTODIAL SERVICES

**PART B: Personnel Actions Submitted for Board of Trustees' Information**

**SEPARATIONS of Personnel:**

PROFESSIONAL/ CLASSIFIED/PARA- PROFESSIONAL	NAME	ASSIGNMENT/ SUBJECT/GRADE	LOCATION	LOCAL YEARS EXPERIENCE	DATE EFFECTIVE
PROFESSIONAL SECONDARY	ACHALA, IRENE	TEACHER	C MCAULIFFE LEARNING CTR	7	5/30/2023
PARAPROFESSIONAL	ACOSTA GUTIERREZ, PRISCILLA	AIDE I ESL	WESTWOOD: M/S/L MAGNET	1	5/30/2023
PROFESSIONAL ELEMENTARY	AKPOFURE, MONISOLA	TEACHER	C MCAULIFFE LEARNING CTR	1	5/26/2023
PROFESSIONAL SECONDARY	ALBAR, MARAM	TEACHER	R WEST TECH MAGNET	2	5/30/2023
PROFESSIONAL SECONDARY	ANDERSON, JOYCELYN	COUNSELOR	LAKE HIGHLANDS HIGH SCHOOL	16	6/5/2023
PARAPROFESSIONAL	ANDRADE LARA, PAOLA	SPECIAL ED AIDE	MOSS HAVEN ELEMENTARY	0	5/30/2023
PROFESSIONAL ADMINISTRATION	ANDREWS, COURTNEY	LITERACY INTERVENTION	PRE K-12 INTERVENTION	5	6/5/2023
PROFESSIONAL ELEMENTARY	BARBOSA, TANYA	TEACHER	AIKIN ELEMENTARY	0	5/30/2023
PROFESSIONAL SECONDARY	BATEMAN, JESSE	TEACHER	LAKE HIGHLANDS JUNIOR HIGH	6	5/30/2023
PROFESSIONAL ADMINISTRATION	BAUSLEYWALKER, LATASHA	LITERACY INTERVENTION	PRE K-12 INTERVENTION	5	5/30/2023
PROFESSIONAL SECONDARY	BENTLEY, ELISE	TEACHER	LAKE HIGHLANDS HIGH SCHOOL	3	5/30/2023
PROFESSIONAL SECONDARY	BLACKMAN, KARA	TEACHER	BERKNER HIGH SCHOOL	0	5/30/2023
PROFESSIONAL ELEMENTARY	BLANCAFLOR, CLAUDINE	TEACHER	SPRING VALLEY ELEMENTARY	0	5/30/2023
PROFESSIONAL SECONDARY	BLUHM, MELANIE	TEACHER	JJ PEARCE HIGH SCHOOL	0	5/30/2023
PARAPROFESSIONAL	BOUDREAUX, COURTNEY	STUDENT DATA SPEC	MOSS HAVEN ELEMENTARY	0	6/5/2023
PROFESSIONAL SECONDARY	BRADA, JULIE	TEACHER	PARKHILL JUNIOR HIGH	6	5/30/2023
PROFESSIONAL ELEMENTARY	BRANSKY, TAMMI	TEACHER	DOVER ELEMENTARY	6	5/30/2023
PROFESSIONAL ELEMENTARY	BRANTLEY, JANET	COUNSELOR	O. HENRY ELEMENTARY	1	6/1/2023
PROFESSIONAL SECONDARY	BRAXTON, LEONARD	ASSISTANT PRINCIPAL	APOLLO JUNIOR HIGH	2	6/5/2023
PROFESSIONAL SECONDARY	BROUSSARD, JENNIFER	COUNSELOR	FOREST MEADOW JUNIOR HIGH	9	6/5/2023
PROFESSIONAL SECONDARY	BROWN, STEWART	ASSISTANT PRINCIPAL	WESTWOOD: M/S/L MAGNET	2	6/5/2023
PROFESSIONAL ELEMENTARY	BRUMELow, NICOLE	TEACHER	LAKE HIGHLANDS ELEMENTARY	3	5/30/2023
PROFESSIONAL ELEMENTARY	BRUNI, STACY	TEACHER	DOVER ELEMENTARY	1	5/30/2023
CLASSIFIED	BUCKNAM, KIRSTEN	CAMPUS READING SPECIALIST	HAMILTON PARK PACESETTER	2	5/30/2023
PROFESSIONAL ELEMENTARY	BURNEY, NAZLEE	TEACHER	MARK TWAIN ELEMENTARY	0	5/30/2023
PROFESSIONAL ELEMENTARY	BUSTAMANTE, JOSEPH	TEACHER	AIKIN ELEMENTARY	4	5/30/2023
PROFESSIONAL SECONDARY	CAIN, TYLER	TEACHER	PARKHILL JUNIOR HIGH	0	5/30/2023
PROFESSIONAL ELEMENTARY	CANTU, MARIANA	TEACHER	O. HENRY ELEMENTARY	9	5/30/2023

**SEPARATIONS of Personnel Continued:**

PROFESSIONAL/ CLASSIFIED/PARA- PROFESSIONAL	NAME	ASSIGNMENT/ SUBJECT/GRADE	LOCATION	LOCAL YEARS EXPERIENCE	DATE EFFECTIVE
PROFESSIONAL ELEMENTARY	CARLTON, GABRIEL	TEACHER	AIKIN ELEMENTARY	0	5/30/2023
PROFESSIONAL ELEMENTARY	CARRILLO, MARISA	TEACHER	THURGOOD MARSHALL ELEM	0	5/30/2023
PARAPROFESSIONAL	CARTER, KRISTIN	SPECIAL ED AIDE	BRENTFIELD ELEMENTARY	2	5/30/2023
PROFESSIONAL ELEMENTARY	CASSELS, SYDNEY	TEACHER	RISD ACADEMY	3	5/30/2023
PARAPROFESSIONAL	CASTRO, ESTHER	CLERK	BRENTFIELD ELEMENTARY	0	5/30/2023
CLASSIFIED	CASTRO, MARIA	CUSTODIAL I	AIKIN ELEMENTARY	16	6/30/2023
PARAPROFESSIONAL	CEKU, MIRELA	AIDE I	LAKE HIGHLANDS HS	23	5/30/2023
PROFESSIONAL ELEMENTARY	CHALK, JEWNELIA	TEACHER	SKYVIEW ELEMENTARY	1	5/30/2023
PROFESSIONAL SECONDARY	CHASE, JACQUELIN	TEACHER	APOLLO JUNIOR HIGH	3	5/30/2023
PROFESSIONAL SECONDARY	CHILDS, CHARLENE	TEACHER	C MCAULIFFE LEARNING CTR	7	5/30/2023
PROFESSIONAL ELEMENTARY	CHIN, SU	TEACHER	SKYVIEW ELEMENTARY	1	5/30/2023
PARAPROFESSIONAL	CLEMONS, KIERRA	SPECIAL ED AIDE	YALE ELEMENTARY	0	5/30/2023
PROFESSIONAL ELEMENTARY	COLEMAN, TAMARA	TEACHER	GREENWOOD HILLS ELEM	14	5/30/2023
PROFESSIONAL ELEMENTARY	CONTRERAS, ELIZABETH	COUNSELOR	STULTS ROAD ELEMENTARY	4	6/1/2023
PROFESSIONAL SECONDARY	COTHRUN, MADELAINE	TEACHER	JJ PEARCE HIGH SCHOOL	3	5/30/2023
PROFESSIONAL SECONDARY	COTTINGHAM, CHANEL	TEACHER	LAKE HIGHLANDS HIGH SCHOOL	8	5/30/2023
PROFESSIONAL SECONDARY	CURRY, ELISE	ASSISTANT PRINCIPAL	RICHARDSON HIGH SCHOOL	23	6/9/2023
PROFESSIONAL ELEMENTARY	DAOUD, NAGHAM	TEACHER	RICHLAND ELEMENTARY	0	5/30/2023
PROFESSIONAL ELEMENTARY	DAUGHERTY, NICOLETTE	TEACHER	STULTS ROAD ELEMENTARY	2	5/30/2023
PARAPROFESSIONAL	DAVIS, BETSY	AIDE I	SPRING VALLEY ELEMENTARY	25	5/30/2023
PARAPROFESSIONAL	DELAVAN, KAREN	AIDE I	NORTHRICH ELEMENTARY	1	5/30/2023
PROFESSIONAL ADMINISTRATION	DEPUY, CHERIE	PRGRAM SPECIALIST	CAREER & TECHNOLOGY ED	12	7/31/2023
PROFESSIONAL ELEMENTARY	DIAZ, ILEANA	TEACHER	AIKIN ELEMENTARY	1	5/30/2023
PROFESSIONAL ELEMENTARY	DIFEE, ROBIN	TEACHER	MERRIMAN PARK ELEMENTARY	14	5/30/2023
PROFESSIONAL ELEMENTARY	DISCIORIO, LISA	TEACHER	AUDELIA CREEK ELEMENTARY	7	5/30/2023
PROFESSIONAL ELEMENTARY	DOUGLAS, DEE ANN	LIBRARY & INFO TECH	MOHAWK ELEMENTARY	25	5/26/2023
PROFESSIONAL ELEMENTARY	DU MARS, LESLIE	TEACHER	SKYVIEW ELEMENTARY	1	5/30/2023
PROFESSIONAL ELEMENTARY	DUGAS, BRAE	TEACHER	RICHARDSON HEIGHTS ELEM	3	5/30/2023
PROFESSIONAL ELEMENTARY	DUKE, MICHELLE	ASSISTANT PRINCIPAL	SKYVIEW ELEMENTARY	8	6/5/2023
PROFESSIONAL SECONDARY	DUNN, ROY	ASSISTANT PRINCIPAL	PARKHILL JUNIOR HIGH	22	6/5/2023

**SEPARATIONS of Personnel Continued:**

PROFESSIONAL/ CLASSIFIED/PARA- PROFESSIONAL	NAME	ASSIGNMENT/ SUBJECT/GRADE	LOCATION	LOCAL YEARS EXPERIENCE	DATE EFFECTIVE
PARAPROFESSIONAL	DURAN, MAYRA	EXECUTIVE ASSISTANT I	SKYVIEW ELEMENTARY	9	6/5/2023
PROFESSIONAL ADMINISTRATION	EDEN, LANCE	LITERACY INTERVEN	PRE K-12 INTERVENTION	2	6/5/2023
PARAPROFESSIONAL	EDWARDS, SALLY	SPECIAL EDUCATION AIDE	CAROLYN G BUKHAIR ELEM	17	5/30/2023
PROFESSIONAL SECONDARY	EICHELBERGER FOREST, JAMIE	TEACHER	LAKE HIGHLANDS HS	0	5/30/2023
PROFESSIONAL ELEMENTARY	EVANS, SHEMIA	TEACHER	AIKIN ELEMENTARY	3	5/30/2023
PROFESSIONAL ADMINISTRATION	FAROOQUI, SOPHIA	LITERACY INTERVEN	PRE K-12 INTERVENTION	0	5/30/2023
PROFESSIONAL ELEMENTARY	FEATHER, MICHAEL	TEACHER	GREENWOOD HILLS ELEM	0	5/26/2023
PROFESSIONAL ELEMENTARY	FLORES, STEPHEN	TEACHER	SKYVIEW ELEMENTARY	3	5/30/2023
PROFESSIONAL ADMINISTRATION	FORSTER, CYNTHIA	LITERACY INTERVEN	THURGOOD MARSHALL ELEM	0	5/30/2023
PROFESSIONAL SECONDARY	FULTON, MADELINE	TEACHER	RICHARDSON HIGH SCHOOL	1	5/30/2023
PARAPROFESSIONAL	GAHATRAJ SUNAR, RANJANI	AIDE I	AIKIN ELEMENTARY	0	5/30/2023
PROFESSIONAL ELEMENTARY	GAJEWSKI, MISTY	TEACHER	HAMILTON PARK PACESETTER	2	5/30/2023
PROFESSIONAL ELEMENTARY	GAMEZ, CHRYSTAL	TEACHER	GREENWOOD HILLS ELEM	2	5/26/2023
PROFESSIONAL ELEMENTARY	GARRISON, SHARONICA	TEACHER	THURGOOD MARSHALL ELEM	2	5/30/2023
PROFESSIONAL SECONDARY	GEORGE, JORDAN	COUNSELOR	WESTWOOD: M/S/L MAGNET	2	6/5/2023
PROFESSIONAL ELEMENTARY	GHABIN, ESRA	TEACHER	O. HENRY ELEMENTARY	4	5/30/2023
PROFESSIONAL ELEMENTARY	GILBERT, MELISSA	TEACHER	MOSS HAVEN ELEMENTARY	1	5/30/2023
PROFESSIONAL ADMINISTRATION	GLENN, GUSSIE	SITE COORDINATOR I	WHITE ROCK ELEMENTARY	2	6/5/2023
PROFESSIONAL ELEMENTARY	GOBIN, PATRICIA	COUNSELOR	NORTHLAKE ELEMENTARY	24	6/1/2023
PROFESSIONAL SECONDARY	GONZALEZ, ALEJANDRA	TEACHER	DYSLEXIA PROGRAM	2	5/30/2023
PROFESSIONAL SECONDARY	GOSLIN, INGRID	ASSISTANT PRINCIPAL	R NORTH JUNIOR HIGH	0	6/5/2023
PROFESSIONAL SECONDARY	GREGORY, DENNETTE	TEACHER	FOREST MEADOW JUNIOR HIGH	0	5/30/2023
PROFESSIONAL ADMINISTRATION	GRIFFITH, MELISSA	NURSE	HEALTH SERVICES	1	5/30/2023
PROFESSIONAL SECONDARY	GROENING, MADISON	TEACHER	LAKE HIGHLANDS HIGH SCHOOL	3	5/30/2023
PROFESSIONAL ELEMENTARY	HANKINS, HEATHER	TEACHER	MOHAWK ELEMENTARY	1	5/30/2023
PROFESSIONAL ELEMENTARY	HARRIS PRICE, DONNA	INSTRUCTIONAL COACH	DOBIE PRE-KINDER	2	5/30/2023
PROFESSIONAL ADMINISTRATION	HELLMANN, KAITLIN	SPEECH THERAPIST	SPECIAL STUDENT SERVICES	4	5/30/2023
PARAPROFESSIONAL	HERNANDEZ, MARILYN	AIDE I	RICHLAND ELEMENTARY	1	5/30/2023
PROFESSIONAL ELEMENTARY	HERNANDEZ, MARTIN	TEACHER	MARK TWAIN ELEMENTARY	17	5/30/2023
PROFESSIONAL SECONDARY	HILL, DOWANDA	INSTRUCTIONAL SUPP	BERKNER HIGH SCHOOL	1	6/2/2023

**SEPARATIONS of Personnel Continued:**

PROFESSIONAL/ CLASSIFIED/PARA- PROFESSIONAL	NAME	ASSIGNMENT/ SUBJECT/GRADE	LOCATION	LOCAL YEARS EXPERIENCE	DATE EFFECTIVE
PROFESSIONAL SECONDARY	HOLDER, ANDREA	TEACHER	FOREST MEADOW JH	4	5/30/2023
PROFESSIONAL SECONDARY	HOLSEY, TYRANCE	TEACHER	LIBERTY JUNIOR HIGH	0	5/30/2023
CLASSIFIED	HORNING, LAURA	CHILD NUTRITION MGR III	RICHARDSON HIGH SCHOOL	30	5/26/2023
PROFESSIONAL ELEMENTARY	HOUFF, BRIA	ASSISTANT PRINCIPAL	RICHLAND ELEMENTARY	2	6/5/2023
PROFESSIONAL ELEMENTARY	JABATI, CINDY	TEACHER	THURGOOD MARSHALL ELEM	1	5/30/2023
PROFESSIONAL SECONDARY	JEANTY, PAMELA	TEACHER	JJ PEARCE HIGH SCHOOL	2	5/30/2023
CLASSIFIED	JENKINS, CRYSTALYN	DIAGNOSTICIAN	SPECIAL STUDENT SERVICES	1	6/9/2023
PROFESSIONAL ELEMENTARY	JHOWRY, KHEERANI	TEACHER	RICHLAND ELEMENTARY	1	5/30/2023
PROFESSIONAL ELEMENTARY	JOHNSON PERKINS, KAREN	TEACHER	THURGOOD MARSHALL ELEM	32	5/30/2023
PROFESSIONAL SECONDARY	JOHNSON, ANDREW	TEACHER	BERKNER HIGH SCHOOL	5	5/30/2023
PROFESSIONAL SECONDARY	JOHNSON, LAUREN	COUNSELOR	RICHARDSON HIGH SCHOOL	6	6/5/2023
PROFESSIONAL ELEMENTARY	JOHNSON, NAKAYDRIA	TEACHER	LAKE HIGHLANDS ELEMEN	11	5/30/2023
PROFESSIONAL SECONDARY	JOHNSON, NICOLETTE	INTERVENTION COUNSELOR	C MCAULIFFE LEARNING CTR	3	6/5/2023
PROFESSIONAL SECONDARY	JOHNSON, RICHARD	TEACHER	LAKE HIGHLANDS HS	3	5/30/2023
CLASSIFIED	JONES, CANDACE	DIAGNOSTICIAN	SPECIAL STUDENT SERVICES	7	6/9/2023
PARAPROFESSIONAL	JONES, CHRISTA	SPECIAL ED AIDE	BRENTFIELD ELEMENTARY	1	5/30/2023
PROFESSIONAL ELEMENTARY	JONES, SHONDA	TEACHER	THURGOOD MARSHALL ELEM	3	5/30/2023
PROFESSIONAL SECONDARY	KEITH, KATHERINE	TEACHER	JJ PEARCE HIGH SCHOOL	5	5/30/2023
PROFESSIONAL ELEMENTARY	KELLY, CATHERINE	PRINCIPAL	MARK TWAIN ELEMENTARY	17	6/9/2023
PARAPROFESSIONAL	KINCADE, SABRINA	AIDE I	SPRING CREEK ELEMENTARY	8	5/30/2023
PROFESSIONAL ELEMENTARY	KIRKHAM, KELLY	TEACHER	FOREST LANE ACADEMY	1	5/30/2023
PROFESSIONAL SECONDARY	KLERSY, IBET	INSTRUCTIONAL COACH	R WEST TECH MAGNET	0	5/30/2023
PROFESSIONAL ELEMENTARY	KNETSCH, MAKENA	TEACHER	MERRIMAN PARK ELEMENTARY	2	5/30/2023
PROFESSIONAL ELEMENTARY	LASETER, JULIA	TEACHER	NORTHWOOD HILLS ELEM	17	5/30/2023
PROFESSIONAL ADMINISTRATION	LAWSON, DENAE	LITERACY INTERVEN	PRE K-12 INTERVENTION	5	5/30/2023
PROFESSIONAL ADMINISTRATION	LEDFORD, LAUREN	COORDINATOR	SKYVIEW ELEMENTARY	3	6/5/2023
PROFESSIONAL ELEMENTARY	LEON, JOSEFINA	COUNSELOR	RICHLAND ELEMENTARY	1	6/1/2023
PROFESSIONAL SECONDARY	LEONARD, CONRAD	ADMINISTRATIVE INTERN	RICHARDSON HIGH SCHOOL	4	6/9/2023
PROFESSIONAL ADMINISTRATION	LETT, RYAN	PROG SPEC I CENT	EXTENDED LEARNING	14	6/5/2023
PROFESSIONAL ELEMENTARY	LICHTI, LAUREN	TEACHER	CANYON CREEK ELEMENTARY	1	5/30/2023

**SEPARATIONS of Personnel Continued:**

PROFESSIONAL/ CLASSIFIED/PARA- PROFESSIONAL	NAME	ASSIGNMENT/ SUBJECT/GRADE	LOCATION	LOCAL YEARS EXPERIENCE	DATE EFFECTIVE
PARAPROFESSIONAL	LOPEZ RIVERA, LESLIE	SECRETARY II	R WEST TECH MAGNET	1	5/30/2023
CLASSIFIED	LOPEZ, VANESSA	DIAGNOSTICIAN	SPECIAL STUDENT SERVICES	2	6/9/2023
PROFESSIONAL ELEMENTARY	LOVING, MAREN	TEACHER	WHITE ROCK ELEMENTARY	1	5/30/2023
PARAPROFESSIONAL	LUCEY, HEATHER	SPECIAL ED AIDE	PARKHILL JUNIOR HIGH	0	5/30/2023
CLASSIFIED	LUMLEY, SCOTT	KITCHEN MAINTENANCE SPEC	FACILITIES MAINTENANCE	0	7/7/2023
CLASSIFIED	LUNZ, ONDINA	CHILD NUTRITION MGR II	WESTWOOD: M/S/L MAGNET	33	5/26/2023
PROFESSIONAL ELEMENTARY	LYSEN, ELIZABETH	TEACHER	BOWIE ELEMENTARY	7	5/30/2023
PARAPROFESSIONAL	MAHAN, SHELAH	EXECUTIVE ASSISTANT I	NORTHWOOD HILLS ELEM	0	6/5/2023
PARAPROFESSIONAL	MANUS, TANELL	SPECIAL ED AIDE	BERKNER HIGH SCHOOL	0	5/30/2023
PROFESSIONAL ELEMENTARY	MARTIN, NOLINE	ASSISTANT PRINCIPAL	THURGOOD MARSHALL ELEM	13	6/5/2023
PROFESSIONAL ADMINISTRATION	MARTINEZ, AMY	LITERACY INTERVEN	PRE K-12 INTERVENTION	6	5/30/2023
PARAPROFESSIONAL	MARTINEZ, YSIDRO	EDUCATIONAL ASSISTANT	LAKE HIGHLANDS HS	13	5/30/2023
PROFESSIONAL ADMINISTRATION	MASSEY, MELISSA	BEHAVIOR SPECIALIST	SPECIAL STUDENT SERVICES	10	6/2/2023
PROFESSIONAL ELEMENTARY	MAY, JOEL	ASSISTANT PRINCIPAL	DOVER ELEMENTARY	3	6/30/2023
CLASSIFIED	MAYFIELD, ASHLEE	CHILD NUTRITION MGR	SKYVIEW ELEMENTARY	10	5/26/2023
PROFESSIONAL ELEMENTARY	MAYWEATHER, ROCHELLE	TEACHER	THURGOOD MARSHALL ELEM	7	5/30/2023
PROFESSIONAL SECONDARY	MCCANN, RYAN	TEACHER	FOREST MEADOW JH	0	5/30/2023
PROFESSIONAL ELEMENTARY	MCCANTS, MEGAN	INSTRUCTIONAL COACH	STULTS ROAD ELEMENTARY	18	5/30/2023
PROFESSIONAL SECONDARY	MCKAY, DANIEL	ASSISTANT PRINCIPAL	BERKNER HIGH SCHOOL	30	6/9/2023
PROFESSIONAL SECONDARY	MCKAY, PATRICIA	COUNSELOR	LAKE HIGHLANDS HS	16	6/5/2023
PROFESSIONAL ELEMENTARY	MERRYMAN, MARY	TEACHER	SKYVIEW ELEMENTARY	2	5/30/2023
PROFESSIONAL ELEMENTARY	MILLER, ELLEN	TEACHER	MARK TWAIN ELEMENTARY	5	5/30/2023
PROFESSIONAL SECONDARY	MITCHELL, SEMAJ DKARI	TEACHER	BERKNER HIGH SCHOOL	0	5/30/2023
PROFESSIONAL ADMINISTRATION	MOLINA, KAREN	LITERACY INTERVEN	PRE K-12 INTERVENTION	8	5/30/2023
PARAPROFESSIONAL	MONROE, JULIA	SECRETARY I	BERKNER HIGH SCHOOL	1	5/30/2023
PROFESSIONAL ADMINISTRATION	MONTAGUE, CHRISTA	NURSE	HEALTH SERVICES	8	6/5/2023
PROFESSIONAL ADMINISTRATION	MOUDEN, CHERI	SSS CAMPUS FACILITATOR	SPECIAL STUDENT SERVICES	5	6/2/2023
PARAPROFESSIONAL	NAVA, CECILIA	STUDENT DATA SPEC	C MCAULIFFE LEARNING CTR	4	6/5/2023
PROFESSIONAL ELEMENTARY	NEEL, ARINN	TEACHER	THURGOOD MARSHALL ELEM	0	5/30/2023
PROFESSIONAL ADMINISTRATION	NEELY, ASHLEY	MATH INTERVEN CENTR	PRE K-12 INTERVENTION	1	6/5/2023

**SEPARATIONS of Personnel Continued:**

PROFESSIONAL/ CLASSIFIED/PARA- PROFESSIONAL	NAME	ASSIGNMENT/ SUBJECT/GRADE	LOCATION	LOCAL YEARS EXPERIENCE	DATE EFFECTIVE
PARAPROFESSIONAL	NGUYEN-NGO, MARY	SPECIAL ED AIDE	MARK TWAIN ELEMENTARY	1	5/30/2023
PROFESSIONAL SECONDARY	NYAMU, GRACE	TEACHER	C MCAULIFFE LEARNING CTR	10	5/30/2023
PROFESSIONAL ELEMENTARY	ODEN, EMILY	TEACHER	MERRIMAN PARK ELEMENTARY	0	5/30/2023
PARAPROFESSIONAL	OLALDE, EMILY	CLERK	MOSS HAVEN ELEMENTARY	0	5/30/2023
PROFESSIONAL SECONDARY	OLIVER, SAMUEL	TEACHER	LAKE HIGHLANDS HS	1	5/30/2023
PROFESSIONAL ELEMENTARY	PASCH-COOPER, JACOB	TEACHER	CAROLYN G BUKHAIR ELEM	1	5/30/2023
PROFESSIONAL SECONDARY	PAUL, KARELIUS	ASSISTANT PRINCIPAL	LIBERTY JUNIOR HIGH	4	6/5/2023
PROFESSIONAL ELEMENTARY	PEARCE, JACQUELINE	INSTRUCTIONAL COACH	SKYVIEW ELEMENTARY	19	5/30/2023
PROFESSIONAL ELEMENTARY	PENZ, SHANNON	TEACHER	FOREST LANE ACADEMY	0	5/30/2023
PROFESSIONAL ELEMENTARY	PEREZ MONDRAGON, MARICELA	TEACHER	RISD ACADEMY	1	5/30/2023
PROFESSIONAL ELEMENTARY	PERKINS, RACHEL	TEACHER	NORTHRICH ELEMENTARY	3	5/30/2023
PROFESSIONAL SECONDARY	PETERS, MELISSA	TEACHER	LAKE HIGHLANDS HS	10	5/30/2023
PROFESSIONAL ELEMENTARY	PETERSON, VENEISHA	TEACHER	RICHLAND ELEMENTARY	2	5/30/2023
PROFESSIONAL ADMINISTRATION	PETRI SUN, JESSICA	LSSP - SPECIAL STUDENT SVCS	SPECIAL STUDENT SERVICES	1	6/9/2023
PROFESSIONAL ELEMENTARY	PHAN, CHARLLEY	LITE ASSOCIATE	AIKIN ELEMENTARY	2	5/30/2023
PROFESSIONAL ELEMENTARY	PILLERS, TRACYE	TEACHER	MOSS HAVEN ELEMENTARY	16	5/30/2023
PROFESSIONAL SECONDARY	PIPPINS, ANGELA	COUNSELOR	APOLLO JUNIOR HIGH	16	6/5/2023
PROFESSIONAL ELEMENTARY	POLLARD, AMY	TEACHER	THURGOOD MARSHALL ELEM	0	5/30/2023
PROFESSIONAL ELEMENTARY	PRUITT, CAROLYN	TEACHER	AIKIN ELEMENTARY	0	5/30/2023
PROFESSIONAL ELEMENTARY	PURIFOY, SUSAN	TEACHER	O. HENRY ELEMENTARY	18	5/30/2023
PROFESSIONAL ELEMENTARY	RANGE, AMY	COUNSELOR	WALLACE ELEMENTARY	4	6/1/2023
PARAPROFESSIONAL	REYES, SHIRLEYN	EXECUTIVE ASSISTANT I	DARTMOUTH ELEMENTARY	4	6/5/2023
PROFESSIONAL SECONDARY	REY-FISCHER, KELSEA	TEACHER	FOREST MEADOW JH	2	5/30/2023
PROFESSIONAL ELEMENTARY	RIDEOUT, ASHLEY	ASSISTANT PRINCIPAL	CANYON CREEK ELEMENTARY	1	6/5/2023
PROFESSIONAL SECONDARY	RITTER, JAMES	TEACHER	LAKE HIGHLANDS HS	0	5/30/2023
PROFESSIONAL SECONDARY	ROBBINS, CHRISTOPHER	TEACHER	LIBERTY JUNIOR HIGH	3	5/30/2023
PROFESSIONAL SECONDARY	ROBINSON, KELDRICK	COUNSELOR	RICHARDSON HIGH SCHOOL	22	6/5/2023
PROFESSIONAL ELEMENTARY	ROBINSON, SHERRELL	TEACHER	SKYVIEW ELEMENTARY	1	5/30/2023
PROFESSIONAL SECONDARY	ROCHA SANDATE, MARIA	TEACHER	LAKE HIGHLANDS HS	0	5/30/2023
PROFESSIONAL SECONDARY	ROGERS, CLAY	TEACHER	BERKNER HIGH SCHOOL	2	5/30/2023

**SEPARATIONS of Personnel Continued:**

PROFESSIONAL/ CLASSIFIED/PARA- PROFESSIONAL	NAME	ASSIGNMENT/ SUBJECT/GRADE	LOCATION	LOCAL YEARS EXPERIENCE	DATE EFFECTIVE
PROFESSIONAL SECONDARY	ROSENDO CHACON, MILITZA	TEACHER	LAKE HIGHLANDS HS	0	5/30/2023
PROFESSIONAL SECONDARY	RUIZ, GABRIEL	TEACHER	LAKE HIGHLANDS HS	1	5/30/2023
PROFESSIONAL ADMINISTRATION	RUSHING, BROOKE	NURSE	HEALTH SERVICES	9	5/30/2023
PROFESSIONAL ELEMENTARY	SALCEDO, LORRAINE	TEACHER	LAKE HIGHLANDS ELEMENTARY	1	5/30/2023
CLASSIFIED	SAMONTE, JERRY	CUSTODIAL I	CUSTODIAL SERVICES	15	6/23/2023
PROFESSIONAL SECONDARY	SAUCEDO, JUBIEL	TEACHER	LAKE HIGHLANDS HS	7	5/30/2023
CLASSIFIED	SCHAEFER, MICHAEL	BUS DRIVER	TRANSPORTATION	2	6/23/2023
PROFESSIONAL ELEMENTARY	SCHMIDT, CONNOR	TEACHER	SKYVIEW ELEMENTARY	2	5/30/2023
PROFESSIONAL SECONDARY	SEGUIN, SAMANTHA	TEACHER - HS SPECIAL ED	BERKNER HIGH SCHOOL	3	5/30/2023
PROFESSIONAL ADMINISTRATION	SHELFFO, KATHLEEN	OCCUPATIONAL THERAPIST	SPECIAL STUDENT SERVICES	2	6/2/2023
PARAPROFESSIONAL	SIMON SANCHEZ, LETICIA	SPECIAL EDUCATION AIDE	DOBIE PRE-KINDERGARTEN	0	5/30/2023
PROFESSIONAL SECONDARY	SKELTON, TIFFANY	COUNSELOR	FOREST MEADOW JH	1	6/5/2023
PROFESSIONAL ELEMENTARY	SMIDDY, CHERYL	TEACHER	NORTHLAKE ELEMENTARY	16	5/30/2023
PROFESSIONAL ELEMENTARY	STALTER, JULIANA	COUNSELOR	MOHAWK ELEMENTARY	1	6/1/2023
PARAPROFESSIONAL	STANLEY, JARETT	SPECIAL EDUCATION AIDE	LIBERTY JUNIOR HIGH	6	5/30/2023
PROFESSIONAL SECONDARY	STEIMER, JOHN	TEACHER	LAKE HIGHLANDS HIGH SCHOOL	0	5/30/2023
PROFESSIONAL ADMINISTRATION	STRINGER, ROBERT	SECURITY	SAFETY & SECURITY	0	7/2/2023
PROFESSIONAL ELEMENTARY	SUTTON, CATHERINE	TEACHER	WHITE ROCK ELEMENTARY	1	5/30/2023
PROFESSIONAL SECONDARY	TAYLOR, DARRELL	TEACHER	LAKE HIGHLANDS HS	1	5/30/2023
PROFESSIONAL ELEMENTARY	TAYLOR, TEMPLE	TEACHER	BOWIE ELEMENTARY	9	5/26/2023
PARAPROFESSIONAL	TAYLOR, VICKIE	EXECUTIVE ASSISTANT	BRENTFIELD ELEMENTARY	21	6/5/2023
PROFESSIONAL ELEMENTARY	TEMPLE, KIM	TEACHER	NORTHLAKE ELEMENTARY	21	5/30/2023
PROFESSIONAL ELEMENTARY	THACKRAY, VICTORIA	TEACHER	THURGOOD MARSHALL ELEM	0	5/30/2023
PROFESSIONAL ADMINISTRATION	THRAILKILL, COLETTE	BEHAVIOR SPECIALIST	SPECIAL STUDENT SERVICES	11	6/2/2023
PROFESSIONAL SECONDARY	TODD, ANDREW	TEACHER	RICHARDSON HIGH SCHOOL	2	5/30/2023
PROFESSIONAL ELEMENTARY	TORRES, MARIA	TEACHER	SPRING VALLEY ELEMENTARY	4	5/30/2023
PROFESSIONAL ELEMENTARY	TORRES, MIGUEL	TEACHER	SPRING VALLEY ELEMENTARY	0	5/30/2023
PROFESSIONAL SECONDARY	TRAVIS, ANTHONY	TEACHER	RICHARDSON HIGH SCHOOL	14	5/30/2023
PROFESSIONAL SECONDARY	TRENT, ESTATE OF BRADLEY	TEACHER	C MCAULIFFE LEARNING CTR	25	7/7/2023
PROFESSIONAL ELEMENTARY	TREVINO, ESTEPHANE	TEACHER	DOVER ELEMENTARY	2	5/30/2023

**SEPARATIONS of Personnel Continued:**

<b>PROFESSIONAL/ CLASSIFIED/PARA- PROFESSIONAL</b>	<b>NAME</b>	<b>ASSIGNMENT/ SUBJECT/GRADE</b>	<b>LOCATION</b>	<b>LOCAL YEARS EXPERIENCE</b>	<b>DATE EFFECTIVE</b>
PROFESSIONAL ELEMENTARY	TROYER, EMILY	TEACHER	RICHARDSON TERRACE ELEM	6	5/30/2023
PARAPROFESSIONAL	TUCKER, MAKAYLA	SPECIAL EDUCATION AIDE	MOSS HAVEN ELEMENTARY	0	5/30/2023
PROFESSIONAL SECONDARY	TUNSTALL, ASHLEY	TEACHER	PARKHILL JUNIOR HIGH	0	5/30/2023
PROFESSIONAL SECONDARY	TURNER, SCOTT	TEACHER	LAKE HIGHLANDS HS	2	5/30/2023
PROFESSIONAL SECONDARY	UDDIN, WANIA	TEACHER	R WEST TECH MAGNET	3	5/30/2023
PROFESSIONAL ADMINISTRATION	VANDENBERGE, KATIE	SPEECH THERAPIST	SPECIAL STUDENT SERVICES	3	5/30/2023
PROFESSIONAL ELEMENTARY	VARILLAS, ROMINA	READING ACADEMY COACH	PRE K-12 INTERVENTION	1	6/5/2023
CLASSIFIED	VILLARREAL, JESUS	GROUPS II	GROUPS	0	6/9/2023
PROFESSIONAL SECONDARY	VILLARREAL, LYDIA	TEACHER	BERKNER HIGH SCHOOL	4	5/30/2023
CLASSIFIED	WARREN, KAREN	CHILD NUTRITION MGR	MOSS HAVEN ELEMENTARY	26	5/30/2023
PROFESSIONAL SECONDARY	WASHINGTON, CALVIN	TEACHER	BERKNER HIGH SCHOOL	1	5/30/2023
PROFESSIONAL SECONDARY	WEBB, KOREE	INSTRUCTIONAL SUPP	FOREST MEADOW JH	16	6/2/2023
PROFESSIONAL ELEMENTARY	WILLIAMS, MEREDITH	TEACHER	MOSS HAVEN ELEMENTARY	3	5/30/2023
PROFESSIONAL ELEMENTARY	WILLIS, EMILY	TEACHER	HAMILTON PARK PACESETTER	0	5/30/2023
PROFESSIONAL ADMINISTRATION	WOMBLE, TOBIN	DIAGNOSTICIAN	DYSLEXIA PROGRAM	7	6/9/2023
PROFESSIONAL SECONDARY	WOODS, FLORENCE	COUNSELOR	BERKNER HIGH SCHOOL	19	6/5/2023

**BOARD OF TRUSTEES**  
**Richardson Independent School District**  
**Richardson, Texas**

**Date:** August 10, 2023

**Submitted by:** David Pate, Assistant Superintendent of Finance & Support Services

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**INFORMATION AND ACTION ITEM**

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**TOPIC:** Specified Best Value/Low Bids, Contracts, and Cumulative Purchases

**BACKGROUND INFORMATION:**

Bids for the items listed in Part A on the attached sheets were advertised and received for opening in the RISD Purchasing Department. The bid(s) listed under Part A are recommended for acceptance as the lowest responsive bid(s) or other qualifying bid that meets specifications and provides the best value to the District. If the lowest responsive bid does not fall within the budgeted amount for the item, supportive justification and information has been requested and may be made available.

Bids listed in Part B reflect vendors recommended for renewal of an existing bid that was originally approved as providing the best value/lowest responsive bid for the district.

Part C sets out purchases, contracts, contract modifications, and any contract change orders recommended for approval. The amount of items listed in Part C exceeds \$100,000. Purchases and contract(s) for the goods and services reflected under Part C have been reviewed and negotiated, where appropriate. Each contract is within the budgeted amount for the item, category, or service. As indicated, certain purchases and contracts have been renegotiated, modified, or otherwise changed. Any such changes recommended are within budgeted amounts.

Part D reflects Interlocal Agreements or other Memorandums of Understanding that address agreements and understandings between other local governmental entities or certain nonprofit organizations. These items are recommended for the Board's approval.

Part E is provided for the Board's information. The items reflected in this section involve contract amounts of less than \$100,000. Board policy CH (Local) delegates purchasing authority to the Superintendent for expenditure of budgeted amounts for goods and services under \$100,000.

Part F is provided for the Board's information. This section provides information about cumulative purchases from state-approved vendors under contracts or buying

cooperative agreements that the Board already has approved. All such purchases have been made through established District procedures to ensure that the purchase provided the best buy at the lowest available price.

### **SUPERINTENDENT'S RECOMMENDATION:**

The Superintendent recommends that the Board approve the items recommended under Parts A, B, C, and D. The items in Parts E and F are provided for the Board's information.

### **PROPOSED RESOLUTION**

**Whereas**, in compliance with state purchasing and procurement requirements and other applicable law, the RISD Purchasing Department, in collaboration with the end-user departments, has solicited, received, opened, and considered responsive bids for contracts to procure various goods and services required for District operations and has made recommendations for the acceptance and approval of bids and contracts that provide the best value to the District; and

**WHEREAS**, the district has collaborated with other local government entities to develop Interlocal Agreements and Memoranda of Understanding to obtain goods or share services; and

**WHEREAS**, the District has made cumulative purchases from previously qualified vendors in accordance with applicable procedures for services and has entered into contracts for goods and services within the Superintendent's delegated purchasing authority; and

**WHEREAS**, effective management of the District's purchasing and acquisition processes supports the Board's strategic objectives and strategies; now

**THEREFORE, BE IT RESOLVED**, that the Board of Trustees of the Richardson Independent School District accepts, and/or approves the recommended bids, contracts, and Interlocal Agreements and Memoranda of Understanding set out in Parts A, B, C, and D on the attached pages.

## Board Agenda August 10, 2023

<b>PART A - New Bids -- For Approval</b>							
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Bid Number	Description	Recommended Vendor	Amount	Budgeted Amount	Number of Responses	Number Of No Bid Responses	Bids Sought
23-260	Miscellaneous Consultant Services	Ashley Pitala - Speech language therapy Chenadra Washington - Professional development services Doctor Dyslexia Dude LLC - Motivational program presenter Elizabeth Jeffrey - Braille instruction consultant Manuel Gonzales - Band/Color Guard consultant Kimberly Ahrens - Choir consultant Supplemental Health Services - Healthcare staffing Margaret McCarty Carver - Speech & language pathology Lori Hartgraves - Speech & language pathology			9		
23-259	Library Books and Media	ABDO Publishing Co. Bound to Stay Bound Books, Inc. Central Programs Inc. d/b/a/ Gumdrop Books Children's Plus, Inc. Coughlan Companies, Ilc. dba Capstone Delaney Educational Enterprises Follett School Solutions, Inc. J. Appleseed Keystone Books and Media Lerner Publishing Group Mackin Educational Resources OverDrive, Inc Perma-Bound Books/Hertzberg-New Method, Inc. Rainbow Book Company	Compliance		25	0	139

The Rosen Publishing Group, Inc.  
Tumbleweed Press, Inc.

23-261	Data Infrastructure Cabling	AVL Communications The Brass Effect Inc.		Compliance		4	0	68
23-262	Construction Manager-at-Risk Northrich and Stults Road Elementary Renovations	CORE Construction Services of Texas, Inc.	\$ 17,500.00	see comments		1	2	10
23-264	Mowing and Irrigation Services for Select Campuses	H Services LLC	\$ 191,685.00			4	0	27

**PART B - Bid Renewals -- For Approval**

Bid Number	Description	Recommended Vendor	Amount	Budgeted Amount	Number of Responses	Number Of No Bid Responses	Bids Sought
22-193	Office Supplies and Related Items for Child Nutrition	Staples	\$ 125,000.00				

<b>PART C - Purchase and Contract Information (Greater than \$100,000) -- For Approval</b>
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<b>Purchases, Contracts, Contract Modifications &amp; Change Orders:</b>	<b>Amount</b>
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<b>ESS South Central</b> - Substitute Staff Placement (Equalis Contract #R10-1105C)	\$ 3,500,000.00
<b>SAS Security Alarm Service Co.</b> - JJPHS New Security Surveillance Cameras (RISD # 23-245)	\$ 622,461.29
<b>Tyler Technologies</b> - Munis application services for 4/1/24 - 3/31/2025 (RISD # 1521)	\$ 417,684.82
<b>Frontline Technologies Group</b> - Medicaid Billing Management (Allied States #17-7247)	\$ 411,862.15
<b>Bayes Achievement Center, Inc.</b> - Provision of specialized educational residential services for student	\$ 267,671.36
<b>Bedford, Freeman, Worth Publishing Group (Macmillan Holdings LLC) and Data Privacy Agreement</b> - Textbooks, testing banks, resources for AP Human Geography and AP World history (Allied States Cooperative # 20-7373)	\$ 214,435.26
<b>Sirius Education Solutions</b> - Grade 8 Social Studies Digital SY23-26 (RISD #21-121)	\$ 211,575.00
<b>Frontline Technologies Group</b> - Annual renewal of eStar IEP (RISD 1398)	\$ 172,959.65
<b>RWB Consulting Engineers</b> - Multi-campus Fire Alarm Replacement project (RISD # 22-189)	\$ 161,948.00
<b>Scholastic Inc.</b> - 3-year digital subscription to support reading, fluency, vocabulary, and comprehension (RISD #21-121)	\$ 142,332.00
<b>RWB Consulting Engineers</b> - Multi-campus Access Controls Project Phase 2 (# RISD 22-189)	\$ 135,831.15
<b>Windstream Holdings</b> - District business phones and long distance service for 23-24	\$ 120,000.00

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**PART D - Interlocals, MOU's, and Other -- For Approval**

**Interlocals**

**The University of Texas at Austin** - Onramps program for 23-24

**University of Texas at Dallas** - Career Center Federal Work Study Program with RISD junior highs for 23-24 school year

**University of Texas at Dallas** - Career Center Federal Work Study Program with RISD high schools for 23-24 school year

**Texas Political Subdivisions** - General, School Board Legal, Auto and Cyber Liability Insurance \$ 454,816.00

**University of North Texas** - Speech-Language Pathology Off-Site Practicum Agreement

**Memorandum of Understanding**

**Teach Plus** - Teaching and Support program for teachers ending July 2024

**Communities in Schools** - Perform supplemental services ending June 2024 at (4) RISD schools (RISD 22-184)

**Other**

None

**PART E - Contracts, Contract Modifications & Change Orders: Amount  
Less than \$100,000 (Information Only)**

**NTD Mechanical** - Change order for multi-Campus HVAC Project JHE \$ 54,453.07

\$ 16,500.00

**Joan R. Brasier** - Assist with update and maintenance of the District's Instructional Operating Guide (IOG) though June 10, 2024.

**PART F - Cumulative Purchases -- Information Only**

**Cumulative Purchases from Qualified Vendors: Amount**

ALLIED STATES (Region 10) \$ 12,000.00

BUY BOARD - Texas Association of School Boards \$ 3,453,911.45

CCGPF - Collin County Governmental Purchasing Forum \$ 4,485.00

CPGPC - Choice Partners \$ 286,860.67

CTPA - Central Texas Purchasing Alliance \$ 105,727.01

DIR - State of Texas Department of Information Resources \$ 164,656.07

EPCNT - Education Purchasing Cooperative of North Texas \$ 662,404.69

ESC - Educational Service Center	\$	299,542.24
NCPA - National Cooperative Purchasing Alliance	\$	12,350.00
SOURCEWELL - Sourcewell (previously NJPA)	\$	330,774.51
OMNIA Partners - TCPN/IPA/US Communities	\$	4,377,288.31
PPPCP - Prospering Pals	\$	3,175,859.90
TCCPP - Tarrant County Cooperative Purchasing Program	\$	390,000.00
TIPS - The Interlocal Purchasing System	\$	1,529,277.57
TPASS - Texas Procurement and Support Services	\$	3,188.00
EQUALIS	\$	133,860.43
MRPC Region 10	\$	95,396.40
<b>TOTAL:</b>	<b>\$</b>	<b>15,037,582.25</b>

**BOARD AGENDA - August 10, 2023**  
**RECOMMENDED SPECIFIED BID COMMENTS**

Bid #	Description	Comments																
22-184	Miscellaneous Consultant Services	This RFP (unsealed) establishes a roster of vendors to be used for consulting contracts. Vendors will be added as responses are submitted to the district and approved for district use. Contracts will be reported as needed per the BOT reporting guidelines. The term for this roster of vendors ends 8/31/2028.																
23-259	Library Books and Media	This RFP (Request for Proposal) establishes a roster of vendors to provide Library books and media per processing guidelines set forth from the RISD Library services department. The term of this award is (5) years.																
23-261	Data Infrastructure Cabling	This RFP (Request for Proposal) establishes a roster of vendors to provide data infrastructure cabling needs. The term of this award is (5) years.																
23-262	Construction Manager-at-Risk Northrich and Stults Road Elementary Renovations	<p>The District evaluation team, including the architect of record BRW Architects, received a proposal from a Board-approved Construction Manager with the proven capability to accomplish the type of renovations in this scope of work. The award recommendation, considering the qualifications, experience and fees with the construction management firm, represents the best value to the District after an assessment of the specified criteria by District staff and architect of record. The recommendation is to approve preconstruction services fees as presented which will precede any structural work. Should the Board of Trustees consider and approve a Guaranteed Maximum Price (GMP) recommendation at a subsequent board meeting, the Construction Manager's construction services fees will be included within the GMP total. A summary of the Northrich ES and Stults Road ES renovation projects are estimated as follows:</p> <p>Northrich ES Renovation Project:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Consultant Fees (estimated):</td> <td style="text-align: right;">\$557,031</td> </tr> <tr> <td>Soft Costs (estimated):</td> <td style="text-align: right;">\$2,804,018</td> </tr> <tr> <td>Construction Budget (estimated):</td> <td style="text-align: right;">\$6,638,951</td> </tr> <tr> <td>Total Program ('All-in') Bond Budget</td> <td style="text-align: right;">\$10,000,000</td> </tr> </table> <p>Stults Road ES Renovation Project:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Consultant Fees (estimated):</td> <td style="text-align: right;">\$557,031</td> </tr> <tr> <td>Soft Costs (estimated):</td> <td style="text-align: right;">\$2,804,018</td> </tr> <tr> <td>Construction Budget (estimated):</td> <td style="text-align: right;">\$6,638,951</td> </tr> <tr> <td>Total Program ('All-in') Bond Budget</td> <td style="text-align: right;">\$10,000,000</td> </tr> </table>	Consultant Fees (estimated):	\$557,031	Soft Costs (estimated):	\$2,804,018	Construction Budget (estimated):	\$6,638,951	Total Program ('All-in') Bond Budget	\$10,000,000	Consultant Fees (estimated):	\$557,031	Soft Costs (estimated):	\$2,804,018	Construction Budget (estimated):	\$6,638,951	Total Program ('All-in') Bond Budget	\$10,000,000
Consultant Fees (estimated):	\$557,031																	
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Total Program ('All-in') Bond Budget	\$10,000,000																	
Consultant Fees (estimated):	\$557,031																	
Soft Costs (estimated):	\$2,804,018																	
Construction Budget (estimated):	\$6,638,951																	
Total Program ('All-in') Bond Budget	\$10,000,000																	
23-264	Mowing and Irrigation Services for Select Campuses	This RFP (Request for Proposal) establishes a vendor to provide mowing and irrigation services for selected campuses. The term of this award is (1) year with a (1) year renewal option.																

**Bid Renewals:**

<b>Bid #</b>	<b>Description</b>	<b>Comments</b>
22-193	Office Supplies and Related Items for Child Nutrition	IFB establishing a qualified vendor for procurement of office supplies for Child Nutrition Department. This is the first of three renewal options

**BOARD OF TRUSTEES**  
Richardson Independent School District  
Richardson, Texas

**Date:** August 10, 2023

**Submitted by:** David Pate, Assistant Superintendent of Finance & Support Services

## **INFORMATION ITEM**

**TOPIC:** Upcoming Bids

### **BACKGROUND INFORMATION**

Attached is a schedule of anticipated bids for the next 12 months.

### **SUPERINTENDENT'S RECOMMENDATION**

The Superintendent presents this schedule for the Board's information.

## RISD Purchasing Department- Upcoming Bids

<b>BOT Meeting</b>
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### **September**

General Maintenance - Equipment, Parts, Supplies, and Services

### **October**

Print Shop Equipment and Supplies

### **November**

Asbestos Abatement

Medical Supplies and related items

### **December**

Property Insurance

### **January**

Online Subscriptions

### **February**

Cheerleading, Dance, and Drill Team related items

### **March**

Career and Technology Programs - supplies, service, software, and related items

### **April**

Armored Card and Bank Courier Services

### **May**

Document storage including retrieval and destruction services

### **June**

**BOARD OF TRUSTEES**  
**Richardson Independent School District**  
**Richardson, Texas**

**Date:** August 10, 2023

**Submitted by:** David Pate, Assistance Superintendent of Finance and Support Services

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## **INFORMATION ITEM**

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**TOPIC:** Bond Expenditure Reports

### **BACKGROUND INFORMATION**

The Bond Program Management Department prepares a report of the 2016 bond authorization expenditures each month. These reports are presented as part of a process to ensure community understanding and provide a degree of oversight of financial decisions regarding these monies.

### **SUPERINTENDENT'S RECOMMENDATION**

The Superintendent presents these reports for the Board's information.

**RICHARDSON INDEPENDENT SCHOOL DISTRICT**  
**Bond Expenditures By Project Through July 17, 2023**  
**Bond Series 2016**

	Original Budget	Amended Budget	Spent and Committed	% Spent To Date	Balance	Estimate To Complete	Available or (Shortage)	Amounts Issued 2016 Bond	Changes from Prior Report 15-May-23			
									Spent and Committed	Estimate to Complete	Available or (Shortage)	
<b>Instruction &amp; Technology</b>												
Athletics	9,205,140	8,656,850	8,211,551	94.9%	445,298	445,298	-	9,205,140	236,724	(236,724)	-	
Career & Technical Education	16,332,244	16,340,778	16,315,844	99.8%	24,933	24,933	-	16,332,244	88	(204,056)	-	
Fine Arts	7,405,580	6,869,930	6,867,405	100.0%	2,525	2,525	-	7,405,580	-	-	-	
Health Services	266,780	358,445	358,445	100.0%	-	-	-	266,780	-	-	-	
Innovative Instructional Space/Library Media	19,188,412	16,534,298	16,238,121	98.2%	296,177	296,177	-	19,188,412	-	-	-	
Instructional Technology	59,216,049	59,535,629	59,020,044	99.1%	515,584	515,584	-	59,216,049	-	-	-	
Junior Reserve Officer Training Corp (JROTC)	623,500	660,610	565,923	85.7%	94,687	94,687	-	623,500	-	-	-	
Language Arts	1,914,445	1,916,255	1,878,280	98.0%	37,974	37,974	-	1,914,445	-	-	-	
Languages Other Than English	1,185,800	1,196,600	1,188,737	99.3%	7,863	7,863	-	1,185,800	-	-	-	
Mathematics	1,151,550	1,151,550	1,151,369	100.0%	181	181	-	1,151,550	-	-	-	
Multipurpose Activity Centers	59,981,665	49,860,243	49,860,243	100.0%	(0)	(0)	-	59,981,665	-	(96,216)	-	
PACE After School Program	216,000	223,204	216,000	96.8%	7,204	7,204	-	216,000	-	-	-	
Physical Education & Health	489,400	462,878	448,362	96.9%	14,516	14,516	-	489,400	-	-	-	
Science	2,656,702	2,689,598	2,689,598	100.0%	(0)	(0)	-	2,656,702	-	-	-	
Social Studies	311,523	340,900	311,708	91.4%	29,192	29,192	-	311,523	-	-	-	
Special Education	1,438,000	5,466,019	5,146,443	94.2%	319,576	319,576	-	1,438,000	-	(1,333,283)	-	
Student Assistance Programs	55,875	55,875	55,262	98.9%	613	613	-	55,875	-	-	-	
Student Performance and Evaluation	410,000	437,026	369,015	84.4%	68,011	68,011	-	410,000	-	-	-	
Visual Arts	547,697	469,294	465,795	99.3%	3,499	3,499	-	547,697	-	-	-	
	<u>182,596,362</u>	<u>173,225,979</u>	<u>171,358,146</u>	<u>98.9%</u>	<u>1,867,832</u>	<u>1,867,832</u>	<u>-</u>	<u>182,596,362</u>	<u>236,812</u>	<u>(1,870,278)</u>	<u>-</u>	
<b>Infrastructure and Support</b>												
Enterprise Technology	35,565,000	31,437,902	27,169,492	86.4%	4,268,410	4,268,410	-	35,565,000	(144,737)	(1,236,513)	-	
Facilities	97,507,693	88,233,585	84,532,830	95.8%	3,700,755	3,700,755	-	97,507,693	51,740	3,407,767	-	
Furniture, Office Equipment, Copiers	7,534,426	9,354,001	9,203,786	98.4%	150,215	150,215	-	7,534,426	-	(835,435)	-	
Maintenance & Operations	3,294,834	3,294,269	3,294,269	100.0%	(0)	(0)	-	3,294,834	-	-	-	
Program and Project Management	1,282,044	1,329,012	1,237,943	93.1%	91,069	91,069	-	1,282,044	139	(139)	-	
Transportation	3,349,835	1,176,497	1,169,591	99.4%	6,907	6,907	-	3,349,835	76,662	(37,122)	-	
	<u>148,533,832</u>	<u>134,825,266</u>	<u>126,607,911</u>	<u>94%</u>	<u>8,217,355</u>	<u>8,217,355</u>	<u>-</u>	<u>148,533,832</u>	<u>(16,197)</u>	<u>1,298,558</u>	<u>-</u>	
<b>Construction</b>												
Construction	107,271,359	132,140,643	132,140,643	100.0%	(0)	(0)	-	107,271,359	-	-	-	
	<u>107,271,359</u>	<u>132,140,643</u>	<u>132,140,643</u>	<u>100.0%</u>	<u>(0)</u>	<u>(0)</u>	<u>-</u>	<u>107,271,359</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<b>TOTAL 2016 BOND</b>	<u>438,401,553</u>	<u>440,191,887</u>	<u>430,106,700</u>	<u>97.7%</u>	<u>10,085,187</u>	<u>10,085,187</u>	<u>-</u>	<u>438,401,553</u>	<u>220,615</u>	<u>(571,720)</u>	<u>-</u>	

(1) "Estimate To Complete" includes 100% of the original project estimate for projects not yet bid and estimated cost of projects in progress.

(2) From the total bond amount, \$84M was issued on 7/21/16, \$225M was issued on 5/31/17, and \$128M was issued on 6/13/19

**BOARD OF TRUSTEES  
Richardson Independent School District  
Richardson, Texas**

**Date:** August 10, 2023

**Submitted by:** David Pate, Assistant Superintendent of Finance and Support Services

## **INFORMATION ITEM**

**TOPIC:** Bond Expenditure Reports

### **BACKGROUND INFORMATION**

The Bond Program Management Department prepares a report of the 2021 bond authorization expenditures each month. These reports are presented as part of a process to ensure community understanding and provide a degree of oversight of financial decisions regarding these monies.

### **SUPERINTENDENT'S RECOMMENDATION**

The Superintendent presents these reports for the Board's information.

**RICHARDSON INDEPENDENT SCHOOL DISTRICT**  
**Bond Expenditures By Project Through July 17, 2023**  
**Bond Series 2021**

	Original Budget	Amended Budget	Spent and Committed	% Spent To Date	Balance	Estimate To Complete	Available or (Shortage)	Amounts Issued 2021 Bond	Changes from Prior Report 15-May-23		
									Spent and Committed	Estimate to Complete	Available or (Shortage)
<b>Instruction &amp; Technology</b>											
Accountability Continuous Imp	2,580,000	2,580,000	1,644,581	63.7%	935,419	935,419	-	2,580,000	-	-	-
Advance Learning Services	3,527,000	3,167,000	559,193	17.7%	2,607,807	2,607,807	-	3,527,000	46,088	(46,088)	-
Athletics	10,400,440	14,525,385	8,633,643	59.4%	5,891,742	5,891,742	-	10,400,440	189,564	(189,564)	-
Bilingual	1,100,000	1,100,000	491,522	44.7%	608,478	608,478	-	1,100,000	7,497	(7,497)	-
Career & Technical Education	13,700,000	12,300,000	4,987,499	40.5%	7,312,501	7,312,501	-	13,700,000	2,197,998	(2,197,998)	-
English as Second Language	3,083,130	3,083,130	1,494,246	48.5%	1,588,884	1,588,884	-	3,083,130	349,681	(349,681)	-
Fine Arts Music and Theatre	7,250,000	7,925,000	5,632,543	71.1%	2,292,457	2,292,457	-	7,250,000	35,135	(35,135)	-
Health Services	248,000	248,000	149,805	60.4%	98,195	98,195	-	248,000	-	-	-
Innovative Instructional Space/Library Media	2,943,000	2,943,000	1,364,456	46.4%	1,578,544	1,578,544	-	2,943,000	149	(149)	-
Instructional Technology	70,521,762	71,756,214	37,798,034	52.7%	33,958,180	33,958,180	-	70,521,762	(359,846)	359,846	-
JROTC	336,582	336,582	117,765	35.0%	218,817	218,817	-	336,582	-	-	-
Language Arts	5,965,050	5,965,050	658,684	11.0%	5,306,366	5,306,366	-	5,965,050	-	(8,998)	-
Language Other Than English	431,000	431,000	246,384	57.2%	184,616	184,616	-	431,000	-	-	-
Literacy & Intervention	6,071,311	7,037,573	3,314,315	47.1%	3,723,258	3,723,258	-	6,071,311	-	-	-
Mathematics	3,553,500	3,553,500	3,323,195	93.5%	230,305	230,305	-	3,553,500	63,800	(63,800)	-
Physical Education & Health	325,000	325,000	223,002	68.6%	101,998	101,998	-	325,000	14,763	(14,763)	-
PreKindergarten	967,232	967,232	545,220	56.4%	422,012	422,012	-	967,232	235,921	(235,921)	-
Prevention Programming	100,000	97,400	22,182	22.8%	75,218	75,218	-	100,000	-	-	-
Print Services	1,710,000	1,710,000	1,525,883	89.2%	184,117	184,117	-	1,710,000	-	-	-
Science	1,940,000	1,940,000	717,744	37.0%	1,222,256	1,222,256	-	1,940,000	(256)	256	-
Social Studies	343,000	343,000	49,825	14.5%	293,175	293,175	-	343,000	25,621	(25,621)	-
Special Student Services	1,828,068	1,828,068	656,459	35.9%	1,171,609	1,171,609	-	1,828,068	1,835	(1,835)	-
Teaching and Learning Svcs	1,672,000	1,672,000	970,740	58.1%	701,260	701,260	-	1,672,000	-	-	-
Visual Arts	628,024	628,024	521,554	83.0%	106,470	106,470	-	628,024	-	-	-
	<u>141,224,099</u>	<u>146,462,158</u>	<u>75,648,473</u>	<u>51.7%</u>	<u>70,813,684</u>	<u>70,813,684</u>	<u>-</u>	<u>141,224,099</u>	<u>2,807,951</u>	<u>(2,816,949)</u>	<u>-</u>
<b>Infrastructure and Support</b>											
Enterprise Technology	34,120,000	36,607,754	29,998,151	81.9%	6,609,603	6,609,603	-	34,120,000	120,324	(120,324)	-
Facilities	115,134,118	118,788,753	44,271,877	37.3%	74,516,876	74,516,876	-	115,134,118	(13,155,574)	13,155,574	-
Furniture, Office Equipment, Copiers	13,534,803	18,498,871	11,416,375	61.7%	7,082,496	7,082,496	-	13,534,803	14,140	(14,140)	-
Maintenance & Operations	2,681,811	2,681,811	1,139,900	42.5%	1,541,911	1,541,911	-	2,681,811	(3,997)	3,997	-
Program and Project Management	1,138,200	1,138,200	467,549	41.1%	670,651	670,651	-	1,138,200	41,087	(41,087)	-
Safety and Security	7,471,466	7,116,496	662,562	9.3%	6,453,934	6,453,934	-	7,471,466	-	-	-
Transportation	9,344,876	10,628,205	9,029,864	85.0%	1,598,341	1,598,341	-	9,344,876	2,170,851	(887,522)	-
	<u>183,425,274</u>	<u>195,460,091</u>	<u>96,986,278</u>	<u>49.6%</u>	<u>98,473,812</u>	<u>98,473,812</u>	<u>-</u>	<u>183,425,274</u>	<u>(10,813,169)</u>	<u>12,096,498</u>	<u>-</u>
<b>Construction</b>											
Construction	283,534,254	279,326,487	260,969,866	93.4%	18,356,622	18,356,622	-	283,534,254	26,362,832	(7,788,281)	-
	<u>283,534,254</u>	<u>279,326,487</u>	<u>260,969,866</u>	<u>93.4%</u>	<u>18,356,622</u>	<u>18,356,622</u>	<u>-</u>	<u>283,534,254</u>	<u>26,362,832</u>	<u>(7,788,281)</u>	<u>-</u>
<b>TOTAL 2021 BOND</b>	<u>608,183,627</u>	<u>621,248,736</u>	<u>433,604,617</u>	<u>69.8%</u>	<u>187,644,118</u>	<u>187,644,118</u>	<u>-</u>	<u>608,183,627</u>	<u>18,357,614</u>	<u>1,491,268</u>	<u>-</u>

(1) "Estimate To Complete" includes 100% of the original project estimate for projects not yet bid and estimated cost of projects in progress.

(2) From the total bond amount, \$200M was issued on 07/19/21. \$200M was issued on 6/08/22

**BOARD OF TRUSTEES**  
**Richardson Independent School District**  
**Richardson, Texas**

**Date:** August 10, 2023

**Submitted by:** David Pate, Assistant Superintendent of Finance & Support Services

## **ACTION ITEM**

**TOPIC:** Quarterly Investment Report

### **BACKGROUND INFORMATION**

The District is required by the Public Funds Investment Act (the "Act"), Chapter 2256 of the Government Code, to report on at least a quarterly basis information regarding the District's investment portfolio. Board Policy CDA (Local) requires that the Investment Officer prepare on a quarterly basis an investment report which presents the cost and market basis of all investments held by the District as well as a statement as to the compliance with District policy.

### **SUPERINTENDENT'S RECOMMENDATION**

The Superintendent recommends that the District approve the Investment Report for the quarter ended June 30, 2023, as submitted by the Investment Officers.

### **RESOLUTION**

WHEREAS, the District is required by the Public Funds Investment Act (the "Act"), Chapter 2256 of the Government Code and Board Policy CDA (Local) to regularly review the Investment portfolio of the District.

THEREFORE, BE IT RESOLVED that the Board of Trustees of the Richardson Independent School District approves the Investment Report for the quarter ended June 30, 2023, as submitted by the Investment Officers.

# INVESTMENT REPORT

## Richardson ISD

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April 1 to June 30, 2023



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## Investment Management Team

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*Investment Reporting Manager*

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## Market Recap

Financial markets spent much of May focused on the debt ceiling issue, but a resolution in early June allowed attentions to shift back to economic data and the Fed. Although several of the leading economic indicators signaled weakness, the preponderance of concurrent indicators continued to exhibit surprising strength. The ISM manufacturing index logged a seventh straight month below 50 in May, indicating contraction in the manufacturing sector. The ISM services index unexpectedly fell from 51.9 to 50.3, the second lowest level in three years and just a fraction above 50.

The deteriorating outlook by U.S. purchasing managers was countered by another strong employment report as non-farm payrolls topped the median forecast for the 14th straight month with a gain of +339k in May, well above the +195k median forecast. Upward revisions added an additional +93k jobs to the March and April counts. Nonfarm payroll growth is now averaging +331k per month in 2023, down from +399k last year. The unemployment rate did climb from a five-decade low of 3.4% to 3.7%, but with payroll growth above 300k per month and the unemployment rate below 4%, the labor market clearly remains too tight.

The May inflation data was a mixed bag. Headline CPI rose just +0.1% and the year-over-year headline was a bright spot, dropping from +4.9% to +4.0%, down sharply from last year's +9.1% peak. Core CPI, which excludes food and energy, was stubbornly high, increasing by +0.4% in May, the sixth straight month at or above +0.4%. On a year-over-year basis, the core was up +5.3%. Although down from +5.5% in April, it was the 18th consecutive month above +5.0%, and more than 2½ times the Fed's 2% target.

Financial markets spent the first two weeks of June gravitating toward the idea that the FOMC would not raise the fed funds target for an eleventh straight time at the mid-June meeting. Prodded along by hints from Fed speakers, a few tentative signs of retreating inflationary pressures, and knowledge that the 500 basis points of rate increases implemented so far were still working through the system, markets concluded the FOMC would pause. Fed officials obliged, voting unanimously to leave the fed funds target

unchanged in a range of 5-5.25%. However, the new summary of economic projections, the so-called dot plot, conveyed a much more hawkish note than markets had anticipated. The forecast called for another 50 basis points of rate hikes, with a median estimate of 5.625% by yearend, up from 5.125% at the March meeting. In addition, the median estimate for the end of 2024 rose by 25 basis points to 4.625%. This hawkish forecast likely reflected a desire to keep the markets from reading too much into the pause and thereby easing financial conditions prematurely.

The committee's message was reinforced by Chair Powell during his remarks at the post meeting press conference. Powell noted that core inflation readings remain well above the Fed's target and that the process of getting inflation back to the 2% target "has a long way to go." Powell acknowledged they have "not seen a lot of progress" on core inflation and that "we want to see it moving down decisively." Powell also said, "Nearly all committee participants expected it will be appropriate to raise interest rates somewhat further by the end of the year."

The frustratingly resilient economic performance and hawkish Fed forced bond yields higher through the month of June. Prior expectations for rate cuts later this year have all but vanished as the recession many predicted remains elusive. Fed funds futures now indicate a yearend overnight rate of 5.38%, up from 4.91% at the end of May. The yield on the two-year Treasury note rose almost 50 basis points during the month, closing at a yield of 4.90%.

## Investment Officers' Certification

This report is prepared for the Richardson ISD (the "Entity") in accordance with Chapter 2256 of the Texas Public Funds Investment Act ("PFIA"). Section 2256.023(a) of the PFIA states that: "Not less than quarterly, the investment officer shall prepare and submit to the governing body of the entity a written report of the investment transactions for all funds covered by this chapter for the preceding reporting period." This report is signed by the Entity's investment officers and includes the disclosures required in the PFIA.

The investment portfolio complied with the PFIA and the Entity's approved Investment Policy and Strategy throughout the period. All investment transactions made in the portfolio during this period were made on behalf of the Entity and were made in full compliance with the PFIA and the approved Investment Policy.

### Investment Officers

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**David Pate**

David Pate  
*Asst. Superintendent of Finance*

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**Kimberlyee Chappell**

Kimberlyee Chappell  
*Exec. Director of Finance*

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**LeAngiela Drake**

LeAngiela Drake  
*Cash Manager*

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## Portfolio Overview

### Portfolio Summary

	Prior 31 Mar-23	Current 30 Jun-23
Par Value	722,236,605.73	613,918,163.17
Original Cost	721,706,661.29	609,579,132.85
Book Value	721,709,395.46	611,228,921.60
Market Value	721,713,640.73	611,061,169.72
Accrued Interest	12,075.00	163,852.78
Book Value Plus Accrued	721,721,470.46	611,392,774.38
Market Value Plus Accrued	721,725,715.73	611,225,022.50
Net Unrealized Gain/(Loss)	4,245.27	(167,751.88)

### Income Summary

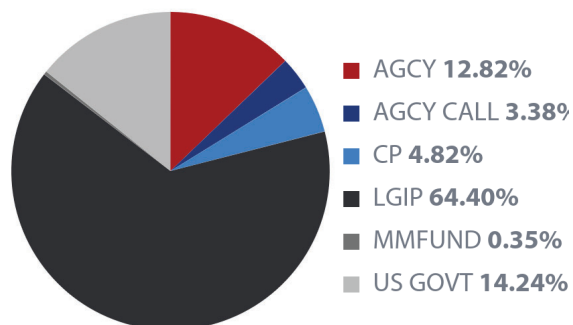
Current Period	1 Apr-23 to 30 Jun-23
Interest Income	6,595,789.87
Net Amortization/Accretion	1,647,054.59
Realized Gain/(Loss)	0.00
Net Income	8,242,844.46

Fiscal Year-to-Date	1 Jul-22 to 30 Jun-23
Net Income	12,838,061.88

### Portfolio Characteristics

	Prior 31 Mar-23	Current 30 Jun-23
Yield to Maturity	4.611%	5.064%
Yield to Worst	4.611%	5.064%
Days to Final Maturity	9	40
Days to Effective Maturity	9	40
Duration	1.06	0.30

### Asset Allocation

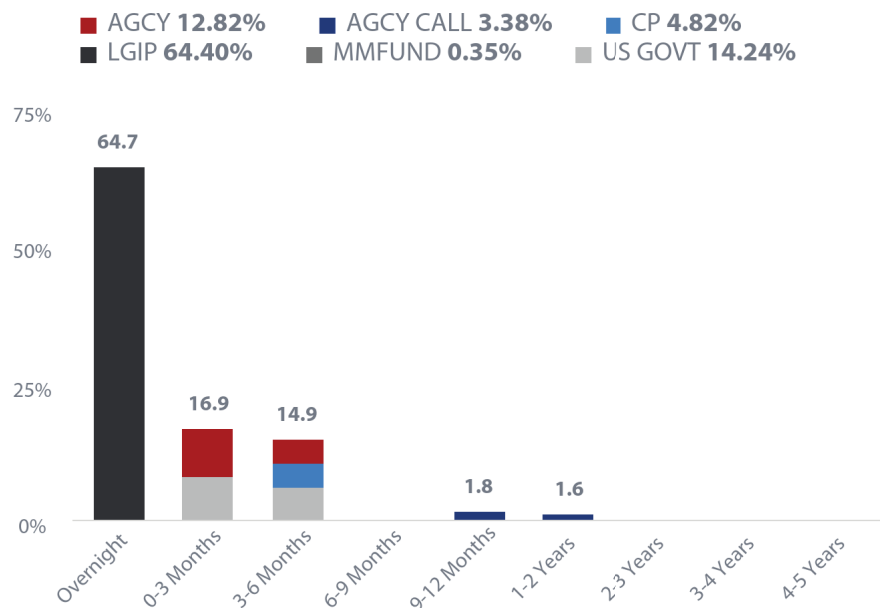


### Transaction Summary

Transaction Type	Quantity	Principal	Interest	Total Amount	Realized Gain/Loss
Buy	153,150,000.00	(150,129,289.12)	0.00	(150,129,289.12)	0.00

## Portfolio Overview

### Maturity Distribution by Security Type



### Top Ten Holdings

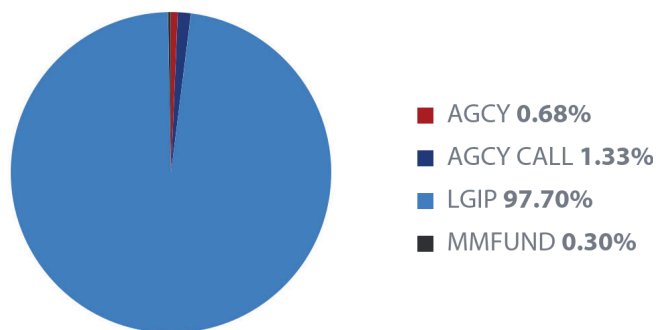
Issuer	Allocation
TEXPOOL	57.66%
Federal Home Loan Banks	14.40%
United States Department of The Treasury	14.24%
Toyota Motor Credit Corporation	4.82%
LONESTRGOV	4.31%
TEXSTAR	2.42%
Federal National Mortgage Association	1.80%
PROSP BANK	0.35%

### Maturity Distribution by Security Type

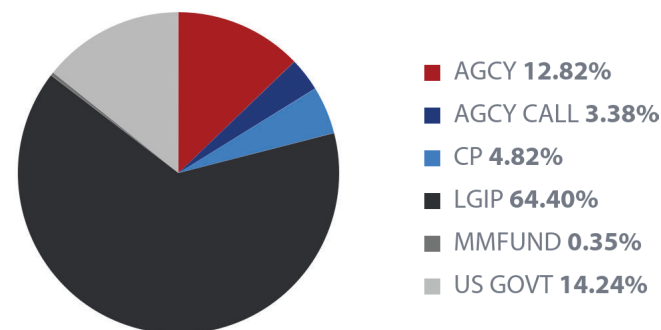
Security Type	Overnight	0-3 Months	3-6 Months	6-9 Months	9-12 Months	1-2 Years	2-3 Years	3-4 Years	4-5 Years	Portfolio Total
AGCY	--	53,719,065.15	24,632,127.32	--	--	--	--	--	--	78,351,192.47
AGCY CALL	--	--	--	--	11,000,000.00	9,648,097.62	--	--	--	20,648,097.62
CP	--	--	29,432,400.00	--	--	--	--	--	--	29,432,400.00
LGIP	393,614,613.30	--	--	--	--	--	--	--	--	393,614,613.30
MMFUND	2,153,549.87	--	--	--	--	--	--	--	--	2,153,549.87
US GOVT	--	49,794,625.00	37,234,443.35	--	--	--	--	--	--	87,029,068.35
<b>Total</b>	<b>395,768,163.17</b>	<b>103,513,690.15</b>	<b>91,298,970.67</b>	<b>--</b>	<b>11,000,000.00</b>	<b>9,648,097.62</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>611,228,921.60</b>

## Asset Allocation

Asset Allocation by Security Type as of  
31-Mar-2023



Asset Allocation by Security Type as of  
30-Jun-2023



## Book Value Basis Security Distribution

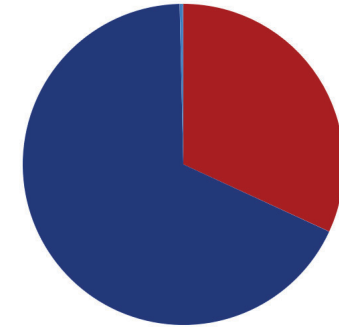
Security Type	Prior Balance 31-Mar-23	Prior Allocation 31-Mar-23	Change in Allocation	Current Balance 30-Jun-23	Current Allocation 30-Jun-23	Yield to Maturity
AGCY	4,896,401.71	0.68%	12.14%	78,351,192.47	12.82%	5.039%
AGCY CALL	9,576,388.02	1.33%	2.05%	20,648,097.62	3.38%	4.871%
CP	0.00	0.00%	4.82%	29,432,400.00	4.82%	5.296%
LGIP	705,097,226.78	97.70%	(33.30%)	393,614,613.30	64.40%	5.055%
MMFUND	2,139,378.95	0.30%	0.06%	2,153,549.87	0.35%	3.300%
US GOVT	0.00	0.00%	14.24%	87,029,068.35	14.24%	5.142%
<b>Portfolio Total</b>	<b>721,709,395.46</b>	<b>100.00%</b>		<b>611,228,921.60</b>	<b>100.00%</b>	<b>5.064%</b>

## Credit Rating Summary

### Rating Distribution

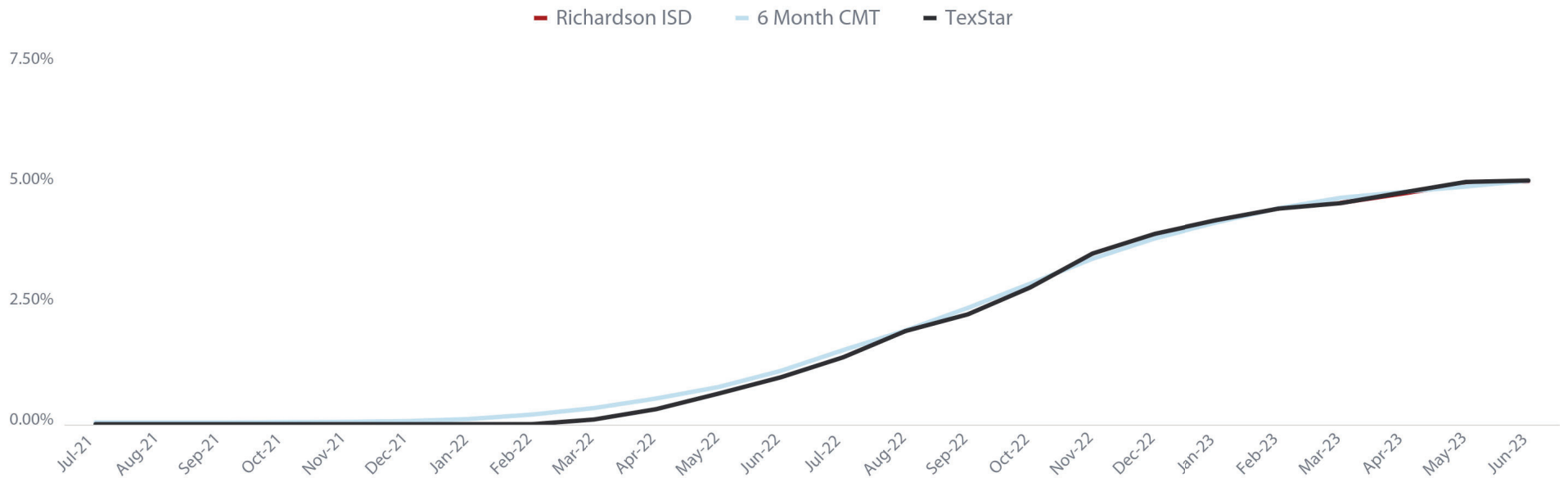
	Book Value	Portfolio Allocation
<b>Local Government Investment Pools &amp; Money Market Funds</b>		
AAA	393,614,613.30	64.40%
SD	2,153,549.87	0.35%
<b>Total Local Government Investment Pools &amp; Money Market Funds</b>	<b>395,768,163.17</b>	<b>64.75%</b>
<b>Short Term Rating Distribution</b>		
A-1+	194,812,660.82	31.87%
<b>Total Short Term Rating Distribution</b>	<b>194,812,660.82</b>	<b>31.87%</b>
<b>Long Term Rating Distribution</b>		
AAA	20,648,097.62	3.38%
<b>Total Long Term Rating Distribution</b>	<b>20,648,097.62</b>	<b>3.38%</b>
<b>Portfolio Total</b>	<b>611,228,921.60</b>	<b>100.00%</b>

### Allocation by Rating



■ A-1+ 31.87% ■ AAA 67.78% ■ SD 0.35%

## Benchmark Comparison



## Yield Overview

	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	
<b>Richardson ISD</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4.61	4.81	5.01	5.06
6 Month CMT	0.05	0.05	0.05	0.05	0.06	0.07	0.12	0.21	0.34	0.54	0.78	1.12	1.55	1.96	2.43	2.93	3.45	3.87	4.20	4.50	4.72	4.84	4.95	5.07	
TexStar	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.11	0.32	0.65	0.98	1.40	1.95	2.29	2.85	3.56	3.97	4.25	4.49	4.61	4.83	5.05	5.08	

## Fund Overview

Fund Name	Prior Book Value	Prior Market Value	Changes to Market Value	Current Book Value	Current Market Value	Net Income	Days to Final Mty	YTM	YTW
199-General Operating Fund	295,175,758.21	295,175,661.50	(57,241,617.93)	237,954,112.07	237,934,043.57	3,032,216.41	24	5.045%	5.045%
240-Food Service Fund	9,614,450.33	9,614,450.33	794,753.83	10,407,905.70	10,409,204.16	111,904.88	30	5.159%	5.159%
497-Permanent Local School Fund	21,370,666.42	21,375,008.40	444,410.17	21,946,918.18	21,819,418.57	265,010.10	300	4.948%	4.948%
599-Debt Service Fund	35,949,868.61	35,949,868.61	(810,331.22)	35,139,155.39	35,139,537.39	444,351.60	23	4.964%	4.964%
629-Special Capital Projects	2,623,973.98	2,623,973.98	2,545,691.50	5,169,665.48	5,169,665.48	62,279.00	1	5.054%	5.054%
644-Cap Proj/2016 Construction	19,843,188.52	19,843,188.52	(1,371,151.28)	18,472,037.24	18,472,037.24	231,254.31	1	5.054%	5.054%
650-Cap Proj/2021 Construction	333,833,600.50	333,833,600.50	(54,555,948.35)	279,299,516.38	279,277,652.15	4,058,803.88	39	5.100%	5.100%
755-Workers' Compensation Fund	3,297,888.89	3,297,888.89	(458,277.73)	2,839,611.16	2,839,611.16	37,024.28	1	5.054%	5.054%
<b>Total</b>	<b>721,709,395.46</b>	<b>721,713,640.73</b>	<b>(110,652,471.01)</b>	<b>611,228,921.60</b>	<b>611,061,169.72</b>	<b>8,242,844.46</b>	<b>40</b>	<b>5.064%</b>	<b>5.064%</b>

## Detail of Security Holdings

CUSIP	Settle Date	Security Type	Security Description	CPN	Maturity Date	Next Call Date	Call Type	Par Value	Purch Price	Original Cost	Book Value	Mkt Price	Market Value	Days to Mty	Days to Call	YTM	YTW	Rating	
<b>199-General Operating Fund</b>																			
LNSTGOV		LGIP	LoneStar Gov O/N		06/30/23			26,344,197.68	100.000	26,344,197.68	26,344,197.68	100.000	26,344,197.68	1		5.048	5.048	AAA	
PROS-RCH		MMFUND	Prosperity Bk		06/30/23			2,153,549.87	100.000	2,153,549.87	2,153,549.87	100.000	2,153,549.87	1		3.300	3.300	SD	
TEXPOOL		LGIP	TexPool		06/30/23			116,060,550.14	100.000	116,060,550.14	116,060,550.14	100.000	116,060,550.14	1		5.054	5.054	AAA	
TEXSTAR		LGIP	TexSTAR		06/30/23			14,819,114.33	100.000	14,819,114.33	14,819,114.33	100.000	14,819,114.33	1		5.076	5.076	AAA	
313384JS9	05/01/23	AGCY	FEDERAL HOME LOAN BANKS	0.000	07/28/23			24,150,000.00	98.788	23,857,371.77	24,059,836.68	99.663	24,068,542.05	28		5.050	5.050	A-1+	
912797GA9	04/04/23	US GOVT	UNITED STATES TREASURY	0.000	08/01/23			25,000,000.00	98.423	24,605,812.50	24,897,312.50	99.591	24,897,694.50	32		4.927	4.927	A-1+	
313384LJ6	03/29/23	AGCY	FEDERAL HOME LOAN BANKS	0.000	09/06/23			5,000,000.00	97.889	4,894,455.56	4,955,804.06	99.084	4,954,205.00	68		4.828	4.828	A-1+	
912797HA8	06/13/23	US GOVT	UNITED STATES TREASURY	0.000	10/10/23			10,000,000.00	98.267	9,826,739.31	9,852,946.81	98.573	9,857,275.00	102		5.423	5.423	A-1+	
89233HYA6	05/16/23	CP	Toyota Motor Credit Corporation	0.000	11/10/23			10,000,000.00	97.449	9,744,866.67	9,810,800.00	97.983	9,798,300.00	133		5.296	5.296	A-1+	
3135GAGS4	04/18/23	AGCY CALL	FEDERAL NATIONAL MORTGAGE ASSOCIATION	5.000	04/18/24	10/18/23	One-time	5,000,000.00	100.000	5,000,000.00	5,000,000.00	99.612	4,980,615.00	293	110	5.000	5.000	AAA	
<b>Total 199-General Operating Fund</b>								<b>238,527,412.02</b>		<b>237,306,657.83</b>	<b>237,954,112.07</b>		<b>237,934,043.57</b>	<b>24</b>	<b>110</b>	<b>5.045</b>	<b>5.045</b>		
<b>240-Food Service Fund</b>																			
TEXPOOL		LGIP	TexPool		06/30/23			7,452,021.66	100.000	7,452,021.66	7,452,021.66	100.000	7,452,021.66	1		5.054	5.054	AAA	
912797HA8	06/13/23	US GOVT	UNITED STATES TREASURY	0.000	10/10/23			3,000,000.00	98.267	2,948,021.79	2,955,884.04	98.573	2,957,182.50	102		5.423	5.423	A-1+	
<b>Total 240-Food Service Fund</b>								<b>10,452,021.66</b>		<b>10,400,043.45</b>	<b>10,407,905.70</b>		<b>10,409,204.16</b>	<b>30</b>		<b>5.159</b>	<b>5.159</b>		
<b>497-Permanent Local School Fund</b>																			
TEXPOOL		LGIP	TexPool		06/30/23			1,393,420.57	100.000	1,393,420.57	1,393,420.57	100.000	1,393,420.57	1		5.054	5.054	AAA	
89233HYA6	05/16/23	CP	Toyota Motor Credit Corporation	0.000	11/10/23			5,000,000.00	97.449	4,872,433.33	4,905,400.00	97.983	4,899,150.00	133		5.296	5.296	A-1+	
3135GAGS4	04/18/23	AGCY CALL	FEDERAL NATIONAL MORTGAGE ASSOCIATION	5.000	04/18/24	10/18/23	One-time	6,000,000.00	100.000	6,000,000.00	6,000,000.00	99.612	5,976,738.00	293	110	5.000	5.000	AAA	
3130AQV26	03/31/23	AGCY CALL	FEDERAL HOME LOAN BANKS	1.610	09/04/24	08/04/23	Monthly	10,000,000.00	95.756	9,575,600.00	9,648,097.62	95.501	9,550,110.00	432	35	4.724	4.724	AAA	

## Detail of Security Holdings

CUSIP	Settle Date	Security Type	Security Description	CPN	Maturity Date	Next Call Date	Call Type	Par Value	Purch Price	Original Cost	Book Value	Mkt Price	Market Value	Days to Mty	Days to Call	YTM	YTW	Rating
<b>Total</b>																		
<b>497-Permanent Local School Fund</b>								<b>22,393,420.57</b>		<b>21,841,453.90</b>	<b>21,946,918.18</b>		<b>21,819,418.57</b>	<b>300</b>	<b>64</b>	<b>4.948</b>	<b>4.948</b>	
<b>599-Debt Service Fund</b>																		
TEXPOOL		LGIP	TexPool		06/30/23			10,241,842.89	100.000	10,241,842.89	10,241,842.89	100.000	10,241,842.89	1		5.054	5.054	AAA
912797GA9	04/04/23	US GOVT	UNITED STATES TREASURY	0.000	08/01/23			25,000,000.00	98.423	24,605,812.50	24,897,312.50	99.591	24,897,694.50	32		4.927	4.927	A-1+
<b>Total 599-Debt Service Fund</b>								<b>35,241,842.89</b>		<b>34,847,655.39</b>	<b>35,139,155.39</b>		<b>35,139,537.39</b>	<b>23</b>		<b>4.964</b>	<b>4.964</b>	
<b>629-Special Capital Projects</b>																		
TEXPOOL		LGIP	TexPool		06/30/23			5,169,665.48	100.000	5,169,665.48	5,169,665.48	100.000	5,169,665.48	1		5.054	5.054	AAA
<b>Total 629-Special Capital Projects</b>								<b>5,169,665.48</b>		<b>5,169,665.48</b>	<b>5,169,665.48</b>		<b>5,169,665.48</b>	<b>1</b>		<b>5.054</b>	<b>5.054</b>	
<b>644-Cap Proj/2016 Construction</b>																		
TEXPOOL		LGIP	TexPool		06/30/23			18,472,037.24	100.000	18,472,037.24	18,472,037.24	100.000	18,472,037.24	1		5.054	5.054	AAA
<b>Total 644-Cap Proj/2016 Construction</b>								<b>18,472,037.24</b>		<b>18,472,037.24</b>	<b>18,472,037.24</b>		<b>18,472,037.24</b>	<b>1</b>		<b>5.054</b>	<b>5.054</b>	
<b>650-Cap Proj/2021 Construction</b>																		
TEXPOOL		LGIP	TexPool		06/30/23			190,822,152.15	100.000	190,822,152.15	190,822,152.15	100.000	190,822,152.15	1		5.054	5.054	AAA
313384MD8	05/01/23	AGCY	FEDERAL HOME LOAN BANKS	0.000	09/25/23			25,000,000.00	97.981	24,495,197.92	24,703,424.41	98.809	24,702,300.00	87		5.059	5.059	A-1+
313384NA3	05/01/23	AGCY	FEDERAL HOME LOAN BANKS	0.000	10/16/23			25,000,000.00	97.699	24,424,833.33	24,632,127.32	98.500	24,624,875.00	108		5.050	5.050	A-1+
89233HYA6	05/16/23	CP	Toyota Motor Credit Corporation	0.000	11/10/23			15,000,000.00	97.449	14,617,300.00	14,716,200.00	97.983	14,697,450.00	133		5.296	5.296	A-1+
912797FT9	06/08/23	US GOVT	UNITED STATES TREASURY	0.000	12/07/23			25,000,000.00	97.370	24,342,525.00	24,425,612.50	97.724	24,430,875.00	160		5.432	5.432	A-1+
<b>Total 650-Cap Proj/2021 Construction</b>								<b>280,822,152.15</b>		<b>278,702,008.40</b>	<b>279,299,516.38</b>		<b>279,277,652.15</b>	<b>39</b>		<b>5.100</b>	<b>5.100</b>	

## Detail of Security Holdings

CUSIP	Settle Date	Security Type	Security Description	CPN	Maturity Date	Next Call Date	Call Type	Par Value	Purch Price	Original Cost	Book Value	Mkt Price	Market Value	Days to Mty	Days to Call	YTM	YTW	Rating	
<b>755-Workers' Compensation Fund</b>																			
TEXPOOL		LGIP	TexPool		06/30/23			2,839,611.16	100.000	2,839,611.16	2,839,611.16	100.000	2,839,611.16	1		5.054	5.054	AAA	
<b>Total 755-Workers' Compensation Fund</b>								<b>2,839,611.16</b>		<b>2,839,611.16</b>	<b>2,839,611.16</b>		<b>2,839,611.16</b>	<b>1</b>		<b>5.054</b>	<b>5.054</b>		
<b>Grand Total</b>								<b>613,918,163.17</b>		<b>609,579,132.85</b>	<b>611,228,921.60</b>		<b>611,061,169.72</b>	<b>40</b>	<b>75</b>	<b>5.064</b>	<b>5.064</b>		

## Earned Income

CUSIP	Security Type	Security Description	Beginning Accrued	Interest Earned	Interest Rec'd/ Sold/Matured	Interest Purchased	Ending Accrued	Disc Accr/Prem Amort	Net Realized Gain/Loss	Net Income
<b>199-General Operating Fund</b>										
LNSTGOV	LGIP	LoneStar Gov O/N 0.0 06/30/2023	0.00	384,280.26	384,280.26	0.00	0.00	0.00	0.00	384,280.26
PROS-RCH	MMFUND	Prosperity Bk 0.0 06/30/2023	0.00	17,356.38	17,356.38	0.00	0.00	0.00	0.00	17,356.38
TEXPOOL	LGIP	TexPool 0.0 06/30/2023	0.00	1,751,731.15	1,751,731.15	0.00	0.00	0.00	0.00	1,751,731.15
TEXSTAR	LGIP	TexSTAR 0.0 06/30/2023	0.00	182,646.08	182,646.08	0.00	0.00	0.00	0.00	182,646.08
313384JS9	AGCY	FEDERAL HOME LOAN BANKS 0.0 07/28/2023	0.00	0.00	0.00	0.00	0.00	202,464.91	0.00	202,464.91
912797GA9	US GOVT	UNITED STATES TREASURY 0.0 08/01/2023	0.00	0.00	0.00	0.00	0.00	291,500.00	0.00	291,500.00
313384LJ6	AGCY	FEDERAL HOME LOAN BANKS 0.0 09/06/2023	0.00	0.00	0.00	0.00	0.00	59,402.35	0.00	59,402.35
912797HA8	US GOVT	UNITED STATES TREASURY 0.0 10/10/2023	0.00	0.00	0.00	0.00	0.00	26,207.50	0.00	26,207.50
89233HYA6	CP	Toyota Motor Credit Corporation 0.0 11/10/2023	0.00	0.00	0.00	0.00	0.00	65,933.33	0.00	65,933.33
3135GAGS4	AGCY CALL	FEDERAL NATIONAL MORTGAGE ASSOCIATION 5.0 04/18/2024	0.00	50,694.44	0.00	0.00	50,694.44	0.00	0.00	50,694.44
<b>Total 199-General Operating Fund</b>			<b>0.00</b>	<b>2,386,708.31</b>	<b>2,336,013.87</b>	<b>0.00</b>	<b>50,694.44</b>	<b>645,508.09</b>	<b>0.00</b>	<b>3,032,216.41</b>
<b>240-Food Service Fund</b>										
TEXPOOL	LGIP	TexPool 0.0 06/30/2023	0.00	104,042.63	104,042.63	0.00	0.00	0.00	0.00	104,042.63
912797HA8	US GOVT	UNITED STATES TREASURY 0.0 10/10/2023	0.00	0.00	0.00	0.00	0.00	7,862.25	0.00	7,862.25
<b>Total 240-Food Service Fund</b>			<b>0.00</b>	<b>104,042.63</b>	<b>104,042.63</b>	<b>0.00</b>	<b>0.00</b>	<b>7,862.25</b>	<b>0.00</b>	<b>111,904.88</b>
<b>497-Permanent Local School Fund</b>										
TEXPOOL	LGIP	TexPool 0.0 06/30/2023	0.00	59,250.50	59,250.50	0.00	0.00	0.00	0.00	59,250.50
89233HYA6	CP	Toyota Motor Credit Corporation 0.0 11/10/2023	0.00	0.00	0.00	0.00	0.00	32,966.67	0.00	32,966.67
3135GAGS4	AGCY CALL	FEDERAL NATIONAL MORTGAGE ASSOCIATION 5.0 04/18/2024	0.00	60,833.33	0.00	0.00	60,833.33	0.00	0.00	60,833.33
3130AQV26	AGCY CALL	FEDERAL HOME LOAN BANKS 1.61 09/04/2024	12,075.00	40,250.00	0.00	0.00	52,325.00	71,709.60	0.00	111,959.60
<b>Total 497-Permanent Local School Fund</b>			<b>12,075.00</b>	<b>160,333.83</b>	<b>59,250.50</b>	<b>0.00</b>	<b>113,158.33</b>	<b>104,676.27</b>	<b>0.00</b>	<b>265,010.10</b>

## Earned Income

CUSIP	Security Type	Security Description	Beginning Accrued	Interest Earned	Interest Rec'd/Sold/Matured	Interest Purchased	Ending Accrued	Disc Accr/Prem Amort	Net Realized Gain/Loss	Net Income
<b>599-Debt Service Fund</b>										
TEXPOOL	LGIP	TexPool 0.0 06/30/2023	0.00	152,851.60	152,851.60	0.00	0.00	0.00	0.00	152,851.60
912797GA9	US GOVT	UNITED STATES TREASURY 0.0 08/01/2023	0.00	0.00	0.00	0.00	0.00	291,500.00	0.00	291,500.00
<b>Total 599-Debt Service Fund</b>			<b>0.00</b>	<b>152,851.60</b>	<b>152,851.60</b>	<b>0.00</b>	<b>0.00</b>	<b>291,500.00</b>	<b>0.00</b>	<b>444,351.60</b>
<b>629-Special Capital Projects</b>										
TEXPOOL	LGIP	TexPool 0.0 06/30/2023	0.00	62,279.00	62,279.00	0.00	0.00	0.00	0.00	62,279.00
<b>Total 629-Special Capital Projects</b>			<b>0.00</b>	<b>62,279.00</b>	<b>62,279.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>62,279.00</b>
<b>644-Cap Proj/2016 Construction</b>										
TEXPOOL	LGIP	TexPool 0.0 06/30/2023	0.00	231,254.31	231,254.31	0.00	0.00	0.00	0.00	231,254.31
<b>Total 644-Cap Proj/2016 Construction</b>			<b>0.00</b>	<b>231,254.31</b>	<b>231,254.31</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>231,254.31</b>
<b>650-Cap Proj/2021 Construction</b>										
TEXPOOL	LGIP	TexPool 0.0 06/30/2023	0.00	3,461,295.90	3,461,295.90	0.00	0.00	0.00	0.00	3,461,295.90
313384MD8	AGCY	FEDERAL HOME LOAN BANKS 0.0 09/25/2023	0.00	0.00	0.00	0.00	0.00	208,226.49	0.00	208,226.49
313384NA3	AGCY	FEDERAL HOME LOAN BANKS 0.0 10/16/2023	0.00	0.00	0.00	0.00	0.00	207,293.99	0.00	207,293.99
89233HYA6	CP	Toyota Motor Credit Corporation 0.0 11/10/2023	0.00	0.00	0.00	0.00	0.00	98,900.00	0.00	98,900.00
912797FT9	US GOVT	UNITED STATES TREASURY 0.0 12/07/2023	0.00	0.00	0.00	0.00	0.00	83,087.50	0.00	83,087.50
<b>Total 650-Cap Proj/2021 Construction</b>			<b>0.00</b>	<b>3,461,295.90</b>	<b>3,461,295.90</b>	<b>0.00</b>	<b>0.00</b>	<b>597,507.98</b>	<b>0.00</b>	<b>4,058,803.88</b>
<b>755-Workers' Compensation Fund</b>										
TEXPOOL	LGIP	TexPool 0.0 06/30/2023	0.00	37,024.28	37,024.28	0.00	0.00	0.00	0.00	37,024.28
<b>Total 755-Workers' Compensation Fund</b>			<b>0.00</b>	<b>37,024.28</b>	<b>37,024.28</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>37,024.28</b>

## Earned Income

CUSIP	Security Type	Security Description	Beginning Accrued	Interest Earned	Interest Rec'd/ Sold/Matured	Interest Purchased	Ending Accrued	Disc Accr/Prem Amort	Net Realized Gain/Loss	Net Income
<b>Grand Total</b>			12,075.00	6,595,789.87	6,444,012.09	0.00	163,852.78	1,647,054.59	0.00	8,242,844.46

## Investment Transactions

CUSIP	Trade Date	Settle Date	Security Type	Security Description	Coupon	Maturity Date	Call Date	Par Value	Price	Principal Amount	Interest Purchased/Received	Total Amount	Realized Gain/Loss	YTM	YTW
<b>199-General Operating Fund</b>															
<b>Buy</b>															
912797GA9	03/30/23	04/04/23	US GOVT	UNITED STATES TREASURY	0.000	08/01/23		0.00	98.423	0.00	0.00	0.00	0.00	4.927	4.927
3135GAGS4	04/14/23	04/18/23	AGCY CALL	FEDERAL NATIONAL MORTGAGE ASSOCIATION	5.000	04/18/24	10/18/23	5,000,000.00	100.000	5,000,000.00	0.00	5,000,000.00	0.00	5.000	5.000
313384JS9	04/28/23	05/01/23	AGCY	FEDERAL HOME LOAN BANKS	0.000	07/28/23		24,150,000.00	98.788	23,857,371.77	0.00	23,857,371.77	0.00	5.050	5.050
89233HYA6	05/15/23	05/16/23	CP	Toyota Motor Credit Corporation	0.000	11/10/23		10,000,000.00	97.449	9,744,866.67	0.00	9,744,866.67	0.00	5.296	5.296
912797HA8	06/06/23	06/13/23	US GOVT	UNITED STATES TREASURY	0.000	10/10/23		10,000,000.00	98.267	9,826,739.31	0.00	9,826,739.31	0.00	5.423	5.423
<b>Total Buy</b>								<b>49,150,000.00</b>		<b>48,428,977.75</b>	<b>0.00</b>	<b>48,428,977.75</b>	<b>0.00</b>		
<b>240-Food Service Fund</b>															
<b>Buy</b>															
912797HA8	06/06/23	06/13/23	US GOVT	UNITED STATES TREASURY	0.000	10/10/23		3,000,000.00	98.267	2,948,021.79	0.00	2,948,021.79	0.00	5.423	5.423
<b>Total Buy</b>								<b>3,000,000.00</b>		<b>2,948,021.79</b>	<b>0.00</b>	<b>2,948,021.79</b>	<b>0.00</b>		
<b>497-Permanent Local School Fund</b>															
<b>Buy</b>															
3135GAGS4	04/14/23	04/18/23	AGCY CALL	FEDERAL NATIONAL MORTGAGE ASSOCIATION	5.000	04/18/24	10/18/23	6,000,000.00	100.000	6,000,000.00	0.00	6,000,000.00	0.00	5.000	5.000
89233HYA6	05/15/23	05/16/23	CP	Toyota Motor Credit Corporation	0.000	11/10/23		5,000,000.00	97.449	4,872,433.33	0.00	4,872,433.33	0.00	5.296	5.296
<b>Total Buy</b>								<b>11,000,000.00</b>		<b>10,872,433.33</b>	<b>0.00</b>	<b>10,872,433.33</b>	<b>0.00</b>		
<b>599-Debt Service Fund</b>															
<b>Buy</b>															
912797GA9	03/30/23	04/04/23	US GOVT	UNITED STATES TREASURY	0.000	08/01/23		0.00	98.423	0.00	0.00	0.00	0.00	4.927	4.927
<b>Total Buy</b>								<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		
<b>650-Cap Proj/2021 Construction</b>															

## Investment Transactions

CUSIP	Trade Date	Settle Date	Security Type	Security Description	Coupon	Maturity Date	Call Date	Par Value	Price	Principal Amount	Interest Purchased/Received	Total Amount	Realized Gain/Loss	YTM	YTW
<b>Buy</b>															
313384NA3	04/28/23	05/01/23	AGCY	FEDERAL HOME LOAN BANKS	0.000	10/16/23		25,000,000.00	97.699	24,424,833.33	0.00	24,424,833.33	0.00	5.050	5.050
313384MD8	04/28/23	05/01/23	AGCY	FEDERAL HOME LOAN BANKS	0.000	09/25/23		25,000,000.00	97.981	24,495,197.92	0.00	24,495,197.92	0.00	5.059	5.059
89233HYA6	05/15/23	05/16/23	CP	Toyota Motor Credit Corporation	0.000	11/10/23		15,000,000.00	97.449	14,617,300.00	0.00	14,617,300.00	0.00	5.296	5.296
912797FT9	06/06/23	06/08/23	US GOVT	UNITED STATES TREASURY	0.000	12/07/23		25,000,000.00	97.370	24,342,525.00	0.00	24,342,525.00	0.00	5.432	5.432
<b>Total Buy</b>								<b>90,000,000.00</b>		<b>87,879,856.25</b>	<b>0.00</b>	<b>87,879,856.25</b>	<b>0.00</b>		

## Investment Transactions Totals

Transaction Type	Quantity	Principal Amount	Interest	Total Amount	Realized G/L	YTM	YTW
Total Buy	153,150,000.00	(150,129,289.12)	0.00	(150,129,289.12)	0.00	5.189	5.189

## Amortization and Accretion

CUSIP	Settle Date	Security Type	Security Description	Purchase Qty	Orig Price	Original Cost	Amort/Accr for Period	Total Amort/Accr Since Purch	Remaining Disc/Premium	Ending Book Value
<b>199-General Operating Fund</b>										
313384JS9	05/01/23	AGCY	FEDERAL HOME LOAN BANKS 0.0 07/28/2023	24,150,000.00	98.788	23,857,371.77	202,464.91	202,464.91	(90,163.32)	24,059,836.68
912797GA9	04/04/23	US GOVT	UNITED STATES TREASURY 0.0 08/01/2023	25,000,000.00	98.423	24,605,812.50	291,500.00	291,500.00	(102,687.50)	24,897,312.50
313384LJ6	03/29/23	AGCY	FEDERAL HOME LOAN BANKS 0.0 09/06/2023	5,000,000.00	97.889	4,894,455.56	59,402.35	61,348.50	(44,195.94)	4,955,804.06
912797HA8	06/13/23	US GOVT	UNITED STATES TREASURY 0.0 10/10/2023	10,000,000.00	98.267	9,826,739.31	26,207.50	26,207.50	(147,053.19)	9,852,946.81
89233HYA6	05/16/23	CP	Toyota Motor Credit Corporation 0.0 11/10/2023	10,000,000.00	97.449	9,744,866.67	65,933.33	65,933.33	(189,200.00)	9,810,800.00
3135GAGS4	04/18/23	AGCY CALL	FEDERAL NATIONAL MORTGAGE ASSOCIATION 5.0 04/18/2024	5,000,000.00	100.000	5,000,000.00	0.00	0.00	0.00	5,000,000.00
<b>Total 199-General Operating Fund</b>				<b>79,150,000.00</b>		<b>77,929,245.81</b>	<b>645,508.09</b>	<b>647,454.24</b>	<b>(573,299.95)</b>	<b>78,576,700.05</b>
<b>240-Food Service Fund</b>										
912797HA8	06/13/23	US GOVT	UNITED STATES TREASURY 0.0 10/10/2023	3,000,000.00	98.267	2,948,021.79	7,862.25	7,862.25	(44,115.96)	2,955,884.04
<b>Total 240-Food Service Fund</b>				<b>3,000,000.00</b>		<b>2,948,021.79</b>	<b>7,862.25</b>	<b>7,862.25</b>	<b>(44,115.96)</b>	<b>2,955,884.04</b>
<b>497-Permanent Local School Fund</b>										
89233HYA6	05/16/23	CP	Toyota Motor Credit Corporation 0.0 11/10/2023	5,000,000.00	97.449	4,872,433.33	32,966.67	32,966.67	(94,600.00)	4,905,400.00
3135GAGS4	04/18/23	AGCY CALL	FEDERAL NATIONAL MORTGAGE ASSOCIATION 5.0 04/18/2024	6,000,000.00	100.000	6,000,000.00	0.00	0.00	0.00	6,000,000.00
3130AQV26	03/31/23	AGCY CALL	FEDERAL HOME LOAN BANKS 1.61 09/04/2024	10,000,000.00	95.756	9,575,600.00	71,709.60	72,497.62	(351,902.38)	9,648,097.62
<b>Total 497-Permanent Local School Fund</b>				<b>21,000,000.00</b>		<b>20,448,033.33</b>	<b>104,676.27</b>	<b>105,464.28</b>	<b>(446,502.39)</b>	<b>20,553,497.61</b>
<b>599-Debt Service Fund</b>										
912797GA9	04/04/23	US GOVT	UNITED STATES TREASURY 0.0 08/01/2023	25,000,000.00	98.423	24,605,812.50	291,500.00	291,500.00	(102,687.50)	24,897,312.50
<b>Total 599-Debt Service Fund</b>				<b>25,000,000.00</b>		<b>24,605,812.50</b>	<b>291,500.00</b>	<b>291,500.00</b>	<b>(102,687.50)</b>	<b>24,897,312.50</b>
<b>650-Cap Proj/2021 Construction</b>										
313384MD8	05/01/23	AGCY	FEDERAL HOME LOAN BANKS 0.0 09/25/2023	25,000,000.00	97.981	24,495,197.92	208,226.49	208,226.49	(296,575.59)	24,703,424.41
313384NA3	05/01/23	AGCY	FEDERAL HOME LOAN BANKS 0.0 10/16/2023	25,000,000.00	97.699	24,424,833.33	207,293.99	207,293.99	(367,872.68)	24,632,127.32

## Amortization and Accretion

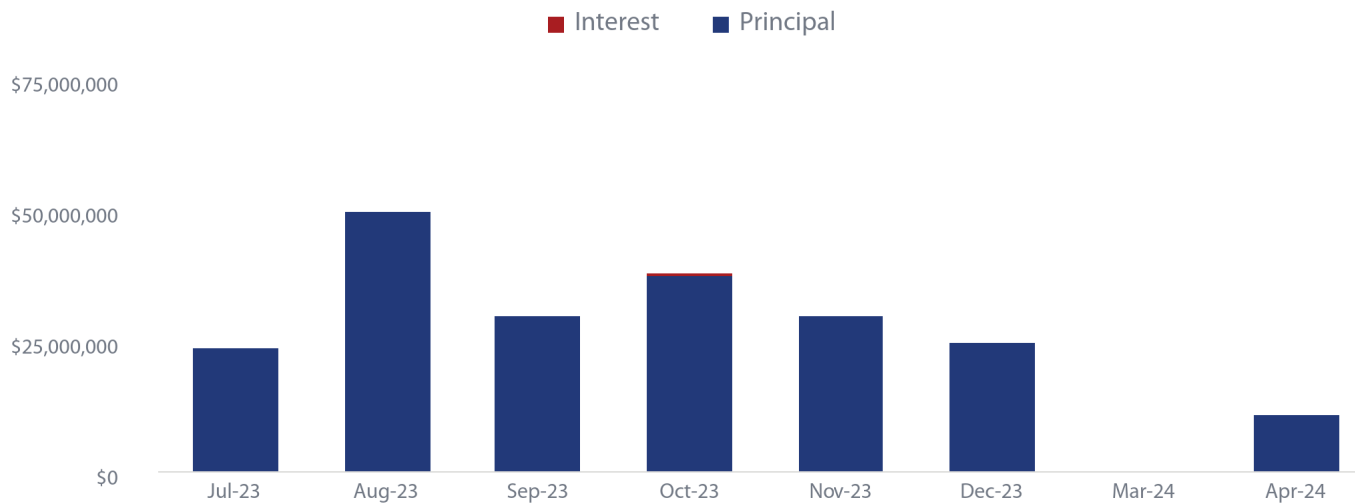
CUSIP	Settle Date	Security Type	Security Description	Purchase Qty	Orig Price	Original Cost	Amort/Accr for Period	Total Amort/Accr Since Purch	Remaining Disc/Premium	Ending Book Value
89233HYA6	05/16/23	CP	Toyota Motor Credit Corporation 0.0 11/10/2023	15,000,000.00	97.449	14,617,300.00	98,900.00	98,900.00	(283,800.00)	14,716,200.00
912797FT9	06/08/23	US GOVT	UNITED STATES TREASURY 0.0 12/07/2023	25,000,000.00	97.370	24,342,525.00	83,087.50	83,087.50	(574,387.50)	24,425,612.50
<b>Total 650-Cap Proj/2021 Construction</b>				<b>90,000,000.00</b>		<b>87,879,856.25</b>	<b>597,507.98</b>	<b>597,507.98</b>	<b>(1,522,635.77)</b>	<b>88,477,364.23</b>
<b>Grand Total</b>				<b>218,150,000.00</b>		<b>213,810,969.68</b>	<b>1,647,054.59</b>	<b>1,649,788.75</b>	<b>(2,689,241.57)</b>	<b>215,460,758.43</b>

## Projected Cash Flows

CUSIP	Security Description	Post Date	Interest	Principal	Total Amount
<b>199-General Operating Fund</b>					
313384JS9	FEDERAL HOME LOAN BANKS 0.0 07/28/2023	07/28/23		24,150,000.00	24,150,000.00
912797GA9	UNITED STATES TREASURY 0.0 08/01/2023	08/01/23		25,000,000.00	25,000,000.00
313384LJ6	FEDERAL HOME LOAN BANKS 0.0 09/06/2023	09/06/23		5,000,000.00	5,000,000.00
912797HA8	UNITED STATES TREASURY 0.0 10/10/2023	10/10/23		10,000,000.00	10,000,000.00
3135GAGS4	FEDERAL NATIONAL MORTGAGE ASSOCIATION 5.0 04/18/2024	10/18/23	125,000.00		125,000.00
89233HYA6	Toyota Motor Credit Corporation 0.0 11/10/2023	11/10/23		10,000,000.00	10,000,000.00
3135GAGS4	FEDERAL NATIONAL MORTGAGE ASSOCIATION 5.0 04/18/2024	04/18/24	125,000.00		125,000.00
3135GAGS4	FEDERAL NATIONAL MORTGAGE ASSOCIATION 5.0 04/18/2024	04/18/24		5,000,000.00	5,000,000.00
<b>240-Food Service Fund</b>					
912797HA8	UNITED STATES TREASURY 0.0 10/10/2023	10/10/23		3,000,000.00	3,000,000.00
<b>497-Permanent Local School Fund</b>					
3130AQV26	FEDERAL HOME LOAN BANKS 1.61 09/04/2024	09/05/23	80,500.00		80,500.00
3135GAGS4	FEDERAL NATIONAL MORTGAGE ASSOCIATION 5.0 04/18/2024	10/18/23	150,000.00		150,000.00
89233HYA6	Toyota Motor Credit Corporation 0.0 11/10/2023	11/10/23		5,000,000.00	5,000,000.00
3130AQV26	FEDERAL HOME LOAN BANKS 1.61 09/04/2024	03/04/24	80,500.00		80,500.00
3135GAGS4	FEDERAL NATIONAL MORTGAGE ASSOCIATION 5.0 04/18/2024	04/18/24	150,000.00		150,000.00
3135GAGS4	FEDERAL NATIONAL MORTGAGE ASSOCIATION 5.0 04/18/2024	04/18/24		6,000,000.00	6,000,000.00
<b>599-Debt Service Fund</b>					
912797GA9	UNITED STATES TREASURY 0.0 08/01/2023	08/01/23		25,000,000.00	25,000,000.00
<b>650-Cap Proj/2021 Construction</b>					
313384MD8	FEDERAL HOME LOAN BANKS 0.0 09/25/2023	09/25/23		25,000,000.00	25,000,000.00
313384NA3	FEDERAL HOME LOAN BANKS 0.0 10/16/2023	10/16/23		25,000,000.00	25,000,000.00
89233HYA6	Toyota Motor Credit Corporation 0.0 11/10/2023	11/10/23		15,000,000.00	15,000,000.00
912797FT9	UNITED STATES TREASURY 0.0 12/07/2023	12/07/23		25,000,000.00	25,000,000.00
<b>Grand Total</b>			<b>711,000.00</b>	<b>208,150,000.00</b>	<b>208,861,000.00</b>

## Projected Cash Flows Totals

Month and Year	Interest	Principal	Total Amount
July 2023		24,150,000.00	24,150,000.00
August 2023		50,000,000.00	50,000,000.00
September 2023	80,500.00	30,000,000.00	30,080,500.00
October 2023	275,000.00	38,000,000.00	38,275,000.00
November 2023		30,000,000.00	30,000,000.00
December 2023		25,000,000.00	25,000,000.00
March 2024	80,500.00		80,500.00
April 2024	275,000.00	11,000,000.00	11,275,000.00
<b>Total</b>	<b>711,000.00</b>	<b>208,150,000.00</b>	<b>208,861,000.00</b>



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**Signature:** Kimberlyee Chappell  
Kimberlyee Chappell (Jul 24, 2023 15:16 CDT)

**Email:** kimberlyee.chappell@risd.org

**Signature:** *David Pate*

**Email:** david.pate@risd.org

**Signature:** LeAngiela Drake  
LeAngiela Drake (Jul 26, 2023 15:32 CDT)

**Email:** leangiela.drake@risd.org












# Richardson ISD 6-30-23 Qrtrly (003)

Final Audit Report

2023-07-26

Created:	2023-07-24
By:	Wendy Evans (Wendy.Evans2@risd.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAron8obTMxWtK317FF0n7BMc3__ndoPvG

## "Richardson ISD 6-30-23 Qrtrly (003)" History

-  Document created by Wendy Evans (Wendy.Evans2@risd.org)  
2023-07-24 - 8:13:28 PM GMT
-  Document emailed to Kimberlyee Chappell (kimberlyee.chappell@risd.org) for signature  
2023-07-24 - 8:14:54 PM GMT
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2023-07-24 - 8:15:31 PM GMT
-  Document e-signed by Kimberlyee Chappell (kimberlyee.chappell@risd.org)  
Signature Date: 2023-07-24 - 8:16:31 PM GMT - Time Source: server
-  Document emailed to David Pate (david.pate@risd.org) for signature  
2023-07-24 - 8:16:32 PM GMT
-  Email viewed by David Pate (david.pate@risd.org)  
2023-07-25 - 3:38:42 AM GMT
-  Document e-signed by David Pate (david.pate@risd.org)  
Signature Date: 2023-07-26 - 8:30:18 PM GMT - Time Source: server
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2023-07-26 - 8:30:19 PM GMT
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2023-07-26 - 8:31:27 PM GMT
-  Document e-signed by LeAngiela Drake (leangiela.drake@risd.org)  
Signature Date: 2023-07-26 - 8:32:14 PM GMT - Time Source: server
-  Agreement completed.  
2023-07-26 - 8:32:14 PM GMT

**BOARD OF TRUSTEES  
Richardson Independent School District  
Richardson, Texas**

**Date:** August 10, 2023

**Submitted by:** David Pate, Assistant Superintendent of Finance & Support Services

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## **ACTION ITEM**

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**TOPIC: Acceptance of 2023 Certified Appraisal Roll and Tax Collection Rates**

**BACKGROUND INFORMATION:**

Section 26.01(a) of the Tax Code requires the Chief Appraiser to certify the property tax appraisal roll to the school district's assessor by July 25. RISD received the certified roll from the Chief Appraiser of the Dallas Central Appraisal District (DCAD) on July 25 this year.

Section 26.04(b) of the Tax Code requires the school district's assessor, RISD Director of Tax Services, to submit the total appraised, assessed, and taxable value of all property in the District to the Board of Trustees. Section 26.04(b) also requires the district's assessor to certify the anticipated collection rate and the amount of any excess debt collections to the Board of Trustees.

**SUPERINTENDENT'S RECOMMENDATION:**

The Superintendent recommends that the Board accept the 2023 Appraisal Roll as certified by DCAD and the anticipated 2023 tax collection rate and excess debt collections as certified by Dorcas Mejia, RISD Director of Tax Services.

**RESOLUTION**

**WHEREAS**, the Chief Appraiser of the Dallas Central Appraisal District timely submitted the certified tax appraisal roll to the District's assessor pursuant to §26.01(a) of the Tax Code; and

**WHEREAS**, the District's assessor submitted the total appraised, assessed, and taxable value of all property in the District to the Board of Trustees pursuant to §26.04(b) of the Tax Code; and

**WHEREAS**, the District's assessor certified the anticipated collection rate and the amount of any excess debt collections to the Board of Trustees pursuant to §26.04(b) of the Tax Code;

**BE IT THEREFORE RESOLVED**, that the Board of Trustees of the Richardson Independent School District accepts the certified appraisal roll provided by the Dallas Central Appraisal District, the total appraised, assessed, and taxable value of all property, the anticipated tax collection rate, and excess debt collections as certified by the District's assessor.

**APPROVED** on the 10<sup>th</sup> day of August 2023.

By: \_\_\_\_\_  
Regina Harris, Board President

ATTEST BY:

\_\_\_\_\_  
Chris Poteet, Board Secretary



**DALLAS CENTRAL APPRAISAL DISTRICT  
CERTIFICATION OF APPRAISAL ROLL**

**Year: 2023**

**Jurisdiction: RICHARDSON ISD**

In accordance with the requirements of the Texas Property Tax Code, Chapter 26, Section 26.01, paragraphs (A) and (B), the following values are hereby certified:

Market Value of all Real & Business Personal Property Before Qualified Exemptions*	\$43,262,604,200
Taxable Value of all Real & Business Personal Property	\$32,558,708,273

In accordance with the requirements of the Texas Property Tax Code, Chapter 26, Section 26.01, paragraph (C), the following values are hereby certified as disputed values and are not included in the above totals:

	<b>Market Value</b>	<b>Taxable Value</b>
Values under protest as determined by the Appraisal District**	\$652,846,310	\$472,157,144
Values under protest as claimed by property owner or estimated by Appraisal District in event property owner's claim is upheld	\$457,110,965	\$330,510,001
Freeport Estimated Loss		\$0
Estimated Net Taxable		\$330,510,001

I, W. Kenneth Nolan, Executive Director/Chief Appraiser of the Dallas Central Appraisal District, do hereby certify the aforementioned values and totals to the taxing jurisdiction indicated above, in accordance with the requirements of the laws of the State of Texas on this 25th day of July, 2023 .

Dallas Central Appraisal District

W. Kenneth Nolan  
Executive Director/Chief Appraiser

*Total Value of New Construction in Certified Market Value above	\$294,351,934
**Value of Disputed New Construction in Protested Market Value Above	\$6,167,360



## Dallas Central Appraisal District Certified Estimated Values Report

JURISDICTION: RICHARDSON ISD  
 REPORT TYPE: JURISDICTION TOTALS  
 DATABASE: CERTIFICATION (2023)  
 TAX YEAR: 2023  
 REPORT DATE: July 18, 2023  
 RUN DATE: July 19, 2023 10:53 am

	PARCELS	LAND VALUE	IMPROVEMENT VALUE	BPP MKT VALUE	TOTAL MKT VALUE
JURISDICTION TOTALS	69,434	11,329,098,970	27,353,291,860	4,580,213,370	43,262,604,200

	TOTAL MKT VALUE	CAPPED LOSS	EXEMPTIONS	AG LOSS	TAXABLE VALUE
JURISDICTION TOTALS	43,262,604,200	2,093,517,794	8,607,044,542	3,333,591	32,558,708,273

TOTAL EXEMPTIONS	PARCELS	MARKET VALUE	CAPPED LOSS	EXEMPTION AMOUNT	OTHER EXEMPTIONS	TAXABLE VALUE
TOTALLY EXEMPT	909	2,371,871,410	0	2,371,871,410	0	0
PRORATED TOTAL EXEMPT	0	0	0	0	0	0
UNDER 2500	1,641	1,779,710	0	1,779,710	0	0
MINERAL RIGHTS	3	690	0	690	0	0
<b>PARTIAL EXEMPTIONS</b>						
HOMESTEAD	39,564	19,440,751,400	2,093,517,794	5,608,390,951	207,748,273	11,531,094,382
CAPPED VALUE LOSS	31,258	15,317,096,360	2,093,517,794	0	4,558,629,269	8,664,949,297
OVER-65	15,627	7,341,025,840	920,773,036	150,610,739	2,209,015,916	4,060,626,149
DISABLED PERSONS	591	217,052,580	30,768,033	5,242,897	76,133,631	104,908,019
DISABLED VETERANS	529	243,124,970	24,711,153	5,557,594	88,793,679	124,062,544
100% DISABLED VETERANS	200	89,702,310	9,051,113	51,891,873	28,083,755	675,569
DISABLED VET DONATED HOME	0	0	0	0	0	0
ABATEMENTS	0	0	0	0	0	0
HISTORIC SITE	0	0	0	0	0	0
POLLUTION CONTROL	51	29,362,750	0	2,915,626	9,047,474	17,399,650
FREEPORT	88	1,150,909,530	0	408,783,052	133,199	741,993,279
FREEPORT IN PROCESS	0	0	0	0	0	0
GOODS IN TRANSIT	0	0	0	0	0	0
LOW INCOME	0	0	0	0	0	0
DISASTER	0	0	0	0	0	0
TOTAL PARTIAL EXEMPT				6,233,392,732		
TOTAL REAL PARTIAL EXEMPT				5,821,694,054		
TOTAL BPP PARTIAL EXEMPT				411,698,678		

AG SPECIAL VALUATION	PARCELS	LAND VALUE	IMPROVEMENT VALUE	MARKET VALUE
AGRICULTURAL 1D	0	0	0	0
AGRICULTURAL 1D1	7	3,341,410	144,580	3,485,990

AG SPECIAL VALUATION	MARKET VALUE	CAPPED LOSS	LOSS AMOUNT	NON AG EXEMPTIONS	TAXABLE VALUE
AGRICULTURAL 1D	0	0	0	0	0
AGRICULTURAL 1D1	3,485,990	0	3,333,591	0	152,399

	LAND DEV COSTS	REAL PROP NEW CONSTR	PERS PROP NEW CONSTR	TOTAL NEW CONSTR
NEW CONSTRUCTION	0	291,682,324	2,669,610	294,351,934



# RICHARDSON INDEPENDENT SCHOOL DISTRICT

WHERE ALL STUDENTS CONNECT, LEARN, GROW, AND SUCCEED

## Tax Department

Date: August 2, 2023  
To: David Pate  
From: Dorcas Mejia  
Subject: 2023 Anticipated Rate of Collections and Excess Debt Collections

In compliance with Section 26.04 of the State Property Tax Code, I hereby certify the **2023 Anticipated Rate of Collection to be 99.40%** for the Richardson Independent School District. I also certify the amount of **Excess Debt Collections for 2023 to be \$ 9,824,965.11.**

Sincerely,

A handwritten signature in blue ink, appearing to be 'Dorcas Mejia', written in a cursive style.

Dorcas Mejia  
RISD Director of Tax Services

**BOARD OF TRUSTEES**  
**Richardson Independent School District**  
**Richardson, Texas**

**Date:** August 10, 2023

**Division:** Teaching and Learning

**Submitted by:** Kristin Byno, Assistant Superintendent of Teaching and Learning

## **ACTION ITEM**

**TOPIC:** Identification of Exempt Courses for UIL No Pass/No Play

**BACKGROUND INFORMATION:**

Section 33.081(c) of the Texas Education Code, requires a school district to suspend from participation in any extracurricular activity or a competition sponsored by the University Interscholastic League for the subsequent three- weeks’ grading period those students who receive a grade lower than the equivalent of a 70 on a 100 point scale (the “No Pass/No Play” Rule). The statute further provides that the No Pass/No Play Rule does not apply to an:

“advanced placement or international baccalaureate course, or to an honors or dual credit course in the subject areas of English language arts, mathematics, science, social studies, economics, or a language other than English.”

The attached list reflects all of the RISD classes that may be exempted from the No Pass/No Play Rule for which the Administration seeks the board’s approval to treat as exempt.

**SUPERINTENDENT’S RECOMMENDATION**

The Superintendent recommends that the Board approve the recommended list of exempt courses for purposes of the No Pass, No Play Rule as attached hereto.

**PROPOSED RESOLUTION**

**WHEREAS**, the No Pass/No Play Rule, set out in Section 33.801 of the Texas Education Code, requires a school district to suspend from participation in any extracurricular activity or a competition sponsored by the University Interscholastic League those students who receive a grade lower than the equivalent of a 70 on a 100 point scale and such suspension extends through the subsequent three-weeks’ grading period; and

**WHEREAS**, the Texas Education Code further provides that grades received in courses identified as “advanced placement or international baccalaureate course, or to an honors or dual credit course in the subject areas of English language arts, mathematics, science, social studies, economics, or a language other than English,” are exempt for purposes of the No Pass, No Play Rule; and

**WHEREAS**, the Administration has identified a list of courses offered to RISD students that qualify as exempt for purposes of the No Pass, No Play Rule and has recommended that the Board approve the list of identified exempt courses for the 2019-2020 school year;

**THEREFORE BE IT RESOLVED**, that the Board of Trustees of the Richardson Independent School District approves the list of courses attached hereto to be exempt from the No Pass, No Play rule for the 2023-2024 school year.

**Richardson Independent  
School District**

**2023-2024 List of Courses Exempt from No Pass – No  
Play Rules**

<b>Advanced Placement and International Baccalaureate (In All Subject Areas)</b>	<b>Honors/Advanced and OnRamps (In the following subject areas - ELA, Math, Science, Social Studies, Economics, Language Other Than English)</b>	<b>Dual Credit with Dallas College Partner (In the following subject areas - ELA, Math, Science, Social Studies, Economics, Language Other Than English)</b>
AP English 3 AP English 4 AP Seminar (Capstone) AP Research (Capstone)	Language Arts 7 Advanced Language Arts 8 Advanced English 1 Advanced English 2 Advanced OnRamps Reading Writing and Research (English IV)	English 1301 English 1302 English 2332 English 2333

<b>Advanced Placement and International Baccalaureate (In All Subject Areas)</b>	<b>Honors/Advanced and OnRamps (In the following subject areas - ELA, Math, Science, Social Studies, Economics, Language Other Than English)</b>	<b>Dual Credit with Dallas College Partner (In the following subject areas - ELA, Math, Science, Social Studies, Economics, Language Other Than English)</b>
AP Statistics AP Calculus AB AP Calculus BC AP Computer Science A AP Computer Science Principles	PreAlgebra 7 PreAlgebra7 Advanced PreCalculus Algebra 1 7/8 Algebra 1 7/8 Advanced Algebra 1 Advanced Algebra 2 Advanced Geometry Advanced OnRamps Algebra II (College Algebra) OnRamps Discovery PreCalculus OnRamps Statistics OnRamps Thriving in Digital World (Computer Science)	Math 1314 Math 1316 Math 1324 Math 1332 Math 2305 Math 2415 Math 2418 Math 2420
AP Biology AP Chemistry AP Physics 1 AP Physics 2 AP Physics C AP Environmental Science	Science 7 Advanced Science 8 Advanced Biology Advanced Chemistry Advanced Physics Advanced Anatomy & Physiology (Honors) OnRamps Biology OnRamps Chemistry I OnRamps Introduction to Geoscience (Earth and Space Science) OnRamps Mechanics, Heat and Sound (Physics) OnRamps Electromagnetism, Optics and Nuclear Physics	Physics 1405 Physics 1407 Environmental Science 1401 Geology 1401
AP Human Geography AP World History Studies AP U.S. History AP U.S. Government & Politics AP Macroeconomics AP European History AP Psychology	Social Studies 7 Advanced Social Studies 8 Advanced OnRamps US History OnRamps Economics	US History 1301 US History 1302 Federal Government 2305 Texas Government 2306 Macroeconomics 2301 Microeconomics 2302 Psychology 2301

<b>Advanced Placement and International Baccalaureate (In All Subject Areas)</b>	<b>Honors/Advanced and OnRamps (In the following subject areas - ELA, Math, Science, Social Studies, Economics, Language Other Than English)</b>	<b>Dual Credit with Dallas College Partner (In the following subject areas - ELA, Math, Science, Social Studies, Economics, Language Other Than English)</b>
AP Spanish Language and Culture (8 <sup>th</sup> -12 <sup>th</sup> ) AP Spanish Literature AP French Language and Culture AP German Language and Culture AP Japanese Language and Culture AP Latin - Vergil	French 2 and 3 Advanced German 3 Advanced Japanese 3 Advanced Latin 3 Advanced Spanish 2 Advanced Spanish 3 Advance (7th-12th) Spanish 4 Spanish, French, Latin, and Japanese – Language Enrichment (Honors)	Spanish 1411, 1412 Spanish 2311, 2312 French 1411, 1412 French 2311, 2312 Japanese 1411, 1412 Japanese 2311, 2312 German 1411, 1412 German 2311, 2312 Chinese 1411, 1412 Chinese 2311, 2312 American Sign Language 1301, 1302 American Sign Language 2301, 2302
AP Art Drawing AP Art History AP Two-Dimensional Design Portfolio AP Three Dimensional Design Portfolio AP Music Theory		

Updated 072823



**BOARD OF TRUSTEES**  
**Richardson Independent School District**  
**Richardson, Texas**

**Date:** August 10, 2023

**Submitted by:** Christopher B. Goodson, Ed.D.  
Assistant Superintendent, Human Resources

## ACTION ITEM

**TOPIC: Military Leave Compensation**

**BACKGROUND INFORMATION:**

Richardson ISD employees who are members of the state military forces or reserve components of the United States Armed Forces remain on alert to be called to active military service. State and federal law provides certain job protection for employees called to military duty, but lengthy periods of service to our country often place undue financial hardships on the reservists and their families.

District policy currently provides only for the job protections required by state and federal law. Employees called to active duty will continue to receive their regular salaries and benefits, without reduction, for a period of 15 days. Each year since the 2002-2003 school year, the Board authorized the District to implement steps to assist employees during this period of active duty in a time of national crisis. The Board approved the following for those school years:

- 1) Allow employees to use all accrued paid personal and vacation leave to offset unpaid leave after the first 15 days.
- 2) After all accrued paid personal and vacation leave is exhausted, authorize the District to pay these employees an amount equal to the difference between their military earnings and their compensation rate with the District.
- 3) Allow the employee to continue group insurance coverage at the same level and coverage rate he or she paid prior to leave.

In 2003, the Texas Legislature added a provision to the Education Code to make clear that employees on military leave could use available state personal or sick leave and specifically authorized a district to adopt a policy providing for a paid leave of absence for employees on leave for active military duty. *See Texas Education Code, Section 22.003*. Staff recommends that the Board continue to authorize the District to provide for supplemental compensation for employees called to military duty during the 2023-2024 school year.

## **SUPERINTENDENT’S RECOMMENDATION:**

The Superintendent recommends that the Board of Trustees authorize the District to provide the supplemental compensation to eligible employees who are called to active military duty and/or training that results in their need for a leave of absence during the 2023-2024 school year.

## **PROPOSED RESOLUTION**

**WHEREAS**, RISD recognizes that the United States of America is engaged in a significant military effort to eradicate terrorism and that this military effort is essential to preserve the national security, ensure freedom, and maintain world order; and

**WHEREAS**, the President of the United States has asked citizens of this country for their support in this global struggle; and

**WHEREAS**, the 78<sup>th</sup> Texas Legislature amended the Education Code to specifically authorize a Board of Trustees to authorize a policy to provide for supplemental compensation for employees called to military duty; and

**WHEREAS**, certain employees of Richardson ISD are members of the state military forces, National Guard, or various branches of the uniformed services who have been and/or may be called to serve on active duty or training in connection with this military effort; and

**WHEREAS**, the Board of Trustees of the Richardson ISD recognizes that compensation paid to employees of the District while on active military service may not be sufficient to support their families and homes; and

**WHEREAS**, the Board of Trustees of the Richardson ISD finds that assisting employees who are called to defend our country and our welfare constitutes an important public purpose and also helps ensure that these individuals will return to District employment after their period of service, which supports the Board's goal to recruit and maintain high-performing, student-focused teachers and will serve the best interests of the District;

**THEREFORE BE IT RESOLVED** that the Board authorizes the District to compensate District employees who are members of the reserve corps of the uniformed services of the United States, the National Guard, or state military forces, and who are ordered to active military duty or training that requires a leave of absence, and who agree to return to District service after such duty in the manner required by applicable law, as specified below:

- i) The employee shall be eligible for paid leave in an amount equivalent to his or her regular base gross salary for the first 15 days of military leave;
- ii) Thereafter, the employee may use all accrued paid personal and vacation leave to offset unpaid military leave;
- iii) After accrued paid personal and vacation leave is exhausted, the employee shall be paid an amount equal to the difference between his or her military earnings and base RISD salary (excluding extra duty supplements, special allowances, etc.); and
- iv) The employee may elect to continue his or her insurance benefits for the period allowed by law at the coverage level and rate he or she would have continued to pay as an active employee; and

**BE IT FURTHER RESOLVED** that such compensation shall continue until the date on which such an employee returns from service and resumes duties in this District, in accordance with applicable law, or at the end of the 2023-2024 school year, whichever comes first.

**BOARD OF TRUSTEES**  
**Richardson Independent School District**  
**Richardson, Texas**

**Date:** August 10, 2023

**Submitted by:** Christopher B. Goodson, Ed.D.  
Assistant Superintendent, Human Resources

## **ACTION ITEM**

**TOPIC:** Teacher Appraisal Calendar

**BACKGROUND INFORMATION:**

Title 19 Texas Administrative Code, Chapter 150, Subchapter AA, Teacher Appraisal, §150.1003 states that each school district shall establish a calendar for the appraisal of teachers. The appraisal period for a teacher must include all the days of a teacher’s contract. Observations during the appraisal period must be conducted during the required days of instruction for students during one school year. The appraisal calendar shall:

1. Exclude observations in the two weeks following the day of completion of the T-TESS orientation for teachers as described in §150.1007 (Teacher Orientation);
2. Prohibit observations on the last day of instruction before any official school holiday or on any other day deemed inappropriate by the school district Board of Trustees; and
3. Indicate a period for End-of-Year Conferences that ends no later than 15 working days before the last day of instruction for students.

**SUPERINTENDENT’S RECOMMENDATION:**

The Superintendent recommends that the Board of Trustees adopt the appraisal calendar for the 2023-2024 school year.

**PROPOSED RESOLUTION**

**WHEREAS**, 19 TAC, Chapter 150, Subchapter AA, Teacher Appraisal, §150.1003 states that each school district shall establish a calendar for the appraisal of teachers; and

**WHEREAS**, the appraisal period for a teacher must include all of the days of a teacher’s contract; and

**WHEREAS**, the appraisal period shall exclude the first three weeks of instruction and the two weeks after T-TESS orientation (§150.1003); and (§150.1006)

**WHEREAS**, the appraisal calendar shall prohibit observations on the last day of instruction before any official school holiday or on any other day deemed inappropriate by the Board of Trustees; and

**WHEREAS**, the appraisal calendar shall indicate a period for End-of-Year Conferences which ends no later than 15 working days before the last day of instruction for students; and

**WHEREAS**, the appraisal of RISD's highly qualified, student-focused staff supports the Board's vision, values, goals, and mission;

**THEREFORE, BE IT RESOLVED** that the Board of Trustees of the Richardson Independent School District approves the following appraisal calendar for the 2023-2024 school year.



## RICHARDSON INDEPENDENT SCHOOL DISTRICT 2023-2024 Appraisal Calendar

**\*\*ALL NEW AND NEW TO DISTRICT TEACHERS MUST BE T-TESS APPRAISED\*\***

T-TESS Alternating Appraisal Schedule:

Teacher Grouping (Alpha by Teacher Last Name)	23-24 School Year	24-25 School Year	25-26 School Year
A-G	Modified T-TESS	Modified T-TESS	<b>Full T-TESS Cycle</b>
H-O	<b>Full T-TESS Cycle</b>	Modified T-TESS	Modified T-TESS
P-Z	Modified T-TESS	<b>Full T-TESS Cycle</b>	Modified T-TESS

**All appraisers must observe the Appraisal Calendar when scheduling observations, conferences, and summative evaluations.**

An annual refresher training and any corresponding changes will be provided **within the first three weeks** of school. Teacher Goal-Setting and Professional Development Plan (GSPD) is due **within six weeks** after the completion of T-TESS Orientation.

A GSPD conference is required for a new teacher in the first year of appraisal under T-TESS and teachers new to the district.

Observations shall not take place during the following dates/times:

- within the two weeks following the T-TESS orientation
- on state testing days
- the day preceding a holiday
- on days designated for Open House

Any documentation that will influence an observation or summative appraisal, must be shared in writing with the teacher **within ten (10) working days** of the appraiser's knowledge of the occurrence.

Any written response or rebuttal must be submitted **within ten (10) working days** of receiving a written observation summary, a written summative annual appraisal report, or any other written documentation associated with the teacher's appraisal/performance.

A teacher's request for a second appraisal must be submitted in writing and received by the Human Resources Office **within ten (10) working days** of the date that the T-TESS written observation summary or written Summative Annual Appraisal Report was provided to the teacher.

The written Summative Annual Appraisal Report must be shared with the teacher **no later than ten (10) working days** after the End-of-the Year Conference.

The End-of-Year Conference should be scheduled **no later than fifteen (15) working days** before the last day of instruction for students.

<b>FALL SEMESTER</b>		
<b>Date</b>	<b>Significance</b>	
Friday	September 1, 2023	Day preceding a holiday – Labor Day September 4
Tuesday	September 5, 2023	Last day to conduct Appraisal Orientation ( <b>Attendees must sign in &amp; observations may not begin until two weeks after training</b> )
Tuesday	September 22, 2023	Last day to complete GSPD plan ( <b>for first year of appraisal under T- TESS or for teachers new to RISD, a GSPD Plan conference prior to submission of the Plan to the appraiser is required</b> )
Thursday	October 5, 2023	Day preceding a Student Holiday/Professional Learning Day - Oct. 6
Monday	November 3, 2023	Day preceding a Student Holiday/Professional Learning - Nov. 6 & 7
Friday	November 17, 2023	Day preceding a holiday – Thanksgiving Break Nov. 20 - 24
<b>Tues.-Fri.</b>	<b>December 5-15, 2023</b>	<b>Assessment Window, Grade and Content Specific *Subject to change</b>
Friday	December 21, 2023	Day preceding a student holiday – Winter Break Dec. 22 – January 9
<b>SPRING SEMESTER</b>		
Friday	January 12, 2024	Day preceding a holiday – MLK January 15
Friday	February 16, 2024	Day preceding a Student Holiday/Professional Learning – February 19
<b>Tues.-Fri.</b>	<b>Feb 19-Mar 29, 2024</b>	<b>TELPAS Gr. K-12 Listening, Speaking, Reading, and Writing, if involved</b>
Friday	March 8, 2024	Day preceding a holiday – Spring Break March 11-15
<b>Mon.-Fri.</b>	<b>Apr 9-May 3, 2024</b>	<b>Assessment Window, Grade and Content Specific *Subject to change</b>
<b>Mon.-Fri.</b>	<b>May 6-May 17, 2024</b>	<b>High School AP Exam Window (specific to content), if involved</b>
<b>Monday</b>	<b>May 6, 2024</b>	<b>LAST DAY TO PROVIDE WRITTEN SUMMATIVE ANNUAL APPRAISAL REPORT</b> (Must be provided to the teacher within 10 working days of the EOY conference, but no later than fifteen (15) working days before the last day of instruction for students.)
<b>Monday</b>	<b>May 6, 2024</b>	<b>LAST DAY TO HOLD END-OF-YEAR CONFERENCES</b> (no later than 15 working days before the last day of student instruction)
<b>Monday</b>	<b>May 13, 2024</b>	<b>All evaluations are due to HR (TTESS/Eduphoria templates)</b>
Friday	May 24, 2024	<b>LAST DAY OF INSTRUCTION</b>

**Note<sup>1</sup>:** This calendar is based on the published TEA student assessment-testing calendar. Testing dates are subject to change by TEA at any time.

**Note<sup>2</sup>:** Observations should not occur on days elected for testing during a testing window.

**BOARD OF TRUSTEES**  
**Richardson Independent School District**  
**Richardson, Texas**

**Date:** August 10, 2023

**Submitted by:** Christopher B. Goodson, Ed.D.  
Assistant Superintendent, Human Resources

## INFORMATION/ACTION ITEM

**TOPIC:** Administrative Appraisal Calendar

**BACKGROUND INFORMATION:**

Section 21.354 of the Texas Education Code requires a school district to develop appraisal instruments for school administrators (principals and assistant principals) that meet, at a minimum, guidelines established by the Commissioner of Education. The Commissioner issued rules are designed to provide school districts with flexibility in designing and implementing appraisal systems for school administrators. The regulation requires a school district to:

- Establish an annual calendar that provides for activities that involve both the administrator and the appraiser;
- Implement procedures for setting goals that define expectations and set priorities for the administrator being appraised;
- Conduct annual formative and summative conferences for each administrator being appraised; and
- Involve appropriate administrators in developing, selecting, or revising the appraisal instruments and process.

See 19 Texas Administrative Code, § 150.1022.

On June 3, 2002, the Board approved the Principal Appraisal that District staff developed. On October 7, 2002, the Board approved an appraisal instrument for other District administrators and selected central office professional support personnel. Both appraisals have been updated yearly to ensure coordination with current professional responsibilities and student performance measures. The Board has followed the Commissioner's appraisal process in evaluating the superintendent.

Staff has developed the attached Administrative Appraisal Calendar that describes the appraisal cycle for school administrators, other District administrators, and selected central office professional support personnel.

**SUPERINTENDENT’S RECOMMENDATION:**

The Superintendent recommends that the Board of Trustees adopt the appraisal calendar for school administrators (principals and assistant principals and the superintendent) for the 2023-2024 school year. Information about the appraisal cycle for other District administrators and selected central office professional support personnel is included for the Board’s information.

**PROPOSED RESOLUTION**

**WHEREAS**, the Commissioner’s Rules related to school administrator appraisals requires a school district to establish an annual calendar that describes the activities in the school administrator appraisal cycle (see 19 Tex. Admin. Code § 150.1022); and

**WHEREAS**, District staff has developed a calendar for school administrators that meets the requirements of the Commissioner’s Rules, 19 Tex. Admin. Code § 150.1022; and

**WHEREAS**, accurate and regular performance appraisal of all staff is essential to the Board’s goal that RISD will recruit, develop, and retain high-performing, student-focused teachers and diverse staff;


**THEREFORE, BE IT RESOLVED** that the Board of Trustees of the Richardson Independent School District approves the attached Administrative Calendar for the appraisal of school administrators for the 2023-2024 school year.



# Texas Principal Evaluation & Support System (T-PESS)

## APPRAISAL CALENDAR

### 2023 – 2024

Timeline	Activity and Description	Resources	Responsibility of	
			Appraiser	Administrator
<p><b>No later than September 5, 2023</b></p>	<p><b>T-PESS Orientation</b></p> <p>All new campus administrators, along with previously trained administrators who have not received the T-PESS 2020 update, <b>must attend training through the Region 10 Service Center.</b></p> <p>All campus administrators must have a local annual T-PESS update in RISD. <i>SCAN BELOW FOR ANNUAL UPDATE COURSE:</i></p> <p>All campus administrators who have not been trained in the Eduphoria Appraisal Training should contact their supervisor and sign up for training through Professional Learning.</p>	<ul style="list-style-type: none"> <li>• T-PESS <a href="#">FAQs</a></li> <li>• T-PESS <a href="#">Documents</a></li> <li>• <a href="#">Verification of Orientation</a> <b>(Submitted to Area Superintendent)</b></li> </ul> <p><i>SCAN BELOW FOR ANNUAL UPDATE COURSE:</i></p> 	<p>X</p>	<p>X</p>
<p><b>No later than September 11, 2023</b></p>	<p><b>Self-assessment, Professional Goal Setting and Formative Document</b></p> <p>Campus administrators self-assess and complete the Self-assessment Form. The appraiser also pre-assesses administrators. Campus administrator submits 1-3 <u>draft</u> goals (based on identified areas on the T-PESS Rubric, Campus Improvement Plans, District Priorities, etc.) and completes the Beginning-of-the-year Self Assessment and Goals.</p>	<ul style="list-style-type: none"> <li>• Principal Self-Assessment and Goals <b>(Submitted in Eduphoria)</b></li> <li>• Appraiser Pre-Assessment <b>(Submitted in Eduphoria)</b></li> </ul>	<p>X</p>	<p>X</p>

Timeline	Activity and Description	Resources	Responsibility of	
			Appraiser	Administrator
<b>Sept. 5 – Oct. 10, 2023</b>	<p><b>Pre-evaluation/Formative Conference</b></p> <p>Campus administrators meet with their appraiser in a formative conference to discuss the administrator's self-assessment and to finalize goals. Finalizing goals includes identifying the appropriate performance standard associated with the goal, identifying the data, evidence, and documentation used to assess goal attainment, reviewing state and local policy related to evaluations, signing and dating appropriate forms.</p> <p>Goals should be specific, measurable, attainable, realistic, and timely.</p>	<ul style="list-style-type: none"> <li>Principal Professional Development Plan (if applicable)</li> <li>Beginning-of-the year Goal Setting Form <b>(Submitted in Eduphoria)</b></li> </ul>	X	X
<b>First Semester</b>	<p>Monitoring of Campus Improvement Plans and campus walkthroughs by appraisers.</p> <p>Principals gather evidence toward goal progress/attainment.</p>	<ul style="list-style-type: none"> <li>Corresponding documentation from supervisor to campus administrator</li> </ul>	X	
<b>Nov. 27, 2023 - Jan. 24, 2024</b>	<p><b>Mid-year Progress Monitoring Conference</b></p> <p>Each campus administrator will meet with his/her appraiser to review progress on professional goals and discuss progress toward goal attainment using the principal self-assessment rubric.</p> <p>Goal action plans may be modified at this time if appropriate.</p> <p>Midyear progress form is completed.</p>	<ul style="list-style-type: none"> <li>Principal Self-assessment Rubric <b>(Submitted in Eduphoria)</b></li> <li>Mid-year Progress Monitoring Conference and documentation <b>(In person)</b></li> </ul>	X	X

Timeline	Activity and Description	Resources	Responsibility of	
			Appraiser	Administrator
January 2024	Campus Improvement Plan updates are submitted to Area Superintendents of Learning Communities	<ul style="list-style-type: none"> <li>Mid-year CIP Review</li> </ul>		X
Second Semester	<p>Continued monitoring of Campus Improvement Plans and campus walkthroughs by appraisers.</p> <p>Principals gather evidence toward goal progress/attainment.</p>	<ul style="list-style-type: none"> <li>Corresponding documentation from supervisor to campus administrator</li> <li>Artifacts, evidence, and information collected by campus administrator <b>(Submitted in person and in Eduphoria)</b></li> </ul>		X
May 1 - May 24, 2024	<p><b>End-of-year Performance Conference</b></p> <p>Appraiser and administrator <u>shall meet face-to-face</u> to finalize performance ratings and to assess goal attainment. The appraiser may request additional information prior to the conference to determine the administrator's performance ratings.</p> <p>Ratings will be based on qualitative, quantitative, and anecdotal evidence identified in the pre-evaluation and mid-year conferences. The appraiser and campus administrator should sign the Principal Summary Rating Form and the End-of-Year Goal Attainment Form.</p>	<ul style="list-style-type: none"> <li>End-of-year Performance Conference <b>(In person)</b></li> <li>End-of-year Goal Attainment Form <b>(Submitted in Eduphoria)</b></li> <li>Principal Record of Activities <b>(optional)</b></li> <li>Principal Summary Rating Form <b>(Submitted in Eduphoria)</b></li> </ul>	X	X

Timeline	Activity and Description	Resources	Responsibility of	
			Appraiser	Administrator
<p><b>May 24 - June 24, 2024</b></p>	<p><b>Final Evaluation and Goal Setting Conference</b></p> <p><b>This conference occurs ONLY when principal summary rating form or EOY Goal Attainment form could not be completed</b></p> <p>If the Principal Summary Rating form could not be completed at the End-of Year Performance Conference, the appraiser will schedule a Final Evaluation and Goal Setting Conference.</p> <p>The appraiser may reconsider evaluation ratings after the End-of Year Performance Conference as appropriate to ensure all relevant performance information is considered.</p> <p>The appraiser and campus administrator will discuss additional information needed to complete the Principal Summary Rating form.</p> <p>The appraiser and campus administrator will draft new professional goals for the next school year and identify any supports that may be necessary to achieve those goals.</p> <p>All forms should be finalized and signed at this conference. The appraiser has the responsibility of determining final overall performance ratings.</p>	<ul style="list-style-type: none"> <li>Final Evaluation and Goal Setting Conference (<b>In person, only when needed</b>)</li> <li>Principal Summary Rating Form - if not completed by End-of-Year Performance Conference (<b>Submitted in Eduphoria</b>)</li> </ul>	X	

[Learn more about Timelines & Schedules](#)

**BOARD OF TRUSTEES**  
**Richardson Independent School District**  
**Richardson, Texas**

**Date:** August 10, 2023  
**Department:** Administration/Human Resources  
**Submitted by:** Christopher B. Goodson, Ed.D., Assistant Superintendent

**ACTION ITEM**

**TOPIC: Renewal of Staff Development Waiver**

**BACKGROUND INFORMATION:**

Pursuant to Texas Education Code (TEC) §25.081 this waiver allows the district or charter school to train staff on various educational strategies designed to improve student performance in lieu of a maximum of:

- 2,100 minutes of student instruction for districts and charter schools that provide operational and instructional minutes; or
- 5 days of student instruction for charter schools that provide 180 days of operation

RISD provides 6 professional development days before school begins and 7 professional development days built into the school calendar. These professional development days meet the requirements as defined in Texas Education Code (TEC) §25.081. Therefore, we request Board of Trustees approval to submit the Staff Development Waiver for the 23-24 school year.

## **SUPERINTENDENT'S RECOMMENDATION**

The Superintendent recommends that the Board of Trustees authorizes the District to seek a waiver to provide a maximum of 2100 minutes of student instruction that can be used for meaningful professional development for the 2023-2024 school year.

## **PROPOSED RESOLUTION**

**WHEREAS**, Section §25.081 allows the district or charter school to train staff on various educational strategies designed to improve student performance in lieu of a maximum of:

**WHEREAS**, RISD received waivers from the Commissioner since 2018, which allow the District to provide 2100 minutes of professional development to support student achievement

**WHEREAS**, RISD can provide the quality staff resources and instructional programs needed to support the professional development day

**THEREFORE, BE IT RESOLVED** that the Board of Trustees of the Richardson Independent School District authorizes the District to seek a one-year waiver pursuant to section 25.081 of the Texas Education Code to provide 2100 minutes of professional development to support student achievement.

**BOARD OF TRUSTEES  
Richardson Independent School District  
Richardson, Texas**

**Date:** August 10, 2023

**Submitted by:** David Pate, Assistant Superintendent of Finance and Support Services

## **INFORMATION ITEM**

**TOPIC:** Monthly Financial Statements

### **BACKGROUND INFORMATION**

The financial statements for the General Fund, Child Nutrition Fund and Debt Service Fund are presented for review.

### **SUPERINTENDENT'S RECOMMENDATION**

The Superintendent presents these financial statements for the Board's Information



## FINANCE OFFICE

### RICHARDSON INDEPENDENT SCHOOL DISTRICT

*Where all students connect, learn, grow and succeed*

Date: August 10, 2023

To: David Pate, CPA  
Assistant Superintendent of Finance and Support Services

From: Kimberlyee Chappell, CPA  
Executive Director of Finance

Subject: Summary of April 2023 Monthly Financial Statements

#### YEAR TO DATE PAYROLL COSTS EXCLUDING TRS – FUND 199

As of April 30, 2023, the year to date budget exceeded actual payroll costs for the General Fund by \$14,991,344 (-6.28%). Actual payroll costs for the General Fund (excluding TRS On-behalf payments) totaled \$223,819,255, a decrease of \$18,050,689 (-7.46%) when compared to \$241,869,944 at April 30, 2022. The decrease is due to approximately \$6.3 million in General Fund payroll reclassified to the ESSER II grant in January 2023, and \$5.9 million in retention stipends paid to employees in February 2022. In addition, substitute teacher payroll reduced by \$3.6 million due to outsourcing to an external vendor.

#### SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

##### **General Fund (199)**

Revenues are consistent with budget expectations and/or prior year activity, except for the following sources:

- Earnings from Temporary Deposits and Investments (Object 5742) increased by \$5.5 million due to a significant increase in interest rates, when compared to the previous year.
- Rent (Object 5743) increased by \$510,894 (26.8%) due to increased facility rental activity and rent received for the Sherman Street properties.

As of April 30, 2023, 83% of the year has passed. Expenditures are consistent with budget expectations and/or prior year activity, except for the following functions:

- Approximately \$6.3 million in payroll cost were reallocated to the ESSER II grant (Fund 281). Functions 11 through 61 were impacted.
- Function 34 (Student Transportation) increased by \$550,417, due mainly to rising fuel cost.

## **Child Nutrition Fund (240)**

Revenues are consistent with budget expectations and/or prior year activity, except for the following sources:

- Earnings from Temporary Deposits and Investments (Object 5742) increased by \$235,290 due to a significant increase in interest rates, when compared to the previous year.
- Food Service (Object 5751) revenue increased by \$1,649,167. During the 2021-2022 school year the Child Nutrition program operated under the Seamless Summer Option, which allowed all students to receive a free breakfast and lunch. This option was not available during the current school year.
- School Breakfast Program (5921)/National School Lunch Program (5922) decreased by \$583,000 and \$2,851,681, respectively. The Seamless Summer Option increased the reimbursements received from meals during the 2021-2022 school year. All students were reimbursed at the free rate. Since the option was not available during the current school year, reimbursements from the Federal government decreased.

As of April 30, 2023, 75% of the year has passed. Expenditures are consistent with budget expectations and/or prior year activity.

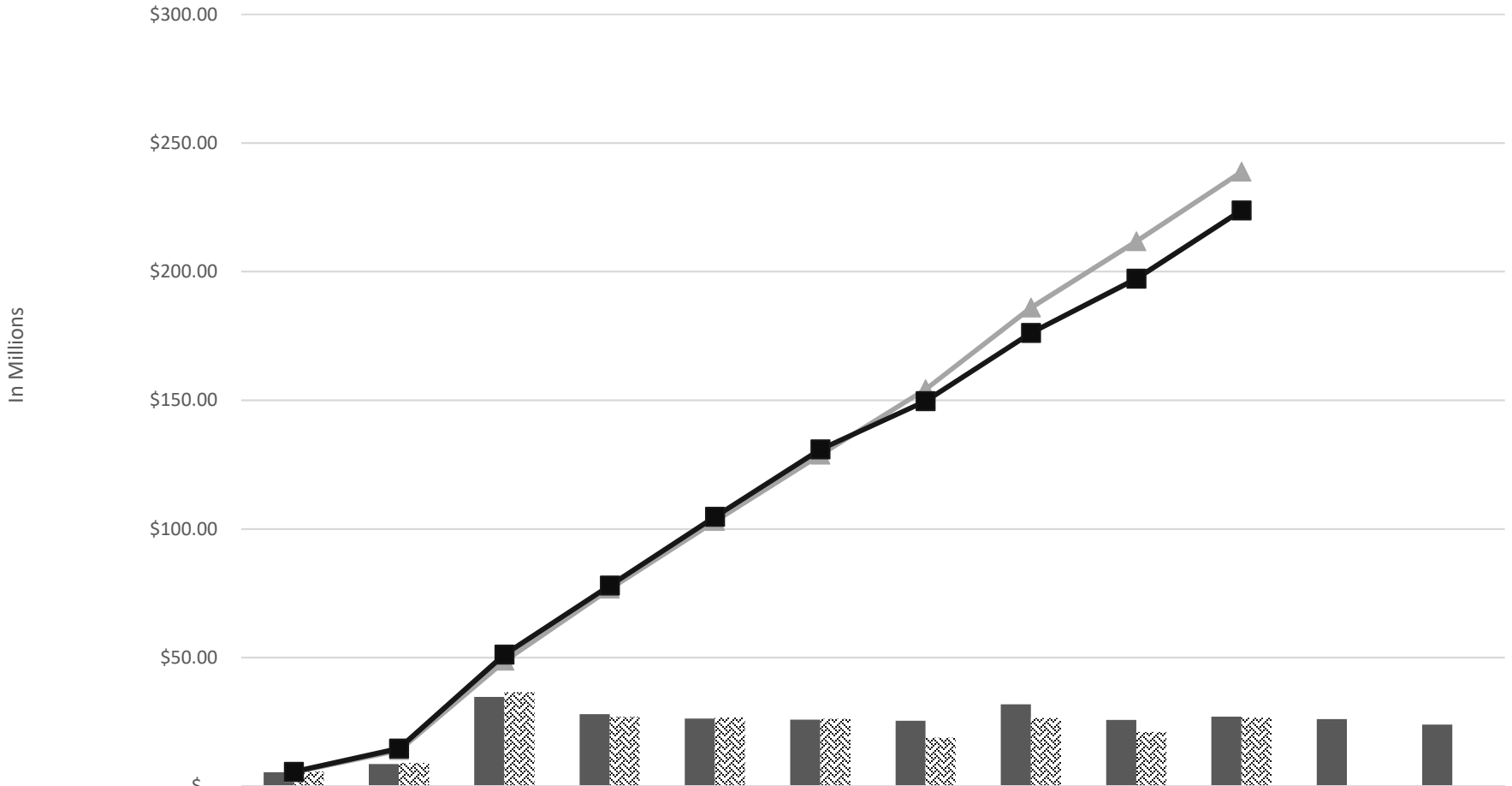
## **Debt Service Fund (599)**

Revenues are consistent with budget expectations and/or prior year activity, except for the following source:

- Earnings from Temporary Deposits and Investments (Object 5742) increased \$889,196 due to a significant increase in interest rates, when compared to the previous year.

The District makes scheduled principal and interest payments in February and interest payments in August. The expenditures in Function 72 – Interest on Long-term Debt represent the scheduled interest payments. The expenditures in Function 73 – Bond Issuance Costs and Fees include paying agent, arbitrage rebate calculation and continuing disclosure fees.

## FY 2023 General Fund Payroll Analysis Excluding TRS On-behalf



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>Budget By Month</b>	\$5.41	\$8.61	\$34.69	\$27.99	\$26.31	\$25.85	\$25.36	\$31.80	\$25.77	\$27.03	\$26.00	\$23.87
<b>Actual By Month</b>	\$5.64	\$9.04	\$36.46	\$26.88	\$26.70	\$26.19	\$18.78	\$26.51	\$21.09	\$26.53	\$-	\$-
<b>Cumulative Budget</b>	\$5.41	\$14.01	\$48.71	\$76.70	\$103.01	\$128.86	\$154.22	\$186.02	\$211.79	\$238.81		
<b>Cumulative Actual</b>	\$5.64	\$14.67	\$51.13	\$78.01	\$104.71	\$130.90	\$149.68	\$176.19	\$197.28	\$223.82		

**RICHARDSON INDEPENDENT SCHOOL DISTRICT  
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
BUDGET TO ACTUAL  
GENERAL FUND (199)**

**% OF YEAR COMPLETE: 83%**

<b>DESCRIPTION</b>	<b>Apr-23 Budget</b>	<b>Apr-23 Actual</b>	<b>% of Actual to Budget</b>	<b>Apr-22 Budget</b>	<b>Apr-22 Actual</b>	<b>% of Actual to Budget</b>
<b>REVENUES</b>						
5711 Taxes Current Year Levy	\$ 282,518,535	\$ 290,384,953	103%	\$ 273,644,566	\$ 273,343,628	100%
5712 Taxes Prior Years	100,000	216,752	217%	300,000	(235,439)	-78%
5719 Penalties Interest and Other Tax Revenues	400,000	765,731	191%	70,521	1,725,562	2447%
5739 Tuition and Fees	2,056,241	3,231,948	157%	1,852,428	3,043,314	164%
5742 Earnings from Temporary Deposits and Investments	150,000	5,656,039	3771%	-	201,087	100%
5743 Rent	1,850,000	2,415,271	131%	1,900,000	1,904,377	100%
5744 Revenue from Foundations, Other Non-Profit Organizations Gifts and Bequests	1,848	21,814	1180%	-	1,574	100%
5745 Insurance Recovery	309,265	659,012	213%	24,123	301,176	1248%
5749 Other Revenues from Local Sources	101,000	379,390	376%	-	759,257	100%
5752 Athletic Activities	300,000	537,042	179%	300,000	293,488	98%
5769 Miscellaneous Revenues from Intermediate Sources	-	75,073	100%	-	53,520	100%
5811 Per Capita Apportionment	31,861,184	11,445,788	36%	14,892,319	4,798,893	32%
5812 Foundation School Program Act Entitlements	15,473,780	45,988,949	297%	55,605,005	42,929,526	77%
5819 Other Foundation School Program Act Revenues	-	-	0%	-	347,981	100%
5829 State Program Revenues Distributed by Texas Education Agency	-	5,555	100%	-	-	0%
5831 Teacher Retirement TRS Care On-Behalf Payments	24,000,000	17,055,468	71%	21,960,000	14,816,131	67%
5929 Federal Revenues Distributed by Texas Education Agency	4,500,000	163,653	4%	4,900,000	1,401,455	29%
5931 School Health and Related Services (SHARS)	3,000,000	329,723	11%	3,000,000	9,203,381	307%
5939 Federal Revenues Distributed by State of Texas Government Agencies (Other than Texas Education Agency)	80,000	228,223	285%	75,218	94,702	126%
<b>TOTAL REVENUES</b>	<b>366,701,853</b>	<b>379,560,384</b>		<b>378,524,180</b>	<b>354,983,613</b>	

**RICHARDSON INDEPENDENT SCHOOL DISTRICT  
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
BUDGET TO ACTUAL  
GENERAL FUND (199)**

**% OF YEAR COMPLETE: 83%**

<b>DESCRIPTION</b>	<b>Apr-23 Budget</b>	<b>Apr-23 Actual</b>	<b>% of Actual to Budget</b>	<b>Apr-22 Budget</b>	<b>Apr-22 Actual</b>	<b>% of Actual to Budget</b>
<b>EXPENDITURES</b>						
11 Instruction	243,892,183	158,533,612	65%	234,617,380	168,074,556	72%
12 Instructional Resources and Media Services	5,880,901	4,035,878	69%	6,444,625	4,055,996	63%
13 Curriculum Development and Instructional Staff Development	9,196,372	6,307,980	69%	8,665,639	6,410,918	74%
21 Instructional Leadership	6,653,230	5,404,766	81%	6,793,006	5,269,917	78%
23 School Leadership	26,925,444	19,766,302	73%	26,646,114	20,112,474	75%
31 Guidance, Counseling and Evaluation Services	20,180,209	13,171,321	65%	20,518,843	13,254,542	65%
32 Social Work Services	1,404,815	1,312,428	93%	1,349,354	1,216,119	90%
33 Health Services	5,849,538	4,439,083	76%	6,219,548	4,618,719	74%
34 Student (Pupil) Transportation	10,923,990	9,527,383	87%	10,249,660	8,976,966	88%
35 Food Service	775,600	347,137	45%	549,072	975,126	178%
36 Cocurricular/Extracurricular Activities	6,897,674	5,778,394	84%	6,668,295	5,069,388	76%
41 General Administration	11,734,941	8,661,707	74%	11,697,210	8,945,277	76%
51 Plant Maintenance and Operations	36,284,470	29,044,449	80%	36,948,315	30,391,539	82%
52 Security and Monitoring Services	3,250,915	2,389,171	73%	2,561,979	2,188,856	85%
53 Data Processing Services	5,349,653	3,525,681	66%	5,546,013	3,679,826	66%
61 Community Services	2,088,594	655,956	31%	1,067,668	817,735	77%
71 Debt Service	27,245	7,850	29%	13,824	12,429	90%
81 Facilities, Acquisition and Construction	48,000	-	0%	8,927	28,236	316%
91 Contracted Instructional Services Between Public Schools	3,680,761	1,420,716	39%	1,897,827	696,840	37%
93 Payments to Member Districts of Shared Services Arrangements	255,704	194,416	76%	235,704	234,774	100%
95 Payments to Juvenile Justice Alternative Education Programs	50,000	43,470	87%	45,000	3,000	7%
99 Other Intergovernmental Charges	<u>1,363,922</u>	<u>1,054,060</u>	77%	<u>1,170,562</u>	<u>877,923</u>	75%
<b>TOTAL EXPENDITURES</b>	<b><u>402,714,160</u></b>	<b><u>275,621,760</u></b>		<b><u>389,914,565</u></b>	<b><u>285,911,156</u></b>	
<b>EXCESS (DEFICIENCY) REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(36,012,308)</b>	<b>103,938,624</b>		<b>(11,390,385)</b>	<b>69,072,457</b>	
<b>OTHER FINANCING SOURCES (USES)</b>						
7912 Sale of Real and Personal Property	100,000	117,315	117%	100,000	5,805,127	5805%
8911 Transfers Out	<u>(5,000,000)</u>	<u>(5,000,000)</u>	100%	<u>(1,000,000)</u>	<u>(1,000,000)</u>	100%
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b><u>(4,900,000)</u></b>	<b><u>(4,882,685)</u></b>		<b><u>(900,000)</u></b>	<b><u>4,805,127</u></b>	
<b>NET CHANGE IN FUND BALANCE</b>	<b>(40,912,308)</b>	<b>99,055,939</b>		<b>(12,290,385)</b>	<b>73,877,584</b>	
<b>FUND BALANCE JULY 1</b>	<b><u>170,696,165</u></b>	<b><u>170,696,165</u></b>		<b><u>167,492,847</u></b>	<b><u>167,492,847</u></b>	
<b>FUND BALANCE APRIL 30</b>	<b><u>\$ 129,783,857</u></b>	<b><u>\$ 269,752,104</u></b>		<b><u>\$ 155,202,462</u></b>	<b><u>\$ 241,370,431</u></b>	

**RICHARDSON INDEPENDENT SCHOOL DISTRICT  
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
BUDGET TO ACTUAL  
FOOD SERVICE FUND (240)**

**% OF YEAR COMPLETE: 83%**

<b>DESCRIPTION</b>	<b>Apr-23 Budget</b>	<b>Apr-23 Actual</b>	<b>% of Actual to Budget</b>	<b>Apr-22 Budget</b>	<b>Apr-22 Actual</b>	<b>% of Actual to Budget</b>
<b>REVENUES</b>						
5742 Earnings from Temporary Deposits and Investments	\$ 3,720	\$ 238,387	6408%	\$ 5,799	\$ 3,097	53%
5744 Revenue from Foundations, Other Non-Profit Organizations Gifts and Bequests	-	1,300.00	100%	-	-	0%
5749 Revenues from Local Sources	-	40,447	100%	-	30,014	100%
5751 Food Service	5,512,438	2,573,206	47%	5,512,438	924,040	17%
5829 TEA/Non-Foundation Revenue	88,883	80,101	90%	88,883	226,248	255%
5921 School Breakfast Program	3,527,562	1,963,205	56%	3,527,562	2,546,205	72%
5922 National School Lunch Program	9,348,600	8,232,291	88%	9,348,600	11,083,973	119%
5923 United States Department of Agriculture Donated Commodities	-	89,471	100%	-	-	0%
5939 Federal Revenues Distributed by State of Texas Government Agencies (Other than Texas Education Agency)	124,511	1,191,880	957%	124,511	600,618	482%
<b>TOTAL REVENUES</b>	<b>18,605,714</b>	<b>14,410,289</b>		<b>18,607,793</b>	<b>15,414,194</b>	

**RICHARDSON INDEPENDENT SCHOOL DISTRICT  
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
BUDGET TO ACTUAL  
FOOD SERVICE FUND (240)**

**% OF YEAR COMPLETE: 83%**

<b>DESCRIPTION</b>	<b>Apr-23 Budget</b>	<b>Apr-23 Actual</b>	<b>% of Actual to Budget</b>	<b>Apr-22 Budget</b>	<b>Apr-22 Actual</b>	<b>% of Actual to Budget</b>
<b>EXPENDITURES</b>						
35 Food Service	22,582,087	12,323,843	55%	18,336,096	9,917,777	54%
51 Plant Maintenance and Operations	318,145	132,693	42%	269,197	168,571	63%
61 Community Services	<u>2,500</u>	<u>-</u>	0%	<u>2,500</u>	<u>-</u>	0%
<b>TOTAL EXPENDITURES</b>	<u>22,902,732</u>	<u>12,456,536</u>		<u>18,607,793</u>	<u>10,086,348</u>	
<b>EXCESS (DEFICIENCY) REVENUES OVER (UNDER) EXPENDITURES</b>	(4,297,018)	1,953,752		-	5,327,846	
<b>OTHER FINANCING SOURCES (USES)</b>						
7915 Operating Transfers In	<u>-</u>	<u>-</u>	0%	<u>-</u>	<u>-</u>	0%
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>	
<b>NET CHANGE IN FUND BALANCE</b>	(4,297,018)	1,953,752		-	5,327,846	
<b>FUND BALANCE JULY 1</b>	<u>7,191,247</u>	<u>7,191,247</u>		<u>1,386,124</u>	<u>1,386,124</u>	
<b>FUND BALANCE APRIL 30</b>	<u>\$ 2,894,229</u>	<u>\$ 9,144,999</u>		<u>\$ 1,386,124</u>	<u>\$ 6,713,970</u>	

**RICHARDSON INDEPENDENT SCHOOL DISTRICT  
 SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
 BUDGET TO ACTUAL  
 DEBT SERVICE FUND (599)**

**% OF YEAR COMPLETE: 83%**  
**DESCRIPTION**

	<b>Apr-23 Budget</b>	<b>Apr-23 Actual</b>	<b>% of Actual to Budget</b>	<b>Apr-22 Budget</b>	<b>Apr-22 Actual</b>	<b>% of Actual to Budget</b>
<b>REVENUES</b>						
5711 Taxes on Current Year Levy	\$ 101,387,063	\$ 97,589,882	96%	\$ 92,385,440	\$ 91,903,893	99%
5712 Taxes for Prior Years	100,000	83,312	83%	50,000	(92,871)	-186%
5719 Penalties, Interest and Other Tax Revenues	200,000	993,081	497%	200,000	875,967	438%
5742 Earnings from Temporary Deposits and Investments	25,000	905,888	3624%	13,250	16,691	126%
5829 State Program Revenues Distributed by TEA	-	1,906,872	100%	438,867	463,671	106%
<b>TOTAL REVENUES</b>	<u>101,712,063</u>	<u>101,479,035</u>		<u>93,087,557</u>	<u>93,167,351</u>	

**RICHARDSON INDEPENDENT SCHOOL DISTRICT  
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
BUDGET TO ACTUAL  
DEBT SERVICE FUND (599)**

**% OF YEAR COMPLETE: 83%**

<b>DESCRIPTION</b>	<b>Apr-23 Budget</b>	<b>Apr-23 Actual</b>	<b>% of Actual to Budget</b>	<b>Apr-22 Budget</b>	<b>Apr-22 Actual</b>	<b>% of Actual to Budget</b>
<b>EXPENDITURES</b>						
71 Debt Service	63,242,657	58,310,000	92%	66,485,000	64,910,000	98%
72 Interest on Long-term Debt	36,762,817	34,955,840	95%	27,880,431	26,761,523	96%
73 Bond Issuance Costs and Fees	200,000	(2,777)	-1%	24,540	22,989	94%
97 Payment to Tax Increment Fund	<u>1,900,000</u>	<u>-</u>	0%	<u>1,900,000</u>	<u>-</u>	0%
<b>TOTAL EXPENDITURES</b>	<u>102,105,474</u>	<u>93,263,063</u>		<u>96,289,971</u>	<u>91,694,512</u>	
<b>EXCESS (DEFICIENCY) REVENUES OVER (UNDER) EXPENDITURES</b>	(393,411)	8,215,972		(3,202,414)	1,472,839	
<b>OTHER FINANCING SOURCES (USES)</b>						
7911 Issuance of Bonds	-	-	0%	-	-	0%
7916 Premium or Discount on Issuance of Bonds	-	-	0%	-	-	0%
8949 Other Uses	<u>-</u>	<u>-</u>	0%	<u>-</u>	<u>-</u>	0%
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>	
<b>NET CHANGE IN FUND BALANCE</b>	(393,411)	8,215,972		(3,202,414)	1,472,839	
<b>FUND BALANCE JULY 1</b>	<u>28,415,581</u>	<u>28,415,581</u>		<u>28,038,264</u>	<u>28,038,264</u>	
<b>FUND BALANCE APRIL 30</b>	<u>\$ 28,022,170</u>	<u>\$ 36,631,553</u>		<u>\$ 24,835,850</u>	<u>\$ 29,511,103</u>	

**BOARD OF TRUSTEES**  
**Richardson Independent School District**  
**Richardson, Texas**

**Date:** August 10, 2023

**Submitted by:** David Pate, Assistant Superintendent of Finance & Support Services

## **ACTION ITEM**

**TOPIC:** Gifts

**BACKGROUND INFORMATION:**

The following gifts to the Richardson Independent School District were received as of July 2023. The Board of Trustees formally accepts gifts to the District of \$5,000 or more as described on the following pages. Gifts or donations of less than \$5,000 and a cumulative year-to-date total are also included for your information.

The Board's acceptance of gifts shall not be construed as a testimonial or endorsement by the Board or the District of a product or business enterprise.

By acknowledging these gifts and formally accepting those of \$5,000 or more, the Board also ratifies corresponding adjustments to the applicable organizations' budgets. Gifts of equipment or supplies do not require an adjustment in an organization's budget. The Superintendent's Advisory Council has approved this adjustment. Staff will provide the Board with the necessary information to formally amend the District's overall budget at the appropriate time.

**SUPERINTENDENT'S RECOMMENDATION:**

The Superintendent recommends that the Board accept the gifts of \$5,000 or more as listed on the following pages.

**RESOLUTION**

**WHEREAS**, the Board of Trustees has considered the gifts of \$5,000 or more as listed on the following pages; and

**WHEREAS**, the Board recognizes that monetary gifts to the District will require an adjustment to the overall adopted budget; and

**WHEREAS**, ensuring timely and accurate financial record keeping supports the Board's Strategic Objectives and Strategies;

**THEREFORE, BE IT RESOLVED**, that the Board of Trustees of the Richardson Independent School District accepts the gifts of \$5,000 or more as listed on the following pages and approves amending the District's overall budget to reflect receipt of the monetary gifts.

**\$5,000 or More**

To	From	Purpose	Cash Received	Estimated Supply/Equip Value
Health and PE Department	United Way of Metropolitan Dallas	Supplemental PE supplies, staff conferences	\$5,000.00	
Mohawk Elementary	Big Six Foundation	Supplemental instructional supplies	\$7,000.00	
White Rock Elementary	WRE PTA	Math and reading tutors, support for parent teacher conferences, yearbook sponsor	\$134,300.00	
			<b>\$146,300.00</b>	<b>\$0.00</b>
<b>Total Cash &amp; Supply/Equipment Value - Gifts Over \$5,000 August 2023</b>			<b>\$146,300.00</b>	

**Less Than \$5,000**

To	From	Purpose	Cash Received	Estimated Supply/Equip Value
Canyon Creek Elementary	CCE PTA	Supplemental technology supplies	\$749.98	
Forest Lane Academy	Anonymous donors via Wells Fargo Blackbaud Giving Fund	Supplemental instructional supplies	\$800.00	
Forest Meadow Junior High	Anonymous donors via New York Life Foundation	Supplemental supplies for counselors	\$500.00	
Lake Highlands Junior High	Anonymous donors via Donors Choose	Library books, supplies for Homecoming mum		\$843.46
Mohawk Elementary	MOH PTA	Field trips, folding chairs	\$1,603.18	
Parkhill Junior High	Anonymous donors via Donors Choose	Rolling stool, fluorescent light filters, storage		\$317.54
			<b>\$3,653.16</b>	<b>\$1,161.00</b>
<b>Total Cash &amp; Supply/Equipment Value - Gifts Under \$5,000</b>			<b>\$4,814.16</b>	
<b>Grand Total of All Gifts Over &amp; Under \$5,000 August 2023</b>			<b>\$151,114.16</b>	

**Prior Year Comparison**

<b>Fiscal YTD Cash &amp; Supply/Equipment Value - Gifts Over \$5,000</b>	<b>\$146,300.00</b>
<b>Fiscal YTD Cash &amp; Supply/Equipment Value - Gifts Under \$5,000</b>	<b>\$4,814.16</b>
<b>Fiscal YTD Total of All Gifts Over &amp; Under \$5,000 August 2023</b>	<b>\$151,114.16</b>
<b>Fiscal YTD Total of All Gifts Over &amp; Under \$5,000 August 2022</b>	<b>\$21,708.03</b>
<b>Increase / (decrease) compared to prior year</b>	<b>\$129,406.13</b>

**BOARD OF TRUSTEES**  
**Richardson Independent School District**  
**R i c h a r d s o n , T e x a s**

Date: August 10, 2023

Department: Student Services

Submitted by: Dr. Matthew Gibbins, Assistant Superintendent – Administrative Services

**ACTION ITEM**

**TOPIC: 2023- 2024 Student Code of Conduct**

**BACKGROUND INFORMATION:**

Chapter 37 of the Texas Education Code requires a school district to adopt a student code of conduct each year. The RISD Student Code of Conduct establishes standards for student behavior, informs students and parents of the consequences for a student's failure to adhere to those behavioral standards, and describes the appeal procedures to challenge disciplinary actions. Student Services meets with a variety of stakeholders to obtain input about the code of conduct. In addition, staff members and the Office of the General Counsel review the Code of Conduct to recommend proposed changes to address matters encountered during the previous year, to incorporate information required by legislative or other actions, and to ensure best practices. Proposed changes primarily clarify expectations concerning some issues that were encountered over the last year, address new issues of which we have become aware, and are designed to enhance understanding, and/or otherwise improve the readability of the document. This year's changes are concentrated around new legislative requirements concerning discipline of electronic cigarettes and THC vapes found on campus. Also this year's Student Code of Conduct has been revised using the TASB model handbook for ease of use and legislative update opportunities, as well as expanded translation accessibility.

Student Services staff conducts training with the campus principals and other key staff each year to ensure they are aware of and understand the changes to the Student Code of Conduct. The Office of the General Counsel provides administrator training on legislative changes, as well. Campus administrators, in turn, provide training for staff and students to ensure they are aware of behavioral expectations.

RISD maintains the *Student Code of Conduct* online in both English and Spanish. Schools provide information to students and parents to ensure they understood how to access the document. A few paper copies of the document are provided to each campus and a copy is provided to any parent who asks for one. This online access procedure has worked well and has resulted in substantial cost-savings for printing. We plan to follow the same procedure again this year. Parents electronically acknowledge they are aware that the *Student Code of Conduct* is available online and that their student(s) will be subject to its provisions.

#### **SUPERINTENDENT'S RECOMMENDATION:**

The Superintendent recommends that the Board of Trustees approve the 2023-2024 *Student Code of Conduct*.

#### **PROPOSED RESOLUTION**

WHEREAS, the Texas Education Code requires a school district to adopt a code of conduct to establish standards for student behavior and inform students and parents of the consequences for failure to meet the behavioral standards; and

WHEREAS, following reviews by District administrators and the Office of the General Counsel, a proposed Student Code of Conduct was developed for the 2023 - 2024 school year; and

WHEREAS, the Board wishes to ensure its policies, practices, and procedures fully comply with applicable law and best practices; and

WHEREAS, the Board finds that clearly stated standards of conduct for students supports the Board's vision that RISD provides an environment where all students may connect, learn, grow, and succeed, as well as its strategic objectives that all students will maximize their intellect and skills to create their own futures, develop strength of character, contribute to local and global communities, and belong to a community of meaningful connections and positive relationships;

THEREFORE, BE IT RESOLVED that the Board of Trustees approves the 2023-2024 Student Code of Conduct as presented and directs the Superintendent to ensure that it is made available to students, parents, and staff as required by the Texas Education Code.

**RICHARDSON INDEPENDENT SCHOOL DISTRICT**

**STUDENT CODE OF CONDUCT RICHARDSON  
INDEPENDENT SCHOOL DISTRICT**

**2023-24**

## MESSAGE FROM THE SUPERINTENDENT

Dear Parents and Students:

Welcome to the 2023-2024 school year in the Richardson Independent School District (RISD). Education is a team effort. Through the teamwork of parents, students, teachers, and other staff members we can make this year wonderfully successful for our students. RISD provides two handbooks, *Student and Parent Guidebook* and *Student Code of Conduct* to you as a resource to assist in understanding the programs and procedures of the District. They are designed to provide important information that you and your child(ren) may need during the school year.

Maintaining orderly, disciplined classrooms and schools that support an excellent learning environment is a primary goal for all educators. The expectations and rules outlined in the *Student Code of Conduct* foster an environment for learning in which students respect the rights of others and demonstrate reasonable behavior. State law requires each school district to create and implement a code of conduct for students that specifies policies and procedures. RISD's Board of Trustees adopts the *Student Code of Conduct* each year.

The *Student and Parent Guidebook* provides information on a variety of topics that you may encounter throughout the school year. Together the *Student Code of Conduct* and the *Student and Parent Guidebook* serve to protect the interests and rights of students and parents as well as the school district. These handbooks remain in effect until new ones are issued.

Please take time to read these handbooks and use them as a reference during the school year. They are posted on the RISD website, <http://www.risd.org/> If you wish to receive a hard copy of these documents, please request them at your local campus. If you have difficulty accessing the information in this document because of a disability, please contact your campus principal, the District's Section 504 Coordinator, or the Department of Strategy and Engagement. If you need assistance with language translation, please contact the Department of Strategy and Engagement.

Through the combined efforts of parents, students, educators and the community, we will continue to offer the high quality of education to which RISD is committed.

Sincerely,

Tabitha Branum  
Superintendent

# RICHARDSON INDEPENDENT SCHOOL DISTRICT

## North Star Goal

Every student, teacher, and leader will meet or exceed their academic growth goals.

- A welcoming and accepting climate;
- A safe, innovative, and adaptive environment; and
- A supportive, invested, and collaborative culture among students, staff, families, and community.

## Beliefs

To ensure the academic success for all RISD students, we believe...

- In creating a safe learning environment that empowers every student in RISD to take risks, be creative, find acceptance, and grow.
- That education is an effective tool that can prepare every student in RISD for life after high school, including teaching life skills.
- Every student in RISD will have the capability and desire to learn and rise to the level of expectations for individual success.

## Strategic Objectives

- All students will maximize their intellect and skills to create their own futures.
- All students will develop strength of character.
- All students will contribute to local and global communities.
- All students will belong to a community of meaningful connections and positive relationships.

## Strategies

- We will ensure that we have diverse and engaging programs and learning opportunities to meet the unique needs of all our students.
- We will guarantee that all students will perform at or above grade level.
- We will recruit, retain, and reward quality personnel.
- We will ensure all families, businesses, and community partners are fully engaged in the mission of our district.
- We will actively pursue creative funding sources and responsibly manage current resources to support our mission.
- We will ensure that our facilities and infrastructure adapt to support our mission.

## Parameters

- We will stand firm in our commitment to all students.
- We will be unrelenting in our pursuit of excellence.
- We will treat all people with dignity and respect.
- We will seek input from all stakeholders.

- We will honor tradition but not allow it to hold us back.
- We will operate with persistence and integrity.
- We will practice responsible stewardship of all our resources.

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## Student Code of Conduct

### Accessibility

If you have difficulty accessing the information in this handbook due to a disability, please contact your campus principal or the 504/ADA coordinator, Alicia Zornig ([alicia.zornig@risd.org](mailto:alicia.zornig@risd.org)).

### Purpose

The Student Code of Conduct (“Code”), as required by Chapter 37 of the Texas Education Code, provides methods and options for managing student behavior, preventing and intervening in student discipline problems, and imposing discipline.

The law requires the district to define misconduct that may—or must—result in a range of specific disciplinary consequences, including removal from a regular classroom or campus, out-of-school suspension, placement in a disciplinary alternative education program (DAEP), placement in a juvenile justice alternative education program (JJAEP), or expulsion from school.

This Student Code of Conduct has been adopted by the *Richardson ISD* board of trustees and developed with the advice of the district-level planning and decision-making committee. It provides information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline. This Code remains in effect during summer school and at all school-related events and activities outside the school year until the board adopts an updated version for the next school year.

In accordance with state law, the Code shall be posted at each school campus or shall be available for review at the campus principal’s office. Additionally, the Code shall be available at the campus behavior coordinator’s office and posted on the district’s website. Parents shall be notified of any conduct violation that may result in a student being suspended, placed in a DAEP or JJAEP, expelled, or taken into custody by a law enforcement officer under Chapter 37 of the Education Code.

Because the Student Code of Conduct is adopted by the district’s board of trustees, it has the force of policy. In the event of a conflict between the Code and the Student Handbook, the Code shall prevail.

**Please note:** The discipline of students with disabilities who are eligible for services under federal law (Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973) is subject to the provisions of those laws.

## School District Authority and Jurisdiction

School rules and the district's authority to administer discipline apply whenever the interest of the district is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities.

The district has disciplinary authority over a student:

1. During the regular school day;
2. While the student is traveling on district transportation;
3. During lunch periods in which a student is allowed to leave campus;
4. At any school-related activity, regardless of time or location;
5. For any school-related misconduct, regardless of time or location;
6. When retaliation against a school employee, board member, or volunteer occurs or is threatened, regardless of time or location;
7. When a student engages in cyberbullying, as defined by Education Code 37.0832;
8. When criminal mischief is committed on or off school property or at a school-related event;
9. For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;
10. For certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas;
11. When the student commits a felony, as provided by Education Code 37.006 or 37.0081; and
12. When the student is required to register as a sex offender.

## Campus Behavior Coordinator

As required by law, a person at each campus must be designated to serve as the campus behavior coordinator. The designated person may be the principal or any other campus administrator selected by the principal. The campus behavior coordinator is primarily responsible for maintaining student discipline. In making student discipline decisions, the district will rely on the preponderance of evidence (meaning that it is more likely than not that the alleged conduct occurred) and not evidence beyond a reasonable doubt (meaning there is no other reasonable explanation that can come from the evidence presented for the alleged conduct). The district shall post on its website and in the Student Handbook, for each campus, the email address and telephone number of the person serving as campus behavior coordinator. Contact information may be found at [www.risd.org](http://www.risd.org) and at <https://web.risd.org/student-services/policies/#codeofconduct>.

## Threat Assessment and Safe and Supportive School Team

The campus behavior coordinator or other appropriate administrator will work closely with the campus threat assessment safe and supportive school team to implement the district's threat assessment policy and procedures, as required by law, and shall take appropriate disciplinary action in accordance with the Code.

## Searches

District officials may conduct searches of students, their belongings, and their vehicles in accordance with state and federal law and district policy. Searches of students shall be conducted in a reasonable and nondiscriminatory manner. Refer to the district's policies at FNF(LEGAL) and FNF(LOCAL) for more information regarding investigations and searches.

The district has the right to search a vehicle driven to school by a student and parked on school property whenever there is reasonable suspicion to believe it contains articles or materials prohibited by the district.

Desks, lockers, district-provided technology, and similar items are the property of the district and are provided for student use as a matter of convenience. District property is subject to search or inspection at any time without notice.

## Investigating Misconduct

(In loco parentis) Parents are viewed as handing over parental duties and powers to school authorities while the child is in school. Administrators, teachers, and other professional personnel may question a student regarding the student's own conduct or the conduct of the other students. Students have no legal claim to the right not to incriminate themselves during school discipline proceedings. In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, District officials may, from time to time, conduct searches. Such searches are conducted without a warrant, in a nondiscriminatory manner, and as permitted by law. The student's parent or guardian shall be notified if any prohibited articles or materials are found as a result of a search.

## Reporting Crimes

The principal *or* campus behavior coordinator and other school administrators as appropriate shall report crimes as required by law and shall call local law enforcement when an administrator suspects that a crime has been committed on campus.

## Security Personnel

To ensure the security and protection of students, staff, and property, the board employs school resource officers (SROs) **and/or** security personnel. In accordance with law, the board has coordinated with the campus behavior coordinator and other district employees to ensure appropriate law enforcement duties are assigned to security staff. The law enforcement duties of district peace officers are listed in policy CKE(LEGAL):

- protecting the safety and welfare of any person in the jurisdiction of the resource officer or security personnel
- protecting the safety welfare of property of the school district;
- investigating safety and security matters; and
- additional duties as assigned and determined by the district that do not include routine school discipline, school administrative tasks, or contact with students unrelated to the officer's law enforcement duties.

## **“Parent” Defined**

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

## **Participating in Graduation Activities**

The district has the right to limit a student’s participation in graduation activities for violating the district’s Code.

Participation might include a speaking role, as established by district policy and procedures.

Students eligible to give the opening and closing remarks at graduation shall be notified by the campus principal. Notwithstanding any other eligibility requirements, in order to be considered eligible, a student shall not have engaged in any misconduct that resulted in an out-of-school suspension, removal to a DAEP, or expulsion during the semester immediately preceding graduation.

The valedictorian and salutatorian may also have speaking roles at graduation. No student shall be eligible to have such a speaking role if he or she engaged in any misconduct that resulted in an out-of-school suspension, removal to a DAEP, or expulsion during the semester immediately preceding graduation.

## **Unauthorized Persons**

In accordance with Education Code 37.105, a school administrator, school resource officer (SRO), or district police officer shall have the authority to refuse entry to or eject a person from district property if the person refuses to leave peaceably on request and:

1. The person poses a substantial risk of harm to any person; or
2. The person behaves in a manner that is inappropriate for a school setting and persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with policies FNG(LOCAL) or GF(LOCAL), as appropriate. However, the timelines for the district’s grievance procedures shall be adjusted as necessary to permit the person to address the board in person within 90 calendar days of the commencement of the appeal, unless the complaint is resolved before a board hearing.

See **DAEP—Restrictions During Placement** on page 26 for information regarding a student assigned to DAEP at the time of graduation.

## Standards for Student Conduct

Each student is expected to:

- ☐ Demonstrate courtesy, even when others do not.
- ☐ Behave in a responsible manner.
- ☐ Exercise self-discipline.
- ☐ Attend all classes regularly and on time.
- ☐ Bring appropriate materials and assignments to class.
- ☐ Meet district and campus standards of grooming and dress.
- ☐ Obey all campus and classroom rules.
- ☐ Respect the rights and privileges of students, teachers, and other district staff and volunteers.
- ☐ Respect the property of others, including district property and facilities.
- ☐ Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- ☐ Adhere to the requirements of the Student Code of Conduct.

## General Conduct Violations

The categories of conduct below are prohibited at school, in vehicles owned or operated by the district, and at all school-related activities, but the list does not include the most severe offenses. In the subsequent sections on **Out-of-School Suspension** on page 17, **DAEP Placement** on page 19, **Placement and/or Expulsion for Certain Offenses** on page 27, and **Expulsion** on page 30, those offenses that require or permit specific consequences are listed. Any offense, however, may be severe enough to result in **Removal from the Regular Educational Setting** as detailed on page 16.

### Disregard for Authority

Students shall not:

- ☐ Fail to comply with directives given by school personnel.
- ☐ Leave school grounds or school-sponsored events without permission.
- ☐ Disobey rules for conduct in district vehicles.
- ☐ Refuse to accept discipline or consequence assigned by a teacher or principal.

## Mistreatment of Others

Students shall not:

- ☐ Use profanity or vulgar language or make obscene gestures.
- ☐ Fight or scuffle. (For assault, see **DAEP—Placement and/or Expulsion for Certain Offenses** on page 27.)
- ☐ Threaten a district student, employee, or volunteer, including off school property if the conduct causes a substantial disruption to the educational environment.
- ☐ Engage in bullying, cyberbullying, harassment, or making hit lists. (See **glossary** for all four terms.)
- ☐ Release or threaten to release intimate visual material of a minor or a student who is 18 years of age or older without the student's consent.
- ☐ Engage in sexual or gender-based harassment or sexual abuse, whether by word, gesture, or any other conduct directed toward another person, including a district student, employee, board member, or volunteer.
- ☐ Engage in conduct that constitutes dating violence. (See **glossary**.)
- ☐ Engage in inappropriate or indecent exposure of private body parts.
- ☐ Participate in hazing. (See **glossary**.)
- ☐ Coerce an individual to act through the use or threat of force.
- ☐ Commit extortion or blackmail.
- ☐ Engage in inappropriate verbal, physical, or sexual conduct directed toward another person, including a district student, employee, or volunteer.
- ☐ Record the voice or image of another without the prior consent of the individual being recorded or in any way that disrupts the educational environment or invades the privacy of others.

## Property Offenses

Students shall not:

- ☐ Damage or vandalize property owned by others. (For felony criminal mischief, see **DAEP—Placement and/or Expulsion for Certain Offenses** on page 27.)
- ☐ Deface or damage school property, including textbooks, technology and electronic resources, lockers, furniture, and other equipment, with graffiti or by other means.
- ☐ Steal from students, staff, or the school.

- ☐ Commit or assist in a robbery or theft, even if it does not constitute a felony according to the Penal Code. (For felony robbery, aggravated robbery, and theft, see **DAEP— Placement and/or Expulsion for Certain Offenses** on page 27.)
- ☐ Enter, without authorization, district facilities that are not open for operations.

### **Possession of Prohibited Items**

Students shall not possess or use:

- ☐ Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
- ☐ A razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
- ☐ A “look-alike” weapon that is intended to be used as a weapon or could reasonably be perceived as a weapon;
- ☐ An air gun or BB gun;
- ☐ Ammunition;
- ☐ A hand instrument designed to cut or stab another by being thrown;
- ☐ A firearm silencer or suppressor;
- ☐ \*A location-restricted knife;
- ☐ \*A club;
- ☐ \*A firearm;
- ☐ A stun gun;
- ☐ Knuckles;
- ☐ A pocket knife or any other small knife;
- ☐ Mace or pepper spray;
- ☐ Pornographic material;
- ☐ Tobacco products, cigarettes, e-cigarettes, and any component, part, or accessory for an e-cigarette device;
- ☐ Matches or a lighter;
- ☐ A laser pointer, unless it is for an approved use; or
- ☐ Any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists.

\*For weapons and firearms, see **DAEP—Placement and/or Expulsion for Certain Offenses** on page 27. In many circumstances, possession of these items is punishable by mandatory expulsion under federal or state law.

### **Possession of Telecommunications or Other Electronic Devices**

Students shall not:

- ☐ Use a telecommunications device, including a cell phone, or other electronic device in violation of district and campus rules.

### **Illegal, Prescription, and Over-the-Counter Drugs**

Students shall not:

- ☐ Possess, use, give, or sell alcohol or an illegal drug. (See also **DAEP Placement** on page 19 and **Expulsion** on page 30 for mandatory and permissive consequences under state law.)
- ☐ Possess or sell seeds or pieces of marijuana in less than a usable amount.
- ☐ Possess, use, give, or sell paraphernalia related to any prohibited substance. (See **glossary** for “paraphernalia.”)
- ☐ Possess, use, abuse, or sell look-alike drugs or attempt to pass items off as drugs or contraband.
- ☐ Abuse the student’s own prescription drug, give a prescription drug to another student, or possess or be under the influence of another person’s prescription drug on school property or at a school-related event. (See **glossary** for “abuse.”)
- ☐ Abuse over-the-counter drugs. (See **glossary** for “abuse.”)
- ☐ Be under the influence of prescription or over-the-counter drugs that cause impairment to the body or mind. (See **glossary** for “under the influence.”)
- ☐ Have or take prescription drugs or over-the-counter drugs at school other than as provided by district policy.

### **Misuse of Technology Resources and the Internet**

Students shall not:

- ☐ Violate policies, rules, or agreements signed by the student or the student’s parent regarding the use of technology resources.
- ☐ Attempt to access or circumvent passwords or other security-related information of the district, students, or employees or upload or create computer viruses, including off school property if the conduct causes a substantial disruption to the educational environment.

- Attempt to alter, destroy, or disable district technology resources including, but not limited to, computers and related equipment, district data, the data of others, or other networks connected to the district's system, including off school property if the conduct causes a substantial disruption to the educational environment.
- Use the internet or other electronic communications to threaten or harass district students, employees, board members, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.
- Send, post, deliver, or possess electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyberbullying and "sexting," either on or off school property, if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.
- Use the internet or other electronic communication to engage in or encourage illegal behavior or threaten school safety, including off school property if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.

### **Safety Transgressions**

Students shall not:

- Possess published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.
- Engage in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, school volunteer, visitor, or school property.
- Make false accusations or perpetrate hoaxes regarding school safety.
- Engage in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.
- Throw objects that can cause bodily injury or property damage.
- Discharge a fire extinguisher without valid cause.

### **Miscellaneous Offenses**

Students shall not:

- Violate dress and grooming standards as communicated in the Student Handbook.
- Engage in academic dishonesty, which includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination.

- ☐ Gamble.
- ☐ Falsify records, passes, or other school-related documents.
- ☐ Engage in actions or demonstrations that substantially disrupt or materially interfere with school activities.
- ☐ Repeatedly violate other communicated campus or classroom standards of conduct.

The district may impose campus or classroom rules in addition to those found in the Code of Conduct. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Code of Conduct.

## **Discipline Management Techniques**

Discipline shall be designed to improve conduct and encourage students to be responsible members of the school community. Disciplinary action shall draw on the professional judgment of teachers and administrators and on a range of discipline management techniques, including restorative practices. Discipline shall be based on the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements.

### **Students with Disabilities**

The discipline of students with disabilities is subject to applicable state and federal law in addition to the Code of Conduct. In the event of any conflict, the district shall comply with federal law. For more information regarding discipline of students with disabilities, see policy FOF(LEGAL).

In accordance with the Education Code, a student who receives special education services may not be disciplined for conduct meeting the definition of bullying, cyberbullying, harassment, or making hit lists (see **glossary**) until an Admission, Review, and Dismissal (ARD) committee meeting has been held to review the conduct.

In deciding whether to order suspension, DAEP placement, or expulsion, regardless of whether the action is mandatory or discretionary, the district shall take into consideration a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

### **Techniques**

The following discipline management techniques may be used alone, in combination, or as part of progressive interventions for behavior prohibited by the Student Code of Conduct or by campus or classroom rules:

- ☐ Verbal correction, oral or written.
- ☐ Cooling-off time or a brief "time-out" period, in accordance with law.
- ☐ Seating changes within the classroom or vehicles owned or operated by the district.
- ☐ Temporary confiscation of items that disrupt the educational process.

- Rewards or demerits.
- Behavioral contracts.
- Counseling by teachers, school counselors, or administrative personnel.
- Parent-teacher conferences.
- Behavior coaching.
- Anger management classes.
- Mediation (victim-offender).
- Classroom circles.
- Family group conferencing.
- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.
- Detention, including outside regular school hours.
- Sending the student to the office, another assigned area, or to in-school suspension.
- Assignment of school duties, such as cleaning or picking up litter.
- Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Penalties identified in student organizations' extracurricular standards of behavior.
- Restriction or revocation of district transportation privileges.
- School-assessed and school-administered probation.
- Out-of-school suspension, as specified in **Out-of-School Suspension** on page 17.
- Placement in a DAEP, as specified in **DAEP** on page 19.
- Expulsion and/or placement in an alternative educational setting, as specified in **Placement and/or Expulsion for Certain Offenses** on page 27.
- Expulsion, as specified in **Expulsion** on page 30.
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district.
- Administrative transfer to another RISD campus.
- Other strategies and consequences as determined by school officials.

## Prohibited Aversive Techniques

Aversive techniques are prohibited for use with students and are defined as techniques or interventions intended to reduce the reoccurrence of a behavior by intentionally inflicting significant physical or emotional discomfort or pain. Aversive techniques include:

- Using techniques designed or likely to cause physical pain, other than corporal punishment as permitted by district policy. [See policy FO(LOCAL).]
- Using techniques designed or likely to cause physical pain by electric shock or any procedure involving pressure points or joint locks.
- Directed release of noxious, toxic, or unpleasant spray, mist, or substance near a student's face.
- Denying adequate sleep, air, food, water, shelter, bedding, physical comfort, supervision, or access to a restroom facility.
- Ridiculing or demeaning a student in a manner that adversely affects or endangers the learning or mental health of the student or constitutes verbal abuse.
- Employing a device, material, or object that immobilizes all four of a student's extremities, including prone or supine floor restraint.
- Impairing the student's breathing, including applying pressure to the student's torso or neck or placing something in, on, or over the student's mouth or nose or covering the student's face.
- Restricting the student's circulation.
- Securing the student to a stationary object while the student is standing or sitting.
- Inhibiting, reducing, or hindering the student's ability to communicate.
- Using chemical restraints.
- Using time-out in a manner that prevents the student from being able to be involved in and progress appropriately in the required curriculum or any applicable individualized education program (IEP) goals, including isolating the student using physical barriers.
- Depriving the student of one or more of the student's senses, unless the technique does not cause the student discomfort or complies with the student's IEP or behavior intervention plan (BIP).

## Notification

The campus behavior coordinator shall promptly notify a student's parent by phone or in person of any violation that may result in in-school or out-of-school suspension, placement in a DAEP, placement in a JJAEP, or expulsion. The campus behavior coordinator shall also notify a

student's parent if the student is taken into custody by a law enforcement officer under the disciplinary provisions of the Education Code.

A good-faith effort shall be made to provide written notice of the disciplinary action to the student, on the day the action was taken, for delivery to the student's parent. If the parent has not been reached by telephone or in person by 5:00 p.m. of the first business day after the day the disciplinary action was taken, the campus behavior coordinator shall send written notification. If the campus behavior coordinator is not able to provide notice to the parent, the principal or designee shall provide the notice.

Before the principal or appropriate administrator assigns a student under age 18 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.

## **Appeals**

Questions from parents regarding disciplinary measures should be addressed to the teacher, campus administration, or campus behavior coordinator, as appropriate. Appeals or complaints regarding the use of specific discipline management techniques should be addressed in accordance with policy FNG(LOCAL). A copy of the policy may be obtained from the principal's office, the campus behavior coordinator's office, the central administration office, or by using the following link:

<https://pol.tasb.org/PolicyOnline/PolicyDetails?key=370&code=FNG#localTabContent>.

The district shall not delay a disciplinary consequence while a student or parent pursues a grievance. In the instance of a student who is accused of conduct that meets the definition of sexual harassment as defined by Title IX, the district will comply with applicable federal law, including the Title IX formal complaint process. See policies FFH(LEGAL) and (LOCAL).

## **Removal from the School Bus**

A bus driver may refer a student to the principal's office or the campus behavior coordinator's office to maintain effective discipline on the bus. The principal or campus behavior coordinator must employ additional discipline management techniques, as appropriate, which can include restricting or revoking a student's bus riding privileges.

To transport students safely, the vehicle operator must focus on driving and not be distracted by student misbehavior. Therefore, when appropriate disciplinary management techniques fail to improve student behavior or when specific misconduct warrants immediate removal, the principal or the campus behavior coordinator may restrict or revoke a student's transportation privileges, in accordance with law.

## **Removal from the Regular Educational Setting**

In addition to other discipline management techniques, misconduct may result in removal from the regular educational setting in the form of a routine referral or a formal removal.

### **Routine Referral**

A routine referral occurs when a teacher sends a student to the campus behavior coordinator's office as a discipline management technique. The campus behavior coordinator shall employ alternative discipline management techniques, including progressive interventions. A teacher or administrator may remove a student from class for behavior that violates this Code of Conduct to maintain effective discipline in the classroom.

## Formal Removal

A teacher may initiate a formal removal from class if:

1. A student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach the class or with other students' ability to learn; or
2. The behavior is so unruly, disruptive, or abusive that the teacher cannot teach, and the students in the classroom cannot learn.

Within three school days of the formal removal, the campus behavior coordinator or appropriate administrator shall schedule a conference with the student's parent, the student, the teacher who removed the student from class, and any other appropriate administrator.

At the conference, the campus behavior coordinator or appropriate administrator shall inform the student of the alleged misconduct and the proposed consequences. The student shall have an opportunity to respond to the allegations.

When a student is removed from the regular classroom by a teacher and a conference is pending, the campus behavior coordinator or other administrator may place the student in:

- Another appropriate classroom.
- In-school suspension.
- Out-of-school suspension.
- DAEP.

A teacher or administrator must remove a student from class if the student engages in behavior that under the Education Code requires or permits the student to be placed in a DAEP or expelled. When removing for those reasons, the procedures in the subsequent sections on DAEP or expulsion shall be followed.

## Returning a Student to the Classroom

A student who has been formally removed from class by a teacher for conduct against the teacher containing the elements of assault, aggravated assault, sexual assault, or aggravated sexual assault may not be returned to the teacher's class without the teacher's consent.

A student who has been formally removed by a teacher for any other conduct may be returned to the teacher's class without the teacher's consent if the placement review committee determines that the teacher's class is the best or only alternative available.

## Out-of-School Suspension

### Misconduct

Students may be suspended for behavior listed in the Code of Conduct as a general conduct violation, DAEP offense, or expellable offense.

The district shall not use out-of-school suspension for students in grade 2 or below unless the conduct meets the requirements established in law.

A student below grade 3 or a student who is homeless shall not be placed in out-of-school suspension unless, while on school property or while attending a school-sponsored or school-related activity on or off school property, the student engages in:

- Conduct that contains the elements of a weapons offense, as provided in Penal Code sections 46.02 or 46.05;
- Conduct that contains the elements of assault, sexual assault, aggravated assault, or aggravated sexual assault, as provided by the Penal Code; or
- Selling, giving, or delivering to another person or possessing, using, or being under the influence of any amount of marijuana, an alcoholic beverage, or a controlled substance or dangerous drug as defined by federal or state law.

The district shall use a positive behavior program as a disciplinary alternative for students below grade 3 who commit general conduct violations instead of suspension or placement in a DAEP. The program shall meet the requirements of law.

### **Process**

State law allows a student to be suspended for no more than three school days per behavior violation, with no limit on the number of times a student may be suspended in a semester or school year.

Before being suspended a student shall have an informal conference with the campus behavior coordinator or appropriate administrator, who shall inform the student of the alleged misconduct and give the student an opportunity to respond to the allegation before the administrator makes a decision.

The campus behavior coordinator shall determine the number of days of a student's suspension, not to exceed three school days.

In deciding whether to order out-of-school suspension, the campus behavior coordinator shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

The appropriate administrator shall determine any restrictions on participation in school-sponsored or school-related extracurricular and cocurricular activities.

### **Coursework During Suspension**

The district shall ensure a student receives access to coursework for foundation curriculum courses while the student is placed in in-school or out-of-school suspension, including at least one method of receiving this coursework that doesn't require the use of the internet.

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity before the beginning of the next school year to complete each course the student was enrolled in at the time of removal. The district may provide the opportunity by any method available, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district.

## **Disciplinary Alternative Education Program (DAEP) Placement**

The DAEP shall be provided in a setting other than the student's regular classroom. An elementary school student may not be placed in a DAEP with a student who is not an elementary school student.

For purposes of DAEP, elementary classification shall be kindergarten–grade 5 and secondary classification shall be grades 6–12.

A student who is expelled for an offense that otherwise would have resulted in a DAEP placement does not have to be placed in a DAEP in addition to the expulsion.

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the campus behavior coordinator shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

## **Discretionary Placement: Misconduct That May Result in DAEP Placement**

1. Communicating reckless speech, including threats to District students, employees, or volunteers, regardless of whether the student intends to carry out the plan, scheme, or threat.
2. Using/Possessing a knife that is not a location-restricted knife as defined by Penal Code § 46.01(6) at school or while attending or participating in a school-related or school-sponsored activity or while in any District- provided transportation.
3. Intentionally, knowingly, or recklessly possessing a club or knuckles on school grounds.
4. Engaging in conduct defined as a felony offense other than aggravated robbery or those defined in Title 5, Texas Penal Code; off school property and while the student is not in attendance at a school-sponsored or school- related activity, if superintendent/designee has a reasonable belief that the student's presence in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.
5. Involvement in a public school fraternity, sorority, secret society or gang, including participating as a member, or soliciting another person to become a pledge or member of a public school fraternity, sorority, secret society, or gang.
6. Documented involvement in criminal street gang activity and/or exhibiting gang-like behaviors, verbally or physically.
7. Bullying, harassment (including sexual or gender-based harassment), hazing, intimidation, or making a hit list.

8. Engaging in non-expellable conduct that constitutes dating violence (or stalking), including the intentional use of physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate or control another person with whom the student has or has had a dating relationship.
9. Inappropriately exposing private body parts that does not constitute public lewdness or indecent exposure.
10. Engaging in offensive or unwelcome verbal or physical conduct of a sexual nature which may include requests for sexual favors, or other intimidating or unwelcome sexual conduct directed toward another student.
11. Sexting or sending via computer or telecommunication device nude or sexually graphic or suggestive images of one's self or another student if the conduct is not punishable as a felony.
12. Using any device that permits recording the voice or image of another in any way that either disrupts the educational environment, invades the privacy of others, or is made without the prior consent of the individual(s) being recorded.
13. Possessing, distributing, or downloading any pornographic material at school or during a school-sponsored activity or event whether on a school or personal device.
14. Selling, delivering to another person, possessing or using drug paraphernalia.
15. Selling, delivering, using, possessing, or knowingly ingesting prescription or non-prescription medication (exception: medication possessed and taken in accordance with the Health Services section of the *Student and Parent Guidebook and Student Code of Conduct* and as directed by a doctor's prescription or label directions).
16. Possessing an unauthorized prescription medication.
17. Possess, using, giving away, or selling items or substances suitable or not suitable for human consumption that are used or held out to simulate the effects or use of illegal drug use.
18. Vandalizing, damaging, setting fire to, or stealing property owned by the District, other students, or District employees, volunteers, or visitors while attending a school-sponsored or school-related activity on or off school property.
19. Engaging in serious misbehavior that affects the orderly environment of the school, not excluding conduct listed in Category I.
20. Exhibiting persistent misbehavior (see "Glossary") including repeated, documented violations of standards of student conduct listed in the *Student Code of Conduct*. Provided, however, a student who previously has attended the District's DAEP-Christa McAuliffe Learning Center (CMLC) within a particular school year for continued persistent or serious misbehavior, must repeat the District's stated disciplinary process before being returned to CMLC.
21. Using the District's technology resources, including the Internet or intranet, or any technology equipment, to obtain a benefit from; defraud or harm another; or alter, damage or delete property or information from the system without permission, or to download or transmit prohibited content, including without limitation pornographic or sexually graphic material.
22. Violating the District's Responsible Use Guidelines or Electronic Communication and Data Management Policy.
23. Engaging in unwelcome verbal or physical harassment on the basis of a person's sex, age, race, color, religion, disability, or national origin.
24. Engaging in criminal mischief not punishable as a felony.
25. Using/Possessing a "look-alike" weapon, stun gun or other incapacitating device, or using any object to threaten or cause bodily harm or that causes a substantial disruption to the learning environment.

26. Using/Possessing an air rifle, air pistol or pellet gun of any description that is capable of discharging any object by means of compressed air, gas, springs, or other means that causes a substantial disruption to the learning environment.
27. Possessing a “look-alike” explosive that causes a substantial disruption to the learning environment.
28. Committing assault that does not involve bodily injury including an assault with threat of imminent bodily injury and/or assault by offensive or provocative physical contact (See “Glossary”).
29. Using, selling, possessing, or delivering any amount of alcohol or any other illegal substance on school premises or while attending or participating in a school-sponsored or school-related activity at any location that does not rise to the level of a mandatory removal.
30. Engaging in bullying that encourages a student to commit or attempt to commit suicide.
31. Inciting violence against a student through group bullying.
32. Releasing or threatening to release intimate visual material of a minor or a student who is 18 years of age or older without the adult student’s consent.
33. Engaging in organized gang activity.
34. Violation of a signed stay-away agreement.

If during the term of placement in a DAEP the student engages in additional conduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the appropriate administrator may enter an additional disciplinary order as a result of those proceedings.

An administrator may, but is not required, to place a student in a DAEP for off-campus conduct for which DAEP placement is required by state law if the administrator does not have knowledge of the conduct before the first anniversary of the date on which the conduct occurred.

### **Mandatory Placement: Misconduct That Requires DAEP Placement**

A student **must** be placed in a DAEP if the student:

- ☐ Engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (See **glossary**.)
- ☐ Commits the following offenses on school property, within 300 feet of school property as measured from any point on the school’s real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
  - ☐ Engages in conduct punishable as a felony.
  - ☐ Commits an assault (see **glossary**) under Penal Code 22.01(a)(1).
  - ☐ Sells, gives, or delivers to another person or possesses, uses, or is under the influence of a controlled substance, or dangerous drug in an amount not constituting a felony offense. (School-related felony drug offenses are addressed in **Expulsion** on page 30.) (See **glossary** for “under the influence” “controlled substance,” and “dangerous drug.”)
  - ☐ Possesses, uses, or is under the influence of, or sells, gives, or deliver to another person marijuana or THC. A student with a valid prescription for low-THC

cannabis as authorized by Chapter 487 of the Health and Safety Code does not violate this provision.

- Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol.
  - Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals.
  - Possesses, uses, sells, gives or delivers to another person an e-cigarette.
  - Behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure. (See **glossary**.)
  - Engages in conduct that contains the elements of an offense of harassment against an employee under Penal Code 42.07(a)(1), (2), (3), or (7).
- Engages in expellable conduct and is between six and nine years of age.
  - Commits a federal firearms violation and is younger than six years of age.
  - Engages in conduct that contains the elements of the offense of retaliation against any school employee or volunteer on or off school property. (Committing retaliation in combination with another expellable offense is addressed in **Expulsion** on page 30.)
  - Engages in conduct punishable as aggravated robbery or a felony listed under Title 5 (see **glossary**) of the Penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:
    1. The student receives deferred prosecution (see **glossary**),
    2. A court or jury finds that the student has engaged in delinquent conduct (see **glossary**), or
    3. The superintendent or designee has a reasonable belief (see **glossary**) that the student engaged in the conduct.

### **Sexual Assault and Campus Assignments**

A student shall be transferred to another campus if:

- The student has been convicted of continuous sexual abuse of a young child or disabled individual or convicted of or placed on deferred adjudication for sexual assault or aggravated sexual assault against another student on the same campus; and
- The victim's parent or another person with the authority to act on behalf of the victim requests that the board transfer the offending student to another campus.

If there is no other campus in the district serving the grade level of the offending student, the offending student shall be transferred to a DAEP.

### **Process**

Removals to a DAEP shall be made by the campus behavior coordinator.

## Conference

When a student is removed from class for a DAEP offense, the campus behavior coordinator or appropriate administrator shall schedule a conference within three school days with the student's parent, the student, and, in the case of a teacher removal, the teacher.

At the conference, the campus behavior coordinator or appropriate administrator shall provide the student:

- Information, orally or in writing, of the reasons for the removal;
- An explanation of the basis for the removal; and
- An opportunity to respond to the reasons for the removal.

Following valid attempts to require attendance, the district may hold the conference and make a placement decision regardless of whether the student or the student's parents attend the conference.

## Consideration of Mitigating Factors

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the campus behavior coordinator shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

## Placement Paperwork

After the conference, if the student is placed in DAEP, the campus behavior coordinator shall provide the parent/guardian with a copy of the hearing placement paperwork within 24 hours of the hearing and provide information for the parent or person standing in parental relation to the student regarding the process for requesting a full individual and initial evaluation of the student for purposes of special education services shall be sent to the student and the student's parent.

## DAEP at Capacity

If a DAEP is at capacity at the time the campus behavior coordinator is deciding placement for conduct related to marijuana, THC, an e-cigarette, alcohol, or an abusable volatile chemical, the student shall be placed in ISS then transferred to a DAEP for the remainder of the period if space becomes available before the expiration of the period of the placement.

If a DAEP is at capacity at the time the campus behavior coordinator is deciding placement for a student who engaged in violent conduct, a student placed in a DAEP for conduct related to marijuana, THC, and e-cigarette, alcohol, or an abusable volatile chemical may be placed in ISS to make a position in the DAEP available for the student who engaged in violent conduct. If a position becomes available in a DAEP before the expiration of the period of the placement for the student removed, the student shall be returned to a DAEP for the remainder of the period.

### **Coursework Notice**

The parent or guardian of a student placed in DAEP shall be given written notice of the student's opportunity to complete, at no cost to the student, a foundation curriculum course in which the student was enrolled at the time of removal and which is required for graduation. The notice shall include information regarding all methods available for completing the coursework.

### **Length of Placement**

The campus behavior coordinator shall determine the duration of a student's placement in a DAEP.

The duration of a student's placement shall be determined case by case based on the seriousness of the offense, the student's age and grade level, the frequency of misconduct, the student's attitude, and statutory requirements, including but not limited to mitigating factors.

The maximum period of DAEP placement shall be one calendar year, except as provided below.

Unless otherwise specified in the placement order, days absent from a DAEP shall not count toward fulfilling the total number of days required in a student's DAEP placement order.

### **Exceeds One Year**

Placement in a DAEP may exceed one year when a review by the district determines that the student is a threat to the safety of other students or to district employees.

The statutory limitations on the length of a DAEP placement do not apply to a placement resulting from the board's decision to place a student who engaged in the sexual assault of another student so that the students are not assigned to the same campus.

### **Exceeds School Year**

Students who are in a DAEP placement at the end of one school year may be required to continue that placement at the start of the next school year to complete the assigned term of placement.

For placement in a DAEP to extend beyond the end of the school year, the campus behavior coordinator or the board's designee must determine that:

1. The student's presence in the regular classroom or campus presents a danger of physical harm to the student or others, or
2. The student has engaged in serious or persistent misbehavior (see **glossary**) that violates the district's Code of Conduct.

## **Appeals**

### **DAEP/Christa McAuliffe Learning Center (CMLC)**

Note: These appeal procedures do not apply to a DAEP assignment that arises out of the District's investigation and determination of responsibility related to a formal complaint of sexual harassment under Title IX as described in policy FFH. Any appeal of a disciplinary removal under the Title IX procedures will be governed by the FFH policy and guidelines.

This is an appeal hearing, and not a criminal court proceeding. In this appeal hearing, the District will rely on the preponderance of evidence (meaning that it is more likely than not that the alleged conduct occurred) and not evidence beyond a reasonable doubt (meaning there is

no other reasonable explanation that can come from the evidence presented for the alleged conduct).

An adult student or the parent of a student who is assigned to the DAEP/CMLC may request a review of the campus behavior coordinator/designee's decision as follows:

### **Level 1: Administrative Committee**

Requests for appeal of the campus behavior coordinator/designee's decision to place a student in DAEP/CMLC must be made in writing, hand-delivered and received by no later than the close of business of the third (3rd) school day of the campus behavior coordinator/designee's decision. Delivery must be made to Student Services at 1500 International Parkway, Richardson, Texas 75081. Untimely appeals will not be considered unless the District has agreed in writing in advance to extend the appeal deadline. The assignment to CMLC **will not** be deferred pending the outcome of any appeal.

Within five (5) school days after receiving the request for a review, RISD Student Services will convene a conference with a panel of three (3) administrators with no prior involvement in the case. At the informal conference, a school representative will present information regarding the placement. The student, parent, and/or adult representative may offer relevant information in the student's defense. Student Services will attempt to schedule the administrative committee conference at a time convenient for the parent but the conference will not be delayed beyond the five (5) school day period except in extraordinary circumstances. The committee may conduct the conference without the parent's presence if the parent has been given appropriate notice of the conference. The Administrative Committee may uphold the campus behavior coordinator's decision, or overturn the decision and reinstate the student to regular classes. The Administrative Committee's decision will be communicated to the parent or adult student the next school day after the committee reaches its decision.

A parent or adult student who does not agree with the decision of the Administrative Committee may appeal to the Executive Committee as provided below.

### **Level 2: Executive Committee**

An adult student or parent may request a review of the Administrative Committee's decision. The Executive Committee will consist of three administrators with no prior involvement in the incident. Requests for an appeal of the Administrative Committee's decision must be made in writing, hand-delivered and received by no later than the close of business of the third (3rd) school day of the campus behavior coordinator/designee's decision. Delivery must be made to Student Services at 1500 International Parkway, Richardson, Texas 75081. Untimely appeals will not be considered unless the District has agreed in writing in advance to extend the appeal deadline. The assignment to CMLC **will not** be deferred pending the outcome of any appeal.

Within five (5) school days, an informal conference will be held with the Executive Committee, student, parent, and a school representative to discuss the placement. Student Services will attempt to schedule the committee conference at a time convenient for the parent but the conference will not be delayed beyond the five (5) school day period except in extraordinary circumstances. The committee may conduct the conference without the parent's presence if the parent has been given appropriate notice of the conference. The Executive Committee may uphold the campus behavior coordinator's decision, or overturn the decision and reinstate the student to regular classes. The Executive Committee's decision will be communicated to the parent or adult student the next school day after the committee reaches its decision.

The decision of the Executive Committee is final and concludes the appeal process for placement at a DAEP.

## **Restrictions During Placement**

The district does not permit a student who is placed in a DAEP to participate in any school-sponsored or school-related extracurricular or co-curricular activity, including seeking or holding honorary positions and/or membership in school-sponsored clubs and organizations.

A student placed in a DAEP shall not be provided transportation unless he or she is a student with a disability who is entitled to transportation in accordance with the student's individualized education program (IEP) or Section 504 plan. The district will also provide transportation to all elementary school students.

For seniors who are eligible to graduate and are assigned to a DAEP at the time of graduation, the last day of placement in the program shall be the last instructional day, and the student shall be allowed to participate in the graduation ceremony and related graduation activities unless otherwise specified in the DAEP placement order.

## **Placement Review**

A student placed in a DAEP shall be provided a review of his or her status, including academic status, by the campus behavior coordinator or the board's designee at intervals not to exceed 120 days. In the case of a high school student, the student's progress toward graduation and the student's graduation plan shall also be reviewed. At the review, the student or the student's parent shall be given the opportunity to present arguments for the student's return to the regular classroom or campus. The student may not be returned to the classroom of a teacher who removed the student without that teacher's consent.

## **Additional Misconduct**

If during the term of placement in a DAEP the student engages in additional misconduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the campus behavior coordinator may enter an additional disciplinary order as a result of those proceedings.

## **Notice of Criminal Proceedings**

When a student is placed in a DAEP for certain offenses, the office of the prosecuting attorney shall notify the district if:

1. Prosecution of a student's case was refused for lack of prosecutorial merit or insufficient evidence, and no formal proceedings, deferred adjudication (see **glossary**), or deferred prosecution will be initiated; or
2. The court or jury found a student not guilty or made a finding that the student did not engage in delinquent conduct or conduct indicating a need for supervision, and the case was dismissed with prejudice.

If a student was placed in a DAEP for such conduct, on receiving the notice from the prosecutor, the superintendent or designee shall review the student's placement and schedule a review with the student's parent not later than the third day after the superintendent or designee receives notice from the prosecutor. The student may not be returned to the regular classroom pending the review.

After reviewing the notice and receiving information from the student's parent, the superintendent or designee may continue the student's placement if there is reason to believe

that the presence of the student in the regular classroom threatens the safety of other students or teachers.

The student or the student's parent may appeal using the RISD DAEP appeal process. The student may not be returned to the regular classroom pending the appeal.

### **Withdrawal During Process**

When a student violates the district's Code of Conduct in a way that requires or permits the student to be placed in a DAEP and the student withdraws from the district before a placement paperwork is completed, the campus behavior coordinator may complete the proceedings and issue a placement order. If the student then re-enrolls in the district during the same or a subsequent school year, the district may enforce the paperwork at that time, less any period of the placement that has been served by the student during enrollment in another district. If the campus behavior coordinator or the board fails to issue a placement paperwork after the student withdraws, the next district in which the student enrolls may complete the proceedings and issue a placement order.

### **Newly Enrolled Students**

The district shall decide on a case-by-case basis whether to continue the placement of a student who enrolls in the district and was assigned to a DAEP in an open-enrollment charter school or another district including a district in another state. The district may place the student in the district's DAEP or a regular classroom setting.

When a student enrolls in the district with a DAEP placement from a district in another state, the district has the right to place the student in DAEP to the same extent as any other newly enrolled student if the behavior committed is a reason for DAEP placement in the receiving district.

State law requires the district to reduce a placement imposed by a district in another state that exceeds one year so that the total placement does not exceed one year. After a review, however, the placement may be extended beyond a year if the district determines that the student is a threat to the safety of other students or employees or the extended placement is in the best interest of the student.

### **Emergency Placement Procedure**

When an emergency placement is necessary because the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with classroom or school operations, the student shall be given oral notice of the reason for the action. Not later than the tenth day after the date of the placement, the student shall be given the appropriate conference required for assignment to a DAEP.

### **Transition Services**

In accordance with law and district procedures, campus staff shall provide transition services to a student returning to the regular classroom from an alternative education program, including a DAEP. See policy FOCA(LEGAL) for more information.

### **Placement and/or Expulsion for Certain Offenses**

This section includes two categories of offenses for which the Education Code provides unique procedures and specific consequences.

## Registered Sex Offenders

Upon receiving notification in accordance with state law that a student is currently required to register as a sex offender, the district must remove the student from the regular classroom and determine appropriate placement unless the court orders JJAEP placement.

If the student is under any form of court supervision, including probation, community supervision, or parole, the student shall be placed in either DAEP or JJAEP for at least one semester.

If the student is not under any form of court supervision, the student may be placed in DAEP or JJAEP for one semester or placed in a regular classroom. The student may not be placed in the regular classroom if the board or its designee determines that the student's presence:

1. Threatens the safety of other students or teachers,
2. Will be detrimental to the educational process, or
3. Is not in the best interests of the district's students.

## Review Committee

At the end of the first semester of a student's placement in an alternative educational setting and before the beginning of each school year for which the student remains in an alternative placement, the district shall convene a committee, in accordance with state law, to review the student's placement. The committee shall recommend whether the student should return to the regular classroom or remain in the placement. Absent a special finding, the board or its designee must follow the committee's recommendation.

The placement review of a student with a disability who receives special education services must be made by the ARD committee.

## Newly Enrolled Students

If a student enrolls in the district during a mandatory placement as a registered sex offender, the district may count any time already spent by the student in a placement or may require an additional semester in an alternative placement without conducting a review of the placement.

## Appeal

Section 37.306 provides that a board committee "shall convene" to review the placement:

Sec. 37.306. REVIEW OF PLACEMENT IN ALTERNATIVE EDUCATION PROGRAM. (a) At the end of the first semester of a student's placement in an alternative education program under Section 37.304 or 37.305, the school district board of trustees shall convene a committee to review the student's placement in the alternative education program. The committee must be composed of:

- (1) a classroom teacher from the campus to which the student would be assigned were the student not placed in an alternative education program;
- (2) the student's parole or probation officer or, in the case of a student who does not have a parole or probation officer, a representative of the local juvenile probation department;
- (3) an instructor from the alternative education program to which the student is assigned;
- (4) a school district designee selected by the board of trustees; and
- (5) a school counselor employed by the school district.

(b) The committee by majority vote shall determine and recommend to the school district board of trustees whether the student should be returned to the regular classroom or remain in the alternative education program.

(c) If the committee recommends that the student be returned to the regular classroom, the board of trustees shall return the student to the regular classroom unless the board determines that the student's presence in the regular classroom:

- (1) threatens the safety of other students or teachers;
- (2) will be detrimental to the educational process; or
- (3) is not in the best interests of the district's students.

(d) If the committee recommends that the student remain in the alternative education program, the board of trustees shall continue the student's placement in the alternative education program unless the board determines that the student's presence in the regular classroom:

- (1) does not threaten the safety of other students or teachers;
- (2) will not be detrimental to the educational process; and
- (3) is not contrary to the best interests of the district's students.

(e) If, after receiving a recommendation under Subsection (b), the school district board of trustees determines that the student should remain in an alternative education program, the board shall before the beginning of each school year convene the committee described by Subsection (a) to review, in the manner provided by Subsections (b), (c), and (d), the student's placement in an alternative education program.

### **Certain Felonies**

Regardless of whether DAEP placement or expulsion is required or permitted by one of the reasons in the DAEP Placement or Expulsion sections, in accordance with Education Code 37.0081, a student may be expelled and placed in either DAEP or JJAEP if the board or campus behavior coordinator makes certain findings and the following circumstances exist in relation to aggravated robbery or a felony offense under Title 5 (see **glossary**) of the Penal Code. The student must:

- Received deferred prosecution for conduct defined as aggravated robbery or a Title 5 felony offense;
- Been found by a court or jury to have engaged in delinquent conduct for conduct defined as aggravated robbery or a Title 5 felony offense;
- Been charged with engaging in conduct defined as aggravated robbery or a Title 5 felony offense;
- Been referred to a juvenile court for allegedly engaging in delinquent conduct for conduct defined as aggravated robbery or a Title 5 felony offense; or
- Received probation or deferred adjudication or have been arrested for, charged with, or convicted of aggravated robbery or a Title 5 felony offense.

The district may expel the student and order placement under these circumstances regardless of:

1. The date on which the student's conduct occurred,
2. The location at which the conduct occurred,
3. Whether the conduct occurred while the student was enrolled in the district, or
4. Whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.

### **Hearing and Required Findings**

The student must first have a hearing before the Board or its designee, who must determine that in addition to the circumstances above that allow for the expulsion, the student's presence in the regular classroom:

1. Threatens the safety of other students or teachers,
2. Will be detrimental to the educational process, or
3. Is not in the best interest of the district's students.

Any decision of the board or the board's designee under this section is final and may not be appealed.

### **Length of Placement**

The student is subject to the placement until:

1. The student graduates from high school,
2. The charges are dismissed or reduced to a misdemeanor offense, or
3. The student completes the term of the placement or is assigned to another program.

### **Placement Review**

A student placed in a DAEP or JJAEP under this section is entitled to a review of his or her status, including academic status, by the campus behavior coordinator or board's designee at intervals not to exceed 120 days. In the case of a high school student, the student's progress toward graduation and the student's graduation plan shall also be reviewed. At the review, the student or the student's parent shall have the opportunity to present arguments for the student's return to the regular classroom or campus.

### **Newly Enrolled Students**

A student who enrolls in the district before completing a placement under this section from another school district must complete the term of the placement.

### **Expulsion**

In deciding whether to order expulsion, regardless of whether the action is mandatory or discretionary, the campus behavior coordinator shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,

5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

### **Discretionary Expulsion: Misconduct That May Result in Expulsion**

Some of the following types of misconduct may result in mandatory placement in a DAEP, whether or not a student is expelled. (See **DAEP Placement** on page 19.)

#### **Any Location**

A student **may** be expelled for:

- Engaging in bullying that encourages a student to commit or attempt to commit suicide.
- Inciting violence against a student through group bullying.
- Releasing or threatening to release intimate visual material of a minor or of a student who is 18 years of age or older without the student's consent.
- Conduct that contains the elements of assault under Penal Code 22.01(a)(1) in retaliation against a school employee or volunteer.
- Criminal mischief, if punishable as a felony.
- Engaging in conduct that contains the elements of one of the following offenses against another student:
  - Aggravated assault.
  - Sexual assault.
  - Aggravated sexual assault.
  - Murder.
  - Capital murder.
  - Criminal attempt to commit murder or capital murder.
  - Aggravated robbery.
- Breach of computer security. (See **glossary**.)
- Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.

#### **At School, Within 300 Feet, or at a School Event**

A student **may** be expelled for committing any of the following offenses on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

- ☐ Selling, giving, or delivering to another person, or possessing, using, or being under the influence of any amount of marijuana, a controlled substance, or a dangerous drug. A student with a valid prescription for low-THC cannabis as authorized by Chapter 487 of the Health and Safety Code does not violate this provision. (See **glossary** for “under the influence.”)
- ☐ Selling, giving, or delivering another person, or possessing, using, or being under the influence of alcohol; or committing a serious act or offense while under the influence of alcohol.
- ☐ Engaging in conduct that contains the elements of an offense relating to abusable volatile chemicals.
- ☐ Engaging in conduct that contains the elements of assault under Penal Code 22.01(a)(1) against an employee or a volunteer.
- ☐ Engaging in deadly conduct. (See **glossary**.)

### **Within 300 Feet of School**

A student **may** be expelled for engaging in the following conduct while within 300 feet of school property, as measured from any point on the school’s real property boundary line:

- ☐ Aggravated assault, sexual assault, or aggravated sexual assault.
- ☐ Arson. (See **glossary**.)
- ☐ Murder, capital murder, or criminal attempt to commit murder or capital murder.
- ☐ Indecency with a child.
- ☐ Aggravated kidnapping.
- ☐ Manslaughter.
- ☐ Criminally negligent homicide.
- ☐ Aggravated robbery.
- ☐ Continuous sexual abuse of a young child or disabled individual.
- ☐ Felony controlled substance or dangerous drug offenses, not including THC.
- ☐ Unlawfully carrying on or about the student’s person a handgun or a location-restricted knife, as these terms are defined by state law. (See **glossary**.)
- ☐ Possessing, manufacturing, transporting, repairing, or selling a prohibited weapon, as defined by state law. (See **glossary**.)
- ☐ Possession of a firearm, as defined by federal law. (See **glossary**.)

### Property of Another District

A student **may** be expelled for committing any offense that is a state-mandated expellable offense if the offense is committed on the property of another district in Texas or while the student is attending a school-sponsored or school-related activity of a school in another district in Texas.

### While in a DAEP

A student may be expelled for engaging in documented serious misbehavior that violates the district's Code of Conduct, despite documented behavioral interventions while placed in a DAEP. For purposes of discretionary expulsion from a DAEP, serious misbehavior means:

1. Deliberate violent behavior that poses a direct threat to the health or safety of others;
2. Extortion, meaning the gaining of money or other property by force or threat;
3. Conduct that constitutes coercion, as defined by Penal Code 1.07; or
4. Conduct that constitutes the offense of:
  - a. Public lewdness under Penal Code 21.07;
  - b. Indecent exposure under Penal Code 21.08;
  - c. Criminal mischief under Penal Code 28.03;
  - d. Hazing under Education Code 37.152; or
  - e. Harassment under Penal Code 42.07(a)(1) of a student or district employee.

### Mandatory Expulsion: Misconduct That Requires Expulsion

A student **must** be expelled under federal or state law for any of the following offenses that occur on school property or while attending a school-sponsored or school-related activity on or off school property:

#### Under Federal Law

- ☐ Bringing to school or possessing at school, including any setting that is under the district's control or supervision for the purpose of a school activity, a firearm, as defined by federal law. (See **glossary**.)

**Note:** Mandatory expulsion under the federal Gun Free Schools Act does not apply to a firearm that is lawfully stored inside a locked vehicle or to firearms used in activities approved and authorized by the district when the district has adopted appropriate safeguards to ensure student safety.

#### Under the Penal Code

- ☐ Unlawfully carrying on or about the student's person the following, in the manner prohibited by Penal Code 46.02:
  - ☐ A handgun, defined by state law as any firearm designed, made, or adapted to be used with one hand. (See **glossary**.) *Note:* A student may not be expelled solely on the basis of the student's use, exhibition, or possession of a firearm that occurs at an approved target range facility that is not located on a school campus; while participating in or preparing for a school-sponsored, shooting sports competition or a shooting sports educational activity that is sponsored or supported by the Parks and Wildlife Department; or a shooting sports sanctioning organization working with the department. [See policy FNCG(LLEGAL).]

- A location-restricted knife, as defined by state law. (See **glossary**.)
- Possessing, manufacturing, transporting, repairing, or selling a prohibited weapon, as defined in state law. (See **glossary**.)
- Behaving in a manner that contains elements of the following offenses under the Penal Code:
  - Aggravated assault, sexual assault, or aggravated sexual assault.
  - Arson. (See **glossary**.)
  - Murder, capital murder, or criminal attempt to commit murder or capital murder.
  - Indecency with a child.
  - Aggravated kidnapping.
  - Aggravated robbery.
  - Manslaughter.
  - Criminally negligent homicide.
  - Continuous sexual abuse of a young child or disabled individual.
  - Behavior punishable as a felony that involves selling, giving, or delivering to another person or possessing, using, or being under the influence of a controlled substance, or dangerous drug.
- Engaging in retaliation against a school employee or volunteer combined with one of the above-listed mandatory expulsion offenses

### **Under Age Ten**

When a student under the age of ten engages in behavior that is expellable behavior, the student shall not be expelled, but shall be placed in a DAEP. A student under age six shall not be placed in a DAEP unless the student commits a federal firearm offense.

### **Process**

If a student is believed to have committed an expellable offense, the campus behavior coordinator or other appropriate administrator shall schedule a hearing within a reasonable time. The student's parents shall be invited in writing to attend the hearing.

Until a hearing can be held, the campus behavior coordinator or other administrator may place the student in:

- Another appropriate classroom.
- In-school suspension.

- Out-of-school suspension.
- DAEP.

### **Hearing**

A student facing expulsion shall be given a hearing with appropriate due process. The student is entitled to:

1. Representation by the student's parent or another adult who can provide guidance to the student and who is not an employee of the district,
2. An opportunity to testify and to present evidence and witnesses in the student's defense, and
3. An opportunity to question the witnesses called by the district at the hearing.

After providing notice to the student and parent of the hearing, the district may hold the hearing regardless of whether the student or the student's parent attends.

The board of trustees delegates Dr. Jason Tharp, Director of Student Services authority to conduct hearings and expel students.

### **Appeal of Expulsion**

These appeal procedures do not apply to an expulsion order that arises out of the District's investigation and determination of responsibility related to a formal complaint of sexual harassment under Title IX as described in policy FFH. Any appeal of an expulsion order under the Title IX procedures will be governed by the FFH policy and guidelines. An adult student or the parent of a student who has been expelled from school may appeal the campus behavior coordinator/designee's decision following the expulsion hearing as follows:

#### **Level 1: Administrative Committee**

Requests for appeal of the campus behavior coordinator/designee's decision to expel a student may be made to the Administrative Committee. The request shall be made in writing and hand-delivered to the Student Services office within three (3) school days of the principal's notification of expulsion (c/o Student Services, 1500 International Pkwy, Richardson, Texas 75081 469-593-0816. Untimely appeals will not be considered unless the District has agreed in advance in writing to extend the appeal timeline. The expulsion **will not** be deferred pending the outcome of any appeal.

Within five (5) school days after receiving the request for a review, a conference will be held with a panel of three (3) administrators who were not involved in the underlying matter. At the informal conference, a school representative will present information regarding the placement. The student, parent, and/or adult representative may offer relevant information in the student's defense. Student Services will attempt to schedule the administrative committee conference at a time convenient for the parent but the conference will not be delayed beyond the five school day period except in extraordinary circumstances. The committee may conduct the hearing without the parent's presence if the parent has been given appropriate notice of the hearing.

The Administrative Committee may uphold the school's decision, or overturn the expulsion and reinstate the student to regular classes.

The Administrative Committee's decision will be communicated to the parent or adult student the following school day after conclusion of the hearing. A parent or adult student who does not agree with the decision of the Administrative Committee may appeal to the Executive Committee as provided below.

### **Level 2: Executive Committee**

A request to appeal the decision of the Administrative Committee shall be made to the Executive Committee. The request shall be made in writing and hand-delivered to the Student Services office within three (3) school days of notification of the committee's decision (c/o Student Services, 1500 International Pkwy; Richardson, Texas 75081; 469-593-0 0816). Untimely appeals will not be considered unless the District has agreed in advance in writing to extend the appeal timeline. Within five (5) school days of receipt of the request for a hearing, a hearing shall be held. The Director of Student Services shall chair the committee for the appeal. The appeal will be heard by three (3) different administrators who were not involved in the underlying matter. At the hearing, the student and his/her representative, if any, may present evidence and witness statements. The school may respond to the student's evidence and may present its own evidence. Student Services will attempt to schedule the committee conference at a time convenient for the parent but the conference will not be delayed beyond the five-school day period except in extraordinary circumstances. The committee may conduct the hearing without the parent's presence if the parent has been given appropriate notice of the hearing. The committee may ask questions for clarification. The committee may uphold the campus behavior coordinator's decision, or overturn the expulsion and reinstate the student to regular classes. Written notification of the results will be delivered to the parent/guardian or adult student the following school day after the conclusion of the hearing.

A parent or adult student who does not agree with the Executive Committee's decision may appeal to the Board of Trustees as provided below. However, if the Executive Committee modified the expulsion by placing the student at CMLC, the Executive Committee's decision is final and may not be appealed.

### **Level 3: Board of Trustees**

A request for the Board of Trustees to review a decision by the Executive Committee to uphold the expulsion of a student shall be made in writing and hand-delivered to the Superintendent's office within three (3) school days after receipt of the written decision. Untimely appeals will not be considered unless the District has agreed in advance in writing to extend the appeal timeline. The Superintendent or her designee shall provide the parent written notice of the date, time, and place of the appeal/hearing. Before the hearing, the Superintendent or designee will notify the parent and student and the Administrator's representative of the appeal/hearing guidelines.

At the hearing, the Board shall review the record of the expulsion hearing in a closed meeting as required by law unless the parent or adult student requests in writing that the matter be heard in an open meeting. The Board also may hear statements from the student and/or parent(s) (or their representatives) and from the Administration's representative(s). Witnesses shall not be called.

The Board shall base its decision on evidence reflected in the records and any statements made by the parties at the hearing. The Board may make and communicate its decision orally at the conclusion of the presentation. If the decision is to uphold the expulsion, the Board shall direct the Superintendent to issue the expulsion order within three (3) school days after the conclusion of the hearing. The Board's decision is final.

## Expulsion Order

Before ordering the expulsion, the board or campus behavior coordinator shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

If the student is expelled, the board or its designee shall deliver to the student and the student's parent a copy of the order expelling the student.

Not later than the second business day after the hearing, The Department of Student Services shall deliver to the juvenile court a copy of the expulsion order and the information required by Section 52.04 of the Family Code.

If the length of the expulsion is inconsistent with the guidelines included in the Student Code of Conduct, the expulsion order shall give notice of the inconsistency.

## Length of Expulsion

The length of an expulsion shall be based on the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, and statutory requirements, including but not limited to mitigating factors.

The duration of a student's expulsion shall be determined on a case-by-case basis. The maximum period of expulsion is one calendar year, except as provided below.

An expulsion may not exceed one year unless, after review, the district determines that:

1. The student is a threat to the safety of other students or to district employees, or
2. Extended expulsion is in the best interest of the student.

State and federal law require a student to be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm, as defined by federal law, to school. However, the superintendent may modify the length of the expulsion on a case-by-case basis.

Students who commit offenses that require expulsion at the end of one school year may be expelled into the next school year to complete the term of expulsion.

## Withdrawal During Process

When a student's conduct requires or permits expulsion from the district and the student withdraws from the district before the expulsion hearing takes place, the district may conduct the hearing after sending written notice to the parent and student.

If the student then re-enrolls in the district during the same or subsequent school year, the district may enforce the expulsion order at that time, less any expulsion period that has been served by the student during enrollment in another district.

If the campus behavior coordinator or the board fails to issue an expulsion order after the student withdraws, the next district in which the student enrolls may complete the proceedings.

## **Additional Misconduct**

If during the expulsion, the student engages in additional conduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the campus behavior coordinator or the board may issue an additional disciplinary order as a result of those proceedings.

## **Restrictions During Expulsion**

Expelled students are prohibited from being on school grounds or attending school-sponsored or school-related activities during the period of expulsion.

No district academic credit shall be earned for work missed during the period of expulsion unless the student is enrolled in a JJAEP or another district-approved program.

## **Newly Enrolled Students**

The district shall decide on a case-by-case basis the placement of a student who is subject to an expulsion order from another district or an open-enrollment charter school upon enrollment in the district.

If a student expelled in another state enrolls in the district, the district may continue the expulsion under the terms of the expulsion order, may place the student in a DAEP for the period specified in the order, or may allow the student to attend regular classes if:

1. The out-of-state district provides the district with a copy of the expulsion order, and
2. The offense resulting in the expulsion is also an expellable offense in the district in which the student is enrolling.

If a student is expelled by a district in another state for a period that exceeds one year and the district continues the expulsion or places the student in a DAEP, the district shall reduce the period of the expulsion or DAEP placement so that the entire period does not exceed one year, unless after a review it is determined that:

1. The student is a threat to the safety of other students or district employees, or
2. Extended placement is in the best interest of the student.

## **Emergency Expulsion Procedures**

When an emergency expulsion is necessary to protect persons or property from imminent harm, the student shall be given verbal notice of the reason for the action. Within ten days after the date of the emergency expulsion, the student shall be given appropriate due process required for a student facing expulsion.

## **DAEP Placement of Expelled Students**

The district may provide educational services to any expelled student in a DAEP; however, educational services in the DAEP must be provided if the student is less than ten years of age.

## **Transition Services**

In accordance with law and district procedures, campus staff shall provide transition services for a student returning to the regular classroom from placement in an alternative education program, including a DAEP or JJAEP. See policies FOCA(LLEGAL) and FODA(LLEGAL) for more information.

## Glossary

**Abuse** is improper or excessive use.

**Aggravated robbery** is defined in part by Penal Code 29.03(a) as when a person commits robbery and:

1. Causes serious bodily injury to another;
2. Uses or exhibits a deadly weapon; or
3. Causes bodily injury to another person or threatens or places another person in fear of imminent bodily injury or death, if the other person is:
  - f. 65 years of age or older, or
  - g. A disabled person.

**Armor-piercing ammunition** is defined by Penal Code 46.01 as handgun ammunition used in pistols and revolvers and designed primarily for the purpose of penetrating metal or body armor.

**Arson** is defined in part by Penal Code 28.02 as a crime that involves:

1. Starting a fire or causing an explosion with intent to destroy or damage:
  - a. Any vegetation, fence, or structure on open-space land; or
  - b. Any building, habitation, or vehicle:
    - (1) Knowing that it is within the limits of an incorporated city or town,
    - (2) Knowing that it is insured against damage or destruction,
    - (3) Knowing that it is subject to a mortgage or other security interest,
    - (4) Knowing that it is located on property belonging to another,
    - (5) Knowing that it has located within it property belonging to another, or
    - (6) When the person starting the fire is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.
2. Recklessly starting a fire or causing an explosion while manufacturing or attempting to manufacture a controlled substance if the fire or explosion damages any building, habitation, or vehicle; or
3. Intentionally starting a fire or causing an explosion and in so doing:
  - a. Recklessly damaging or destroying a building belonging to another, or
  - b. Recklessly causing another person to suffer bodily injury or death.

**Assault** is defined in part by Penal Code 22.01 as intentionally, knowingly, or recklessly causing bodily injury to another; intentionally or knowingly threatening another with imminent bodily injury; or intentionally or knowingly causing physical contact with another that can reasonably be regarded as offensive or provocative.

**Breach of computer security** includes knowingly accessing a computer, computer network, or computer system without the effective consent of the owner as defined in Penal Code 33.02, if the conduct involves accessing a computer, computer network, or computer system owned by or operated on behalf of a school district and the student knowingly alters, damages, or deletes school district property or information or commits a breach of any other computer, computer network, or computer system.

**Bullying** is defined as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or damage to the student's property;
2. Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
3. Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
4. Infringes on the rights of the victim at school.

Bullying includes cyberbullying. (See below.) This state law on bullying prevention applies to:

1. Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
2. Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
3. Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

**Chemical dispensing device** is defined by Penal Code 46.01 as a device designed, made, or adapted for the purpose of dispensing a substance capable of causing an adverse psychological or physiological effect on a human being. A small chemical dispenser sold commercially for personal protection is not in this category.

**Club** is defined by Penal Code 46.01 as an instrument, specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, and includes but is not limited to a blackjack, nightstick, mace, and tomahawk

**Controlled substance** means a substance, including a drug, an adulterant, and a dilutant, listed in Schedules I through V or Penalty Group 1, 1-A, 1-B, 2, 2-A, 3, or 4 of the Texas Controlled Substances Act. The term includes the aggregate weight of any mixture, solution, or other substance containing a controlled substance. The term does not include hemp, as defined by Agriculture Code 121.001, or the tetrahydrocannabinols (THC) in hemp.

**Criminal street gang** is defined by Penal Code 71.01 as three or more persons having a common identifying sign or symbol or an identifiable leadership who continuously or regularly associate in the commission of criminal activities.

**Cyberbullying** is defined by Education Code 37.0832 as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an internet website, or any other internet-based communication tool.

**Dangerous drug** is defined by Health and Safety Code 483.001 as a device or a drug that is unsafe for self-medication and that is not included in Schedules I through V or Penalty Groups 1 through 4 of the Texas Controlled Substances Act. The term includes a device or drug that federal law prohibits dispensing without prescription or restricts to use by or on the order of a licensed veterinarian.

**Dating violence** occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense, as defined by Section 71.0021 of the Family Code.

**Deadly conduct** under Penal Code 22.05 occurs when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury, such as knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

**Deferred adjudication** is an alternative to seeking a conviction in court that may be offered to a juvenile for delinquent conduct or conduct indicating a need for supervision.

**Deferred prosecution** may be offered to a juvenile as an alternative to seeking a conviction in court for delinquent conduct or conduct indicating a need for supervision.

**Delinquent conduct** is conduct that violates either state or federal law and is punishable by imprisonment or confinement in jail. It includes conduct that violates certain juvenile court orders, including probation orders, but does not include violations of traffic laws.

**Discretionary** means that something is left to or regulated by a local decision maker.

**E-cigarette** means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device or a consumable liquid solution or other material aerosolized or vaporized during the use of an electronic cigarette or other device described by this provision. The term includes any device that is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description and a component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.

**Explosive weapon** is defined by Penal Code 46.01 as any explosive or incendiary bomb, grenade, rocket, or mine and its delivery mechanism that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror.

**False alarm or report** under Penal Code 42.06 occurs when a person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:

1. Cause action by an official or volunteer agency organized to deal with emergencies;
2. Place a person in fear of imminent serious bodily injury; or
3. Prevent or interrupt the occupation of a building, room, or place of assembly.

**Firearm** is defined by federal law (18 U.S.C. 921(a)) as:

1. Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive;
2. The frame or receiver of any such weapon;
3. Any firearm muffler or firearm silencer, defined as any device for silencing, muffling, or diminishing the report of a portable firearm; or
4. Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.

Such term does not include an antique firearm.

**Graffiti** includes markings with paint, an indelible pen or marker, or an etching or engraving device on tangible property without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings.

**Handgun** is defined by Penal Code 46.01 as any firearm that is designed, made, or adapted to be fired with one hand.

**Harassment** includes:

1. Conduct that meets the definition established in district policies DIA(LOCAL) and FFH(LOCAL);
2. Conduct that threatens to cause harm or bodily injury to another person, including a district student, employee, board member, or volunteer; is sexually intimidating; causes physical damage to the property of another student; subjects another student to physical confinement or restraint; or maliciously and substantially harms another student's physical or emotional health or safety, as defined in Education Code 37.001(b)(2); or
3. Conduct that is punishable as a crime under Penal Code 42.07, including the following types of conduct if carried out with the intent to harass, annoy, alarm, abuse, torment, or embarrass another:
  - a. Initiating communication and, in the course of the communication, making a comment, request, suggestion, or proposal that is obscene, as defined by law;
  - b. Threatening, in a manner reasonably likely to alarm the person receiving the threat, to inflict bodily injury on the person or to commit a felony against the person, a member of the person's family or household, or the person's property;
  - c. Conveying, in a manner reasonably likely to alarm the person receiving the report, a false report, which is known by the conveyor to be false, that another person has suffered death or serious bodily injury;
  - d. Causing the telephone of another to ring repeatedly or making repeated telephone communications anonymously or in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another;
  - e. Making a telephone call and intentionally failing to hang up or disengage the connection;
  - f. Knowingly permitting a telephone under the person's control to be used by another to commit an offense under this section;
  - g. Sending repeated electronic communications in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another;
  - h. Publishing on an internet website, including a social media platform, repeated electronic communications in a manner reasonably likely to cause emotional distress, abuse, or torment to another person, unless the communications are made in connection with a matter of public concern, as defined by law; or
  - i. Making obscene, intimidating, or threatening telephone calls or other electronic communications from a temporary or disposable telephone number provided by an internet application or other technological means.

**Hazing** is defined by Education Code 37.151 as an intentional, knowing, or reckless act, on or off campus, by one person alone or acting with others, directed against a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in a student organization if the act meets the elements in Education Code 37.151, including:

1. Any type of physical brutality;

2. An activity that subjects the student to an unreasonable risk of harm or that adversely affects the student's mental or physical health, such as sleep deprivation, exposure to the elements, confinement to small spaces, calisthenics, or consumption of food, liquids, drugs, or other substances;
3. An activity that induces, causes, or requires the student to perform a duty or task that violates the Penal Code; or

Coercing a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe the student is intoxicated. **Hit list** is defined in Education Code 37.001(b)(3) as a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

**Improvised explosive device** is defined by Penal Code 46.01 as a completed and operational bomb designed to cause serious bodily injury, death, or substantial property damage that is fabricated in an improvised manner using nonmilitary components.

**Indecent exposure** is defined by Penal Code 21.08 as an offense that occurs when a person exposes the person's anus or any part of the person's genitals with intent to arouse or gratify the sexual desire of any person, and is reckless about whether another is present who will be offended or alarmed by the act.

**Intimate visual material** is defined by Civil Practices and Remedies Code 98B.001 and Penal Code 21.16 as visual material that depicts a person with the person's intimate parts exposed or engaged in sexual conduct. "Visual material" means any film, photograph, video tape, negative, or slide of any photographic reproduction or any other physical medium that allows an image to be displayed on a computer or other video screen and any image transmitted to a computer or other video screen.

**Location-restricted knife** is defined by Penal Code 46.01 as a knife with a blade over five and one-half inches.

**Knuckles** means any instrument consisting of finger rings or guards made of a hard substance and designed or adapted for inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

**Look-alike weapon** means an item that resembles a weapon but is not intended to be used to cause serious bodily injury.

**Machine gun** as defined by Penal Code 46.01 is any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

**Mandatory** means that something is obligatory or required because of an authority.

**Paraphernalia** are devices that can be used for inhaling, ingesting, injecting, or otherwise introducing a controlled substance into a human body.

**Possession** means to have an item on one's person or in one's personal property, including, but not limited to:

1. Clothing, purse, or backpack;
2. A private vehicle used for transportation to or from school or school-related activities, including, but not limited to, an automobile, truck, motorcycle, or bicycle;
3. Telecommunications or electronic devices; or
4. Any school property used by the student, including, but not limited to, a locker or desk.

**Prohibited weapon** under Penal Code 46.05(a) means:

1. The following items, unless registered with the U.S. Bureau of Alcohol, Tobacco, Firearms, and Explosives or otherwise not subject to that registration requirement or unless the item is classified as a curio or relic by the U.S. Department of Justice: An explosive weapon;
  - a. A machine gun;
  - b. A short-barrel firearm;
2. Armor-piercing ammunition;
3. A chemical dispensing device;
4. A zip gun;
5. A tire deflation device; or
6. An improvised explosive device.

**Public Lewdness** is defined by Penal Code 21.07 as an offense that occurs when a person knowingly engages in an act of sexual intercourse, deviate sexual intercourse, or sexual contact in a public place or, if not in a public place, when the person is reckless about whether another is present who will be offended or alarmed by the act.

**Public school fraternity, sorority, secret society, or gang** means an organization composed wholly or in part of students that seeks to perpetuate itself by taking additional members from the students enrolled in school based on a decision of its membership rather than on the free choice of a qualified student. Educational organizations listed in Education Code 37.121(d) are excepted from this definition.

**Reasonable belief** is that which an ordinary person of average intelligence and sound mind would believe. Chapter 37 requires certain disciplinary decisions when the superintendent or designee has a reasonable belief that a student engaged in conduct punishable as a felony offense. In forming such a reasonable belief, the superintendent or designee may use all available information, and must consider the information furnished in the notice of a student's arrest under Code of Criminal Procedure Article 15.27.

**Self-defense** is the use of force against another to the degree a person reasonably believes is immediately necessary to protect himself or herself.

**Serious misbehavior** means:

1. Deliberate violent behavior that poses a direct threat to the health or safety of others;
2. Extortion, meaning the gaining of money or other property by force or threat;
3. Conduct that constitutes coercion, as defined by Section 1.07, Penal Code; or
4. Conduct that constitutes the offense of:
  - a. Public lewdness under Penal Code 21.07;
  - b. Indecent exposure under Penal Code 21.08;
  - c. Criminal mischief under Penal Code 28.03;
  - d. Hazing under Education Code 37.152; or
  - e. Harassment under Penal Code 42.07(a)(1) of a student or district employee.

**Serious or persistent misbehavior** includes, but is not limited to:

- Behavior that is grounds for permissible expulsion or mandatory DAEP placement.
- Behavior identified by the district as grounds for discretionary DAEP placement.

- ☐ Actions or demonstrations that substantially disrupt or materially interfere with school activities.
- ☐ Refusal to attempt or complete schoolwork as assigned.
- ☐ Insubordination.
- ☐ Profanity, vulgar language, or obscene gestures.
- ☐ Leaving school grounds without permission.
- ☐ Falsification of records, passes, or other school-related documents.
- ☐ Refusal to accept discipline assigned by the teacher or principal.

**Short-barrel firearm** is defined by Penal Code 46.01 as a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

**Terroristic threat** is defined by Penal Code 22.07 as a threat of violence to any person or property with intent to:

1. Cause a reaction of any type by an official or volunteer agency organized to deal with emergencies;
2. Place any person in fear of imminent serious bodily injury;
3. Prevent or interrupt the occupation or use of a building; room, place of assembly, or place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place;
4. Cause impairment or interruption of public communications; public transportation; public water, gas, or power supply; or other public service;
5. Place the public or a substantial group of the public in fear of serious bodily injury; or
6. Influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state (including the district).

**Tire deflation device** is defined in part by Penal Code 46.01 as a device, including a caltrop or spike strip, that, when driven over, impedes or stops the movement of a wheeled vehicle by puncturing one or more of the vehicle's tires.

**Title 5 felonies** are those crimes listed in Title 5 of the Penal Code that typically involve injury to a person and may include:

- ☐ Murder, manslaughter, or homicide under Sections 19.02–.05;
- ☐ Kidnapping under Section 20.03;
- ☐ Trafficking of persons under Section 20A.02;
- ☐ Smuggling or continuous smuggling of persons under Sections 20.05–.06;
- ☐ Assault under Section 22.01;

- Aggravated assault under Section 22.02;
- Sexual assault under Section 22.011;
- Aggravated sexual assault under Section 22.021;
- Unlawful restraint under Section 20.02;
- Continuous sexual abuse of a young child or disabled individual under Section 21.02;
- Bestiality under Section 21.09;
- Improper relationship between educator and student under Section 21.12;
- Voyeurism under Section 21.17;
- Indecency with a child under Section 21.11;
- Invasive visual recording under Section 21.15;
- Disclosure or promotion of intimate visual material under Section 21.16;
- Sexual coercion under Section 21.18;
- Injury to a child, an elderly person, or a disabled person of any age under Section 22.04;
- Abandoning or endangering a child under Section 22.041;
- Deadly conduct under Section 22.05;
- Terroristic threat under Section 22.07;
- Aiding a person to commit suicide under Section 22.08; and
- Tampering with a consumer product under Section 22.09.

**Under the influence** means lacking the normal use of mental or physical faculties. Impairment of a person’s physical or mental faculties may be evidenced by a pattern of abnormal or erratic behavior, the presence of physical symptoms of drug or alcohol use, or by admission. A student “under the in-fluence” need not be legally intoxicated to trigger disciplinary action.

**Use** means voluntarily introducing into one’s body, by any means, a prohibited substance.

**Zip gun** is defined by Penal Code 46.01 as a device or combination of devices that was not originally a firearm and is adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.

## APPENDICES

## Options and Requirements

### For Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the District's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts to meet the needs of all struggling students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the District must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The District must complete the evaluation and the report within the time prescribed by law once the District receives the written consent for testing. The District must give a copy of the report to the parent.

If the District determines that the evaluation is not needed, the District will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the District. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities*. Additional information regarding the IDEA is available from the District in a companion document, *A Guide to the Admission, Review, and Dismissal Process*.

The following websites provide information to those who are seeking information and resources specific to students and their families:

- Texas Project First (<http://www.texasprojectfirst.org>)
- Partners Resource Network (<http://prntexas.org/>)

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is:

**Contact Person: Executive Director Special Student Services**

**Phone Number: 469-593-7500**

### **Statement of Expectations:**

The Richardson Independent School District believes that being involved in extracurricular activities is an honor. Participation in one or more of these activities should be considered a privilege, not a right. The following are expectations of our students:

- ✓ Obtain a quality education as the primary reason for attending school
- ✓ Compete at the highest level while promoting good sportsmanship and courteous behavior
- ✓ Exhibit positive leadership
- ✓ Develop and maintain high morals and ethical values
- ✓ Exhibit conduct becoming of a young adult
- ✓ Exhibit respect to sponsors, coaches, faculty, officials, opponents and fellow students
- ✓ Develop and show school pride

### **Standards for District Extra-Curricular Activities:**

Richardson ISD students are expected to adhere to the District Student Code of Conduct as it applies to school-related and/or school sponsored activities. Prior to participation in a Richardson ISD Extracurricular activity, students and parents must also agree to abide by all guidelines outlined in the Extracurricular Code of Conduct. Students involved in extracurricular activities are expected to maintain high standards of ethical conduct. Extracurricular participation is a privilege and not a right. Any misconduct that reflects negatively on the Richardson Independent School District will fall under these Codes of Conduct. These guidelines are developed to deal with misconduct that occurs within the school's jurisdiction as well as outside of the school's jurisdiction, regardless of time or location. Disciplinary action or suspension will be mandated to students who are involved in any disciplinary infraction on or off campus including, but not limited to possession or use of drugs, improper use of prescription medicines, alcohol or tobacco, violent behavior, any inappropriate behavior including presence at functions where illegal substances are being consumed and other offenses that result in the violation of the district Student Code of Conduct, which in turn results in a In School Suspension (other than tardies or dress code violations), DAEP, Off Campus Suspension or expulsion. In the event that a student is responsible for multiple violations prior to the initial investigation it may be determined that a higher-level consequence be deemed appropriate.

### **Automatic student removal from a program:**

Any inappropriate behavior, including representation on social media, that is disrespectful to the district, school, program, or staff may result in immediate removal.

### ***RISD District-Wide Guidelines for Extracurricular Students: Alcohol & Illegal Drugs***

***(Revised March 2023)***

RISD expects that all students, including students who participate in any Extracurricular Activities (Extracurricular Students) will conduct themselves at all times in an exemplary manner that brings honor to the District, their school, and themselves. Participation in extracurricular activities is a privilege and is conditioned on the student's compliance with all rules and regulations of the activity and District policies and guidelines, including these guidelines. The use, possession, sale, or furnishing to others of alcohol or drugs of any kind and/or being under the influence of alcohol or illegal substances is strictly prohibited (the Prohibition). Any student who violates the Prohibition is not in compliance with the rules of extracurricular participation and will be subject to disciplinary measures, which could result in removal from the extracurricular activities in which the student participates.

These guidelines and statement of consequences apply to all extracurricular activities sponsored by the Richardson Independent School District and to all Extracurricular Students. The purpose of these guidelines is to deter and eliminate any use, possession, sale, or the furnishing to others of alcohol or other drugs, help students avoid drug and alcohol use, establish consistency in consequences across all activities for students who do not comply with the Prohibition, promote a high quality educational experience in all activities and assist RISD in maintaining order and a safe learning environment and to promote a high level of civic and individual responsibility among students.

Extracurricular students are subject to these guidelines at all times throughout the twelve-month calendar year, whether the extracurricular activity is "in season" or inactive and on weekends and during school holidays. Refer also to Board Policy FO (Local).

To ensure consistency among activities, these guidelines shall be used by all extracurricular groups. However, nothing in these guidelines prohibits an extracurricular activity sponsor from developing activity guidelines and rules to address topics other than alcohol or illegal drug activities.

The following definitions will apply to these guidelines:

- Leadership Position- A position or office an Extracurricular Student holds in an organization or group either by election or appointment. Such positions may include without limitation: captain, officer, squad leader, drum major, section chair, etc.
- In Proximity – To be captured via still picture, video, internet site, social media feed, site, etc., or any other electronic capture where the school determines based on reasonable evidence that the student knows or should know he/she is (i) in a place where alcohol, illegal substances, and/or drug paraphernalia are present, and/or (ii) possessing, using, and/or being under the influence of alcohol, illegal substances, and/or drug paraphernalia. (e.g., Social media posts shows student at social event where alcohol is visible and being consumed; social media post shows student posing in front of cases of unopened alcohol; Student captured holding and/or consuming alcohol or illegal substances at a sporting event; Picture of student holding drug paraphernalia).
- Parent- A student's biological or adoptive parent or parents, legal guardian, or other person in lawful control of the student.
- Period of removal- Period of time during which an Extracurricular Student is excluded from any participation in an extracurricular activity due to violation of the Prohibition. During a

period of removal, an Extracurricular Student may not wear his/her uniform, travel with the team or organization, or otherwise act as a representative of the team or organization.

- Prescription Drugs- A drug authorized by a licensed physician specifically for that student. A student who uses a prescription drug in a manner prescribed by the student's physician and who has followed school policies in such use shall not be considered to have violated this policy.
- Possession- To have an item in or on one's personal being or property, including without limitation, clothing, purse, backpack, private vehicle, motorcycle or bicycle used for transportation to or from school or school-related events, telecommunication or electronic device, or other property used by the student such as a desk, locker, or storage area.
- Use (Alcohol/Substance) - Voluntarily introducing into one's body, by any means, a prohibited substance. For example, and without limitation, consuming or ingesting alcohol in any manner is "use" of alcohol; smoking or ingesting marijuana, an unlawful derivative or look-alike of marijuana, or other illegal substances is "use" of marijuana or other illegal substance.
- Extracurricular Activities- School sponsored activities including but not limited to Dance & Drill Teams, Bell Guards, Cheerleaders, Spirit Groups, Sports, Fine Arts, Clubs, UIL governed Activities, Mock Trial, ACDEC, and other school sponsored student activities unique to a campus.

An Extracurricular Student violates the Prohibition if he or she:

- Uses, possesses, sells, or furnishes alcohol or illegal substances to another;
- Receives an MIP (Minor in Possession), MIC (Consumption of Alcohol by a Minor), DWI (Driving While Intoxicated), DUI (Driving Under the Influence of an Illegal Substance), or other citation for the illegal use or possession of alcohol/drugs, or furnishing alcohol/drugs to another in a non-school setting; *Note:* An Extracurricular Student who receives an MIP, MIC, DUI, DWI, or other alcohol/drug citation shall promptly notify the activity sponsor. An Extracurricular Student who fails to do so may be subject to further disciplinary action once the activity sponsor or administrator learns of the offense; is observed by a faculty or staff member using, possessing, or furnishing to another student any drugs, including alcohol, on or off school property (observation via internet site, video, still picture, or other media will be considered);
- Receives any citation for or is arrested for illegal alcohol/drug activity or substance on or off school property (*See Note* above);
- Performs or participates in an extracurricular activity while under the influence of alcohol or other drugs.
- Is determined to be In Proximity to alcohol, illegal substance, and/or drug paraphernalia.

**Process:** When an activity sponsor or campus administrator learns that an Extracurricular Student has violated the Prohibition, the sponsor or administrator will attempt to gather as much information as is available about the suspected violation and shall immediately communicate with the student and his/her parent to review the information. The sponsor or administrator will take reasonable steps to ensure the student and his/her parents are notified of the suspected violation of the Prohibition and to offer the student and his/her parent a meeting with the administrator and/or sponsor and give them an opportunity to provide information about the student's suspected actions. Parents and/or students who refuse to promptly meet with the sponsor or administrator

forfeit their opportunity for a conference. The administrator or sponsor will determine the start date for the consequence and will notify the student and his/her parent in writing of the start date and reasons for any consequences imposed.

When a student self-reports a violation of these guidelines that does not result in the issuance of a citation or other penalty from law enforcement before the District otherwise learns of the student's actions, the District may, in its sole discretion, consider the student's self-report as a mitigating factor to support a reduced probationary period for a first offense.

A student or parent who is not satisfied with the outcome of the conference or the principal's decision may appeal the decision through the District's Student and Parent Complaint Policy (FNG (Local)), but the consequence will not be delayed during any appeal. Copies of the policy are available on the District's website or may be obtained from the school.

## **CONSEQUENCES**

All Extracurricular Students are expected to comply with these guidelines. An Extracurricular Student who does not do so is subject to disciplinary action. While some offenses may be so severe that they will result in immediate removal from the extracurricular activity and/or Disciplinary Alternative Education Program (DAEP) placement, where appropriate, the District will consider allowing a student who violates the Prohibition to serve a last chance probationary period if the violation is the first instance in which the student has failed to comply with these guidelines.

**First Offense: Probationary Removal.** Except where the severity or circumstance of a student's offense is so severe that immediate removal to DAEP or expulsion is required, a student's first violation of the Prohibition will result in the Extracurricular Student's (i) removal for the remainder of the school year from all leadership positions he or she holds, including any such positions that the student might seek or be appointed to later in the school year; and (ii) except where the first violation also results in DAEP placement or expulsion, removal from all extracurricular activities for 20 school days or UIL Competition dates. (\*See below.)

- The 20 school days or UIL Competition dates removal period start at the parent /student / principal conference. If the parent/student forfeits the conference, the principal will determine the start date;
- During the 20-day removal period, the student and the parent must attend and successfully complete the RISD alcohol / drug educational program. Students may be required to have follow-up sessions with the Intervention Specialist on campus. The student is responsible for all fees associated with the program. A student and parent must complete the educational program before the student will be reinstated after the removal period.
- If the leadership position from which the student is removed is connected with a credit bearing class, the student may continue to remain enrolled in the class and the sponsor will determine appropriate activities for the student.
- Students must participate in practices for the extracurricular activities while on probation.
- Students may not wear or display identifying team or activity uniforms, attire, or accessories.
- If competition or performance is scheduled during the summer or on a school holiday (excluding weekends), any days on which the student's team or group actually competes or performs will be counted toward completion of the 20-day probation period.

- “UIL Competition Date” means a day on which the individual or group actually competes or performs in a UIL or Non- UIL sponsored activity when the school is represented.
- If the conduct results in the student’s placement in a DAEP, the period of removal will be for the duration of the DAEP placement.

If the student violated the Prohibition due to him/her being determined to be In Proximity without possession, use or being under the influence, and the student has not already violated the Prohibition due to being In Proximity, the student may avoid the applicable consequence (Probationary Removal or Removal) for the In Proximity violation provided the student and his/her parent/guardian (i) participate in an administrative conference with the principal, and (ii) successfully complete the alcohol/drug program by the date assigned along with any follow up with the campus intervention specialist as determined by the principal. A second Violation due to the student being In Proximity will be treated as a first or second offense and subject to the applicable consequence (Probationary Removal or Removal).

An Extracurricular Student can receive only **one** probation period for violating the Prohibition during the students’ high school career.

### **Second Offense**

A second offense will result in removal from all extracurricular activities for 60 days and removal from leadership positions for the remainder of the school year.

- If the infraction occurs and/or is discovered 60 or less days prior to the end of the school year, the student will be removed from all extracurricular activities and leadership positions for at least 60 school days or UIL Competition dates. The removal days may extend into the next school year.
- Students may not wear or display identifying team or activity uniforms, attire, or accessories.
- Students may not travel with the team or organization, or otherwise act as a representative of the team or organization.
- At the beginning of a new school year, an Extracurricular Student is eligible to participate in extracurricular activities and to pursue future leadership positions after a second offense if the student has “sat out” of all extracurricular activities for no less than 60 school days or UIL Competition days and has otherwise complied with all conditions of his/her removal for the second offense.

### **Third Offense**

A third offense may result in the student’s removal from all extracurricular activities for the remainder of their school career.

## 2023-2024 Extracurricular Activity Acknowledgment and Agreement Form

### Student Statement:

My signature below certifies that I have read and understand the RISD District-Wide Guidelines for Extracurricular Students. I agree to comply with all rules and regulations in these guidelines and any additional rules adopted by my school as a condition of participation as a member of an extracurricular activity. I understand that my failure to comply with these guidelines may result in disciplinary action, including dismissal from all extracurricular activities.

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Printed Name of Student

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Student Signature

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Date Signed

### Parent/Legal Guardian Statement (for students under 18 years of age):

My signature below certifies that I have read and understand the RISD District-Wide Guidelines for Extracurricular Students. I understand that my student must comply with all rules and regulations written in these guidelines and any additional rules adopted by my student's school as a condition of participation in an extracurricular activity. I understand that his or her failure to comply may result in disciplinary action, including dismissal from all extracurricular activities.

---

Printed Name of Parent or Legal Guardian

---

Signature of Parent or Legal Guardian

---

Date Signed

## Family Education Rights and Privacy Act (FERPA) Notice of Parent and Student Rights

Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the Richardson Independent School District (RISD or the District) receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The principal or other school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the RISD to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by RISD to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education 400  
Maryland Avenue, SW Washington,  
DC 20202

The information below describes the disclosures of student records that RISD may make without consent:

FERPA permits disclosure without consent to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

In addition, upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

FERPA also permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in the FERPA regulations. RISD may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student:

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This category includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided certain conditions are met.
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released.

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36.
- Information the school has designated as “directory information” under § 99.37.

## **RESPONSIBLE USE GUIDELINES AND AGREEMENT FOR TECHNOLOGY RESOURCES**

### **Technology Mission Statement**

The Richardson Independent School District (RISD or the District), in partnership with the greater community, will, through the use of information and communication technologies, engage, nurture, and challenge all learners to achieve academic and future excellence.

### **Purpose**

The Responsible Use Guidelines support the District’s technology mission statement and vision, promote a strong sense of digital citizenship, and help ensure effective, safe, productive, and instructionally sound use of the technology resources.

### **Application of Guidelines**

The District’s technology resources include (without limitation) Internet and wireless connectivity, network devices, telecommunication devices, and software. These guidelines apply to all users of RISD’s computer networks, including the resources made available by them, and all devices connected to those networks. No user may harm others through their access and use of District technology resources.

These guidelines include access to any RISD electronics system while on or near school property, in school vehicles and at school-sponsored activities, and includes the appropriate use of District technology resources via off-campus remote access.

### **General Expectations**

- The purpose of an RISD user account is to allow the user to engage in connected learning and shared opportunities via facilitated access to the RISD network.

- RISD user accounts are owned by the District. Data in any account that constitutes public information may be subject to disclosure pursuant to the Texas Public Information Act.
- RISD may retrieve all digital files associated with any user account any time without prior notice and without the permission of any user. RISD reserves the right to monitor all accounts and any content stored in, created, received, or sent through the RISD computer network to maintain system integrity as well as to ensure responsible use. See Board Policy CQ.
- Student privacy controls that control the disclosure of information that could identify a student are necessary to ensure compliance with the *Family Educational Rights and Privacy Act (FERPA)* and state law. Parents/guardians provide the appropriate RISD permissions concerning disclosure of student directory information via the enrollment card. These permissions must be followed with no exceptions.
- RISD has put in place a Children's Internet Protection Act (CIPA)-compliant, content filtering solution to prevent access to certain sites that may contain material that is inappropriate or of non-educational value, including gaming sites. RISD is not responsible for content accessed by users who connect to the internet via their own mobile wifi type service or personal data plan (smartphones, air-cards, etc.). Visit <https://goo.gl/GbzgrM> for the complete Federal Communications Commission of the CIPA rule.
- The Children's Online Privacy Protection Act (COPPA) should be followed when using any district technology resource. Visit <https://goo.gl/v9EQrq> for the complete Federal Trade Commission's COPPA rule.
- Student web publishing may occur only under the direct supervision of a classroom teacher or school administrator and shall follow all guidelines established in Board Policy CQ. Supervising teachers and administrators are responsible for all material students post to a District or school sponsored website.
- All data and information contained in the RISD technology resource systems remain the property of RISD.
- Electronic mail transmissions and other use of RISD technology resource systems and cloud- based solutions, including Internet access and data storage shall not be considered a user's personal information or property and may be monitored by authorized individuals at any time to ensure appropriate use for educational purposes.

## Digital Citizenship

Users of RISD technology resources should practice appropriate digital citizenship. All information transmitted digitally is public and permanent. Appropriate digital citizenship includes, without limitation:

**Respecting Yourself.** When applicable, select online names that are appropriate. Use appropriate language/content in all online posts, as users continuously represent RISD whenever and wherever they use online communications.

**Protecting Yourself.** Users will not publish personally identifiable information or data for themselves or anyone else. Users are the custodians of their accounts and are responsible for all activity initiated by and/or performed under their accounts. It is the responsibility of each user to appropriately secure account credentials (user IDs/passwords) and to maintain and back up all of their data. If a user is uncertain whether a specific computer activity is permitted or appropriate, he/she should ask a teacher/administrator before engaging in the activity.

Users should only use online resources whose terms of service fall within the age requirement of their or their students' age. Many resources specifically state the resource is for students 13 years and older.

**Respecting Others.** Users will not use technology resources to bully, harass or tease other people. Users will not make an audio or video recording of any student, teacher, or administrator without prior permission from the subject. No user will pose as someone else or pose as a user other than him or herself when online. Users will not access, download, or modify accounts, files, or data belonging to others.

**Protecting Others.** Users will help maintain a safe computing environment by notifying appropriate campus officials of inappropriate behavior, vulnerabilities, risks, and breaches involving campus technology. Users will respect the privacy of others throughout the RISD network and on the Internet and not share or access Users' folders, files, or data without authorization.

**Respecting and Protecting Intellectual Property.** Users will adequately cite any and all websites, books, media, etc. used in creating homework or other school projects. Users will respect all copyrights, requesting permission for the use of software, media, and the intellectual property of others.

### **Google Workspace for Education**

RISD offers Google Workspace for Education and all the tools it provides, including district-wide emails for students in grades 2-12. A parent/guardian signature on the annual Acknowledgement for the *Student and Parent Guidebook and Student Code of Conduct* serves as the parent's consent for his/her student(s) to have access to these services under school district supervision.

### **District Account Management**

Students and staff may be required to have accounts in third party systems (SchoolWires, GafE, Scholastic, Discovery Education, etc.) managed by RISD. These RISD accounts will be used at school for instructional purposes, but also may be accessed outside of school. These tools are deemed relevant to achieving the District's vision, mission, and goals set forth within the curriculum and instructional objectives. In addition, the use of these accounts will help users master effective and proper online skills as required in the Technology Application Standards. The third parties may collect information that is subject to the Children's Online Privacy Protection Act (COPPA). A parent's signature on the Acknowledgement authorizes the District to provide consent to those third parties under COPPA. Information provided to third parties for such accounts will be limited to a student's name, unique username, student ID number, District-provided email address and birthdate (if required).

### **Single Sign On (SSO)**

RISD maintains a Single Sign-On (SSO) solution to better serve the District's digital sign-on needs. The SSO portal consists of easy to use links to district sites and affiliated programs, tailored for each individual. Authentication to these sites is bypassed in the single sign-on environment. This allows both teachers and students to have faster access to common district tools without the need for multiple passwords.

- Students PK through 12 will have access to the SSO portal using their Google credentials. (PK - 2 will have Google credentials to use SSO but will not retain access to Gmail.)
- Staff will access SSO using their current Active Directory domains accounts.

### **Electronic Media Guidelines for Communication with Students**

In accordance with the administrative regulations, a certified or licensed employee may use electronic media to communicate with currently enrolled students about matters within the scope of the employee's professional responsibilities. Social media usage must be responsible and follow the terms of use, including age, of the individual social media tool. Employees may only use District-approved resources for communication with students.

As role models for the District's students, staff and faculty are responsible for their public conduct even when they are not acting as District employees. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public content. See Board Policy CQ.

### **Appropriate Use**

- Users must only open, view, modify, and delete their own computer files.
- Internet use in the district must be directly related to educational responsibilities.
- Users will be assigned individual email and network accounts and must use only those accounts and passwords that they have been granted permission by the District to use. All account activity should be for educational purposes only.
  - Users must immediately report threatening messages or discomfoting Internet files/sites to an administrator.
  - Users must at all times use the District's electronic communications system, including email, wireless network access, and online tools/resources to communicate only in ways that are kind and respectful.

Users are responsible at all times for their use of the District's electronic communications system and must assume personal responsibility to behave ethically and responsibly, even when technology provides them freedom to do otherwise.

### **Inappropriate Use\***

The following actions are not permitted and could result in the consequences outlined in the Student Code of Conduct.

- Users may not attempt to disable or bypass the RISD content filter, including the use of wireless internet cards or personal hotspots.
- Users may not install unauthorized network access points, or other connections that may not effectively integrate with existing infrastructure.
- Users may not launch denial of services attacks using personal or work technology, hack or engage in behavior that attacks the network or internet access.
- Users may not illegally access or manipulate the information of a private database/system such as grade books and other student information systems.
- Users may not send, save, view, forward, or create harassing or offensive content/messages.
  - The District's policies against harassment, bullying, and discrimination for students and employees apply to the use of technology. See Board Policy CQ; see *also* Board Policies DIA, FB, FFH, and FFI.
- Users may not use their accounts for non-school related activities including but not limited to:
  - Using the Internet for financial gain, personal advertising, promotion, non-government related fundraising, or public relations.
  - Using District technology resources for political advertising, or religious proselytizing.
- Using RISD email or District-provided/managed services for personal gain, to engage in actions deemed inappropriate to others subject to District policy.
  - Users should not allow anyone to use a device specifically issued to them.

\*In addition to the behavior described above, the Chief Technology Officer, Campus Administrator, or Executive Director of Network Services, is responsible for determining what is considered to be inappropriate use of the RISD computer network. They may request to disable a user's account or network access at any time. Student discipline will be referred to campus administration, while staff behavior will be referred to the employee's supervisor and Human Resources.

### **Acknowledgment and Agreement**

I have read and will abide by these Responsible Use Guidelines. I understand that if I fail to comply with these Guidelines, I will be subject to appropriate disciplinary consequences which could include suspension of my user account(s) and network access as well as other disciplinary/legal action including but not limited to: discharge from employment, criminal prosecution and/or penalty under appropriate state and federal laws. My signature on the Acknowledgment in the *Employee Handbook* or *Student and Parent Guidebook and Student Code of Conduct* as appropriate, confirms my receipt of these Guidelines and my agreement to follow them as a condition of access to District Technology Resources.

## **IMPORTANT ADDRESSES AND TELEPHONE NUMBERS**

### **RISD Administration Building (469) 593-0000**

400 South Greenville Avenue, Richardson 75081, <http://www.risd.org>

### **RISD Administration Annex**

420 South Greenville Avenue, Richardson 75081

### **High Schools**

#### **Berkner High School and STEM Academy (469) 593-7000**

1600 E. Spring Valley Rd., Richardson 75081

FAX (469) 593-7085

#### **Lake Highlands High School (469) 593-1000**

9449 Church Rd., Dallas 75238

FAX (469) 593-1030

HOTLINE (469) 593-1001

#### **J.J. Pearce High School (469) 593-5000**

1600 N. Coit Rd., Richardson 75080

FAX (469) 593-5169

#### **Richardson High School (469)-593-3000**

#### **Arts/Law/Science Magnet (housed at RHS) (469) 593-3038**

1250 E. Belt Line Rd., Richardson 75080

FAX (469) 593-3010

### **Nontraditional High School Program**

#### **Memorial Park Academy (469) 593-0450**

410 S. Greenville Ave., Richardson 75081

### **Alternative Education Program**

#### **Christa McAuliffe Learning Center (469) 593-5800**

900 S. Greenville Ave., Richardson 75081

FAX (469) 593-5805

### **Junior High Schools**

#### **Apollo Junior High (469) 593-7900**

1600 Apollo Rd., Richardson 75081

FAX (469) 593-7911

**Forest Meadow Junior High (469) 593-1500**

9373 Whitehurst Dr., Dallas 75243

FAX (469) 593-1461

**Lake Highlands Junior High (469) 593-1600**

10301 Walnut Hill Ln., Dallas 75238

FAX (469) 593-1606

**Liberty Junior High (469) 593-7888**

10330 Lawler Rd., Dallas 75243

FAX (469) 593-7764

**Parkhill Junior High (469) 593-5600**

16500 Shadybank Dr., Dallas 75248

FAX (469) 593-5500

**Richardson North Junior High (469) 593-5400**

1820 N. Floyd Rd., Richardson 75080

FAX (469) 593-5434

**Richardson West Junior High (Arts and Technology Magnet) (469) 593-3700**

1309 Holly Dr., Richardson 75080

FAX (469) 593-3666

**Westwood Junior High (Math, Science, & Leadership Magnet) (469) 593-3600**

7630 Arapaho Rd., Dallas 75248

FAX (469) 593-3508

## **Elementary Schools**

**Aikin Elementary (469) 593-1820**

12300 Pleasant Valley Dr., Dallas 75243

FAX (469) 593-1763

**Arapaho Classical Magnet (469) 593-6400**

1300 Cypress Dr., Richardson 75080

FAX (469) 593-6448

**Audelia Creek Elementary (469) 593-2900**

12600 Audelia Rd., Dallas 75243

FAX (469) 593-2901

**Big Springs Elementary (469) 593-8100**

3301 W. Campbell Rd., Garland 75044

FAX (469) 593-8114

**Bowie Elementary (469) 593-6000**

7643 La Manga Dr., Dallas 75248

FAX (469) 593-6066

**Brentfield Elementary (469) 593-5730**

6767 Brentfield Dr., Dallas 75248

FAX (469) 593-5710

**Canyon Creek Elementary (469) 593-6500**

2100 Copper Ridge Dr., Richardson 75080

FAX (469) 593-6511

**Carolyn G. Bukhair Elementary (469) 593-4900**

13900 Maham Rd., Dallas 75240

FAX (469) 593-4901

**Dartmouth Elementary (469) 593-8400**

417 Dartmouth Ln., Richardson 75081

FAX (469) 593-8408

**Dobie Pre-Kindergarten School (469) 593-4100**

14040 Rolling Hills Ln., Dallas 75240

FAX (469) 593-4011

**Dover Elementary (469) 593-4200**

700 Dover Dr., Richardson 75080

FAX (469) 593-4201

**Forest Lane Academy (469) 593-1850**

9663 Forest Lane, Dallas 75243

FAX (469) 593-1919

**Forestridge Elementary (469) 593-8500**

10330 Bunchberry Dr., Dallas 75243

FAX (469) 593-8502

**Greenwood Hills Elementary (469) 593-6100**

1313 West Shore Dr., Richardson 75080

FAX (469) 593-6111

**Hamilton Park Pacesetter Magnet (469) 593-3900**

8301 Towns St., Dallas 75243

FAX (469) 593-3950

**Jess Harben Elementary (469) 593-8800**

600 S. Glenville Dr., Richardson 75081

FAX (469) 593-8801

**Lake Highlands Elementary (469) 593-2100**

9501 Ferndale Rd., Dallas 75238

FAX (469) 593-2088

**Mark Twain Elementary (469) 593-4800**

1200 Larkspur Dr., Richardson 75081

FAX (469) 593-4799

**Math Science Technology Magnet (469) 593-7300**

450 Abrams, Richardson 75081

FAX (469) 593-7301

**Merriman Park Elementary (469) 593-2800**

7101 Winedale Dr., Dallas 75231

FAX (469) 593-2751

**Mohawk Elementary (469) 593-6600**

1500 Mimosa Dr., Richardson 75080

FAX (469) 593-6610

**Moss Haven Elementary (469) 593-2200**

9202 Moss Farm Ln., Dallas 75243

FAX (469) 593-2158

**Northlake Elementary (469) 593-2300**

10059 Ravensway Dr., Dallas 75238

FAX (469) 593-2309

**Northrich Elementary (469) 593-6200**

1301 Custer Rd., Richardson 75080

FAX (469) 593-6201

**Northwood Hills Elementary (469) 593-4300**

14532 Meandering Way, Dallas 75254

FAX (469) 593-4301

**O. Henry Elementary (469) 593-8200**

4100 Tynes Dr., Garland 75042

FAX (469) 593-8221

**Prairie Creek Elementary (469) 593-6300**

2120 E. Prairie Creek Dr., Richardson 75080

FAX (469) 593-6308

**Prestonwood Elementary (469) 593-6700**

6525 La Cosa Dr., Dallas 75248

FAX (469) 593-6712

**Richardson Heights Elementary (469) 593-4400**

101 N. Floyd Rd., Richardson 75080

FAX (469) 593-4401

**Richardson Terrace Elementary (469) 593-8700**

300 N. Dorothy Dr., Richardson 75081

FAX (469) 593-8780

**Richland Elementary (469) 593-4650**

550 Park Bend, Richardson 75081

FAX (469) 593-4654

**RISD Academy Elementary (469) 593-3300**

13630 Coit Rd., Dallas 75240

FAX (469) 593-3307

**Skyview Elementary (469) 593-2400**

9229 Meadowknoll Dr., Dallas 75243

FAX (469) 593-2423

**Spring Creek Elementary (469) 593-4500**

7667 Roundrock Rd., Dallas 75248

FAX (469) 593-4501

**Spring Valley Elementary (469) 593-4600**

13535 Spring Grove Ave., Dallas 75240

FAX (469) 593-4609

**Springridge Elementary (469) 593-8600**

1801 E. Spring Valley Rd., Richardson 75081

FAX (469) 593-8603

**Stults Road Elementary (469) 593-2500**

8700 Stults Rd., Dallas 75243

FAX (469) 593-2521

**Thurgood Marshall Elementary (469) 593-6800**

7666 Ferris Branch Blvd., Dallas 75243

FAX (469) 593-6801

**Wallace Elementary (469) 593-2600**

9921 Kirkhaven Dr., Dallas 75238

FAX (469) 593-2610

**White Rock Elementary (469) 593-2700**

9229 Chiswell Rd., Dallas 75238

FAX (469) 593-2706

**Yale Elementary (469) 593-8300**

1900 E. Collins Blvd., Richardson 75081

FAX (469) 593-8362

## **INTRADISTRICT TRANSFER GUIDELINES**

### **Neighborhood School Concept**

The Richardson Independent School District (RISD) is committed to the neighborhood school concept. Where a student resides determines the schools he or she will attend. The District maintains a comprehensive student assignment plan that is designed to support the neighborhood schools concept, promote balanced enrollment and efficient use of facilities, and comply with legal requirements. Any student, kindergarten through twelfth grade, who wishes to attend an RISD school outside of his/her neighborhood attendance area (the "home school") must complete an *Intradistrict Transfer Request* and obtain District approval to change schools. Board of Trustees delegates to the Superintendent or his or her designee the authority to accept or reject any transfer requests, provided that such an action is without regard to economic status, mobility, language, disabling conditions, race, religion, color, sex, disability, or national origin. *Interdistrict* transfers are accepted under Exceptions (see guidelines).

Separate processes exist for assignments to magnet schools and for transfers pursuant to special provisions of the *Texas Education Code* or federal law (e.g., school safety choice transfer, victim of sexual assault transfer, bullying victim transfer, low- performing school transfer, and/or disabled student sibling transfer).

### **Procedures for Intradistrict Transfer Request**

Transfer request forms are available on the District website at <http://www.risd.org>. Parents desiring an intradistrict transfer must complete the request form and submit it via email for processing. Incomplete forms will be returned for completion. Families should complete online enrollment prior to requesting a transfer. Every effort should be made to provide transfer support in the families' first language. Transfer requests must be approved by the principals of the home and receiving schools and the superintendent's designee before a student may change schools. A condition of every approved transfer is the requirement that the student maintain prompt and regular attendance, that the student maintain good behavior, and that the parent cooperates with the receiving school (see Rescissions).

Upon written request, a student from who is the child of a service member (defined as an active-duty member of the armed forces of the United States, a reserve component of the armed forces, or the Texas National Guard) or a peace officer (as defined by the Texas Occupation Code section 1701.001), provided the campus to which the requestor seeks the student be transferred has an opening. With this type of request only, the transfer must be to the campus selected by the requestor.

### **Considerations of Transfer Request**

In evaluating each transfer request, RISD will consider:

- individual needs of the student and reason provided on the transfer request;
- student's behavior and attendance history;
- overall effect the transfer will have on the home and receiving school; <sup>\*See Note</sup>
- student's need for special instructional services not provided at the home school;

- medical condition of the student as described in a letter from the student's medical provider (letter must be submitted with the transfer request);
- a family request to have similar age siblings attend the same school;
- building capacity and any planned renovation projects;
- current enrollment, growth projections, and boundary issues;
- a request to allow a student who has moved to another RISD school attendance area to continue to remain in the current school he/she has been attending;
- teacher allocations and class size; and/or
- other factors relevant to a particular transfer request.

### **Procedures for Transfer Continuance**

Students currently on a transfer who are transitioning into a Learning Community that is not within their home school boundaries from *elementary to junior or junior to high school* may be offered a Continuance Transfer for the Upcoming Fall. This transfer document will be sent home with transfer students in the spring. The document is only available through campus office staff. Students must be in good standing with the current campus to be eligible for a continuance and should complete the Continuance Contract provided on the transfer document.

### **Procedures for Interdistrict Transfer Request**

1. Children of full-time District Employees may be allowed to attend District schools in accordance with DEB (Local).
  - o As a benefit for employees, the RISD Board of Trustees has authorized the District to accept for enrollment school-aged children of employees who reside outside the District while the employee remains in full-time employment by the District. Children of nonresident employees must comply with all other rules applicable to transfer students.
  - o Full-time professional contract employees, as well as noncontract, paraprofessional and classified employees, are eligible for this benefit immediately upon their full-time employment. "Child" means a school aged student who lives with the employee and is the employee's natural or legally adopted offspring or a school-aged child for whom a court or other authority has designated the employee as the legal guardian. "Child" also includes the natural or legally adopted offspring of an employee who does not live with the employee if the employee is a noncustodial conservator of the child and the employee had the legal authority to make educational decisions for the child.
2. Resident students who become nonresidents during the course of a semester may be permitted to continue in attendance tuition-free for the remainder of the current grading period, provided academic, disciplinary, and attendance records are satisfactory.
3. A senior student who becomes ineligible for tuition-free attendance at the end of his or her junior year may be permitted to continue in attendance tuition-free throughout

the senior year, provided academic, disciplinary, and attendance records are satisfactory.

4. A student residing outside the District may be enrolled at the beginning of a semester if the parent/guardian has purchased a residence in the District that will be completed or occupied within 90 days of enrollment and proof of purchase (e.g., contract, loan document, bill of sale, etc.) is provided.

5. Upon written request, a student from an adjoining district who is the child of a service member (defined as an active-duty member of the armed forces of the United States, a reserve component of the armed forces, or the Texas National Guard) or a peace officer (as defined by the Texas Occupation Code section 1701.001), provided the board of trustees of each of the districts have entered into an agreement to arrange for the transfer and assignment of any student from the jurisdiction of one board to that of another. With this type of request only, the transfer must be to the campus selected by the requestor.

Students seeking an interdistrict transfer must complete a Non-Resident Student Transfer Application form and provide any additional information as may be required by the District. Out-of-District Transfers. Employees may access the form on the RISD Intranet. Any individual that is not an employee should obtain the form at their campus. The District shall assume no responsibility for tuition required of students transferring out of Richardson Independent School District. The District shall accept no responsibility for transportation for transfer students, except as provided by statute or policy.

*School Placement:* The employee may indicate a school of choice; however, the Superintendent or designee shall determine the school to which the transferee will be assigned. Such determination will be made on the basis of: availability of space at the desired campus and the effect of additional students in the grade levels; the campus nearest or most convenient to the employee's work assignment; and other relevant factors affecting campus assignment. Once assigned to a campus, the student shall be responsible for the student's transportation.

*Tuition:* The Board of Trustees shall determine, annually and within statutory limits, the amount of tuition, if any, to be charged.

*Waivers:* The Board of Trustees may waive tuition for a student upon written application by the student or parent or guardian, upon the recommendation of the Superintendent.

*Non-Payment:* The District may initiate withdrawal of students whose tuition payments are delinquent.

*Appeals:* Any appeals shall be made in accordance with FNG (LOCAL) and GF (LOCAL), as appropriate.

*Renewals:* Employees should complete the transfer process each year by checking the renewal box to confirm eligibility.

### **Rescission of Inter/Intradistrict Transfers**

A Transfer request is a privilege. Approved transfers may be rescinded by the principal where the student is enrolled due to the following reasons:

- Student becomes a disruption to school operation and/or a detriment to the learning of other students.
- Student fails to maintain good conduct and behavior.
- Student has excessive tardies and/or absences.
- Lack of parental cooperation.
- Change of the student's residence.
- Falsification of residency, transfer, or enrollment documents.
- Other relevant reasons determined by the building principal.

### **General Transfer Information**

The superintendent's designee(s) will attempt to make a decision on a transfer request within sixty (60) days after a completed request is received. However, the District may delay a decision when the District determines a delay is necessary to properly consider relevant information and operational needs. The receiving school principal will notify the parent of approved requests. The home school principal will notify the parent of a denied request.

The Board has delegated to the Superintendent/Designee(s) the authority to accept or reject a transfer request

### **Timelines**

Fall Transfer Requests Accepted	Spring Transfers Requests Accepted	Grade Levels
April 15 - August 12	October 1 - December 15	Elementary
March 1 - August 12	October 1 - December 15	Junior High
March 1 - August 1	October 1 - December 15	High School

\*Transfer requests outside this timeline will be considered only under extenuating circumstances.

\*Employee renewals may be submitted in the Spring during Upcoming School Year Enrollment

### **Change of Residence**

Transfer forms must be completed when a student moves into a new RISD home school area but wants to remain in the school he or she has been attending. A student is considered a transfer student subject to the transfer rules beginning at the time a request is approved. A new transfer is required when a student wants to change schools.

### **Athletic and Other Extracurricular Participation**

A student may not transfer for the purpose of participation in extracurricular activities.

*Athletics*—Transfer students are not eligible for varsity athletic participation (per UIL regulations) for one year from the date the student begins in attendance at the new school. Transfer students will be eligible for sub-varsity athletics provided the transfer is not for athletic purposes and the UIL "Previous Athletic Participation Form" is signed by both the sending and receiving schools. Transfers must be completed prior to the start of practices for sports in question. If the transfer takes place after the start of the season, the athlete will be placed in off-season.

*Academic/Performing Arts Programs*—To be eligible for other extracurricular activities, transfer students must be enrolled and attending the transfer school fifteen calendar days prior to the application deadline for tryouts or election.

*Other*— Eligibility for activities not regulated by UIL will be determined by RISD guidelines for the specific program and/or any national or state regulations of the activity or organization.

### **Staffing and Class Sizes**

RISD will not increase staffing allocations to accommodate transfer requests. Consideration of the effect of the transfer may differ at elementary and secondary schools:

*Elementary*—To ensure space is available at a campus for students who reside in the attendance area, RISD generally will deny a request seeking a transfer to campuses where the affected grade level enrollments are projected at 90 percent or greater of class size expectations (grades K-4, 22 students per class; grades 5-6, 28 students per class).

*Secondary*— A variety of factors will be considered to determine whether the transfer would negatively affect the particular campus's ability to maintain reasonable class sizes and any other situations associated with transfer request.

### **Transportation**

RISD does not provide transportation for transfer students unless otherwise required by law. Parents whose transfer requests are approved will be responsible for providing transportation to and from the campus.

### **Appeal of Denial of Transfer Request**

A parent/legal guardian who is not satisfied with a decision regarding a transfer request may appeal the decision by submitting a letter describing the reasons for appeal to the appropriate Assistant Superintendent of Administrative Services. A review committee from the RISD Student Services Department will consider the appeal. Appeals must be submitted in writing no later than three (3) school days of the initial denial. A parent who is not satisfied with the decision of the

appeal committee must follow *Board Policy FNG* to seek further review of the administrative decision.

# RICHARDSON INDEPENDENT SCHOOL DISTRICT

## Guidelines:

### Freedom from Bullying and Harassment – Ref: Board Policy FFI

#### **BULLYING PROHIBITED**

RISD prohibits the bullying, which includes cyberbullying, of any student, prohibits retaliation against any person who in good faith reports bullying or otherwise is involved in an investigation of a complaint of bullying or harassment, and establishes procedures for responding to reports of bullying. This document is designed to provide guidance to District administrators who implement the Board's policy and to persons who report complaints of bullying and harassment.

Campus principals are expected to implement and monitor school-wide, classroom, and individual practices that teach and support positive student behaviors and to provide appropriate consequences for students who engage in bullying type behaviors.

All staff members will participate in the process of implementing practices for consistently teaching respectful behavior, preventing and stopping bullying on their respective campuses, and encouraging the prompt reporting of such behavior. In addition, principals will train their staff on how to respond to complaints of bullying from parents, students, or third parties.

**Questions concerning these guidelines may be directed to the campus principal or the Director of Prevention Programming (469-593-0800).**

#### **DEFINITION OF "BULLYING"**

Texas law defines **bullying** as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct [which occurs in situations over which the school has jurisdiction] and (i) has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; (ii) is sufficiently severe, persistent or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student; (iii) materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or (iv) infringes on the rights of the victim at school; and includes cyberbullying.

Cyberbullying is bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

*Note:* RISD's policies apply to

- bullying that occurs on or is delivered to school property or to the site of a school-sponsored/related activity on or off school property;
- bullying that occurs on a publicly or privately-owned school bus or vehicle being used for student transportation to/from school or a school-sponsored/related activity; and

· cyberbullying that occurs off school property or outside of a school sponsored/related activity if the cyberbullying (i) interferes with a student's educational opportunities, or (ii) substantially disrupts the orderly operation of a classroom, school, or school-sponsored/related activity.

Not all offensive conduct between students rises to the level of bullying. Conduct that may not constitute bullying as defined above still may violate expected standards of conduct and may subject the actor to disciplinary measures.

### **REPORTING ALLEGED BULLYING**

RISD takes all reports of bullying and harassment seriously and will conduct an appropriate investigation to address any such reports and will take appropriate actions designed to stop any current incidents of bullying and prevent future incidents.

Student training and campus procedures should emphasize the importance of promptly reporting alleged bullying and harassment to an appropriate adult. Any student who believes that he or she has been bullied or suspects that another student has been bullied should immediately report the conduct to the principal, counselor, or teacher.

Any District employee who receives a report of, witnesses, learns of, or suspects an incident of bullying involving students anywhere on campus, at an off campus school-related activity, or in a District vehicle shall immediately report the information to the principal. The report may be made orally or in writing. A report also may be made anonymously. The principal shall ensure an oral report is reduced to writing.

Any staff member who witnesses an incident of suspected bullying or other inappropriate behavior should take appropriate steps to stop the inappropriate behavior in addition to reporting the incident.

### **NOTIFICATION TO PARENT/GUARDIAN**

The parent/guardian of the alleged victim of an incident of bullying must be notified on or before the third business day after the date the incident is reported.

The parent/guardian of the alleged bully must be notified within a reasonable amount of time after the alleged incident.

*Note:* These timelines reflect the maximum period for providing parental notification in compliance with the Education Code. In most cases, notification of the parents of both students should occur on the same or next school day of the incident.

### **INVESTIGATING REPORTS OF BULLYING**

An appropriate District official will conduct an investigation of a report of suspected bullying. The scope and nature of the investigation shall rest within the discretion of the official based on the nature of the allegations.

The District will, to the greatest extent possible, maintain the privacy of the complainant, persons against whom a complaint is filed, and witnesses or other persons who provide information in an investigation. Limited disclosure of information may be necessary to conduct a thorough investigation.

The campus should promptly notify the Director of Prevention Programming (X30800) upon receipt of an allegation of bullying. The Director will assist the campus through the investigation.

Classroom Investigations. These guidelines are not intended to replace the normal classroom management procedures each classroom teacher employs to manage and maintain student behavior. When a teacher observes or otherwise becomes aware of alleged bullying behavior during class time, the teacher should do the following:

1. Separate the alleged victim from the alleged bully.
2. Speak separately with each of the students involved to give them the opportunity to present their stories about what occurred.
3. Speak with any witnesses or bystanders who may have been present or involved to determine what they observed, heard, or know. Encourage them to speak up directly on behalf of the alleged victim if they should witness further incidents or to get help from school personnel.
4. If the teacher believes the conduct meets the definition of bullying (which includes cyberbullying), he/she shall immediately refer the matter to the principal. Otherwise, the teacher should administer logical and appropriate consequences at the classroom level. A teacher who has any question whether alleged conduct constitutes bullying should immediately contact the principal.
5. In accordance with customary campus practices and expectations, contact the parents of the students involved and explain what happened and what was done in response to the incident.
6. The classroom teacher should record the incident in the student's discipline notebook, folder, or other classroom document where classroom discipline information is maintained, and/or otherwise follow campus procedures for reporting student disciplinary concerns (e.g., office referral, principal referral, etc.).

Campus Administrator Investigative Procedures.

1. The principal or other campus administrator who receives a report of bullying should first take any appropriate steps to immediately protect the student from the alleged situation or any retaliation. Remind the complainant that the District takes all complaints of bullying seriously and does not tolerate bullying, harassment, retaliation, or discrimination.
2. Determine the specific allegation of bullying –*What is the specific conduct the complainant alleges against the accused student(s)?* Talk to the alleged victim separately to determine, who, what, where, and when the complaint of conduct allegedly occurred. Keep an open mind as you gather information. Avoid reaching conclusions before you have all of the evidence.
3. Interview and obtain a written statement from the alleged victim when possible. If the alleged victim is unable or unwilling to provide a written statement, the investigator should carefully document all allegations of bullying behavior. The *Bullying/Harassment/Retaliation: Report Investigation Documentation Form* (the *Investigation Form*) also should be completed which also requires the investigator to describe the alleged bullying.
4. Consider and investigate the specific allegations in the complaint and take such steps that you, as the investigator, determine are reasonably necessary to thoroughly and carefully investigate the complaint. Investigation steps may include (without limitation):

- o Interview the accused student (present all allegations and allow him/her to respond; remind student of prohibition against retaliation)
  - o Interview student witnesses
  - o Interview employees who may have relevant knowledge
  - o Obtain written statements from persons interviewed on an age appropriate basis
  - o Review pertinent documents (e.g., communications between students, written, oral, and/or electronic, etc.)
  - o If the allegations involve electronic communications, attempt to obtain hard copies of the evidence (texts, emails, photos, screen shots, etc.)
  - o Evaluate consistencies and inconsistencies in the statements and other evidence
  - o If property damage is alleged, inspect damaged property (take photographs of damage if appropriate)
  - o If physical injury is alleged, review medical records if available. Ensure student is referred to the nurse for examination and further referral, as appropriate
  - o Gather tangible evidence, if any
  - o Inspect the scene of the alleged incident if relevant
  - o Determine whether any alleged incidents were recorded by school video surveillance. If so, document the date/time/camera number and ensure captured image is retained
5. Witnesses should be interviewed separately. Remind witnesses that no person who provides information in an investigation will be subject to any retaliation for his or her participation and to notify the investigator immediately if any retaliation occurs. Further remind the witnesses that the investigation is confidential and to respect the privacy of his/her fellow students by not discussing the matter with other students.
6. After completing all investigatory activities the investigator believes are reasonably necessary to fairly and thoroughly address the allegations, the investigator should analyze all information obtained and make a determination whether the alleged conduct meets the definition of bullying (Board Policy FFI) or harassment or other prohibited conduct (Board Policy FFH).
7. Determine appropriate school disciplinary consequences for the accused student. Refer to the *Student Code of Conduct*. School consequences may be appropriate even if bullying did not occur if the conduct violated other school rules.
8. A student who is the victim of bullying based on the investigation and who used reasonable self-defense in response to the bullying may not be subject to disciplinary action.
9. If the accused student is a student with a disability and bullying is found, any disciplinary consequences must comply with the student's IEP or § 504 Plan and applicable procedural safeguards.

10. Depending on the alleged conduct, referrals to law enforcement or CPS may be appropriate. If illegal conduct is suspected or alleged, immediate referrals to outside agencies may be appropriate.
11. Identify any other corrective action or interventions that may be necessary and appropriate to address the current situation and eliminate future bullying incidents. Refer to the sample strategies and interventions included below.
12. The parent/guardian of the alleged victim and alleged bully should be notified of the outcome of the investigation.
13. Keep notes and dates of interviews and other investigatory activities. Investigation should be documented via the Investigation Form.
14. Keep the original forms and investigatory materials and bullying documentation on campus and send copies to the appropriate Executive Director for your campus.

*Note:* Suspected bullying also may include the elements of discrimination, prohibited harassment, sexual harassment, dating violence, and/or retaliation. Officials investigating allegations of inappropriate interactions should refer to Policy FFI *Student Welfare Freedom from Bullying*, and Policy FFH *Student Welfare Freedom from Discrimination, Harassment, and Retaliation* when conducting their investigation.

### **SAMPLE INTERVENTIONS, STRATEGIES, AND CORRECTIVE ACTION TO ADDRESS INCIDENTS OF BULLYING**

- Conference separately with alleged victim and alleged bully and include parents of each as appropriate
- Monitor situation closely, particularly if specific allegation cannot be corroborated
- Meet periodically with alleged victim
- Meet periodically with alleged bully
- Refer complainant, accused student, and witnesses to campus counselor
- Administer disciplinary consequences as outlined in the *Student Code of Conduct*
- Administer consequences as outlined in any applicable extracurricular code of conduct
- Loss or limitation of technology privileges at school and limited access to District-provided electronic devices if cyberbullying occurred
- Work with counselor to develop appropriate strategies to minimize interactions between involved students
- Issue administrative directives to students concerning expected conduct
- Refer matter to District police or outside law enforcement agency or Child Protective Services as appropriate
- Change schedule/class for alleged bully
- Change schedule/class for alleged victim
- Change school rules
- Provide additional training to the involved students, class, grade level, and/or entire school
- Provide additional staff training
- Transfer alleged bully or alleged victim to another campus (FDB Legal) (Refer to Transfer section below.)

### **TRANSFER OF STUDENTS INVOLVED IN BULLYING**

RISD desires to retain students in their neighborhood schools where possible. However, either a student who has been found to have been subjected to bullying or a student found to have engaged in bullying may transfer to another campus under appropriate circumstances. This transfer option has significant implications, including disruption in the educational process, and may only be considered after a variety of interventions and disciplinary consequences have been applied unsuccessfully.

**Transportation. RISD does not provide transportation to a student transferred because of bullying unless such transportation is otherwise required by law.**

Transfer of Students Who Engage in Bullying. The campus principal may recommend to the appropriate Executive Director or Assistant Superintendent that a student found to have engaged in bullying be transferred to another campus under the following circumstances:

- The campus administrator's thorough investigations concluded that the student engaged in bullying as defined herein on at least two separate occasions during the last 12 months. A single, egregious instance of bullying (particularly involving multiple students or significant disruption of the school) also may support a recommendation to transfer.
- Campus strategies and interventions, including appropriate discipline under the Student Code of Conduct, have been documented but have been unsuccessful to eliminate the bullying.
- Campus administrator(s) have communicated with the student's parent/guardian on more than two occasions to address the student's inappropriate conduct.
- *Note:* Campus administrators must provide documentation of all strategies and interventions, discipline, campus investigations, and parent contacts along with the request for administrative transfer.

The appropriate Executive Director and/or Assistant Superintendent will make the final decision concerning a request to transfer, including the school to which the student may transfer. At the time a student is transferred under this section, a Student Support Plan shall be developed to outline appropriate positive behavioral supports for the student and to identify further disciplinary steps to consider if the bullying behavior persists.

Students Who Are Subjected to Bullying. The parent/legal guardian of a student found to have been subjected to bullying may request that the student be transferred to another campus. A request under this section will only be considered under the following circumstances:

- The campus administrator's thorough investigation concluded that the student was subjected to bullying as defined herein on at least one occasion.
- After a reasonable period of time, the campus-based strategies and interventions have not been effective to stop the bullying conduct as evidenced by campus documentation.
- A parent/guardian who seeks a transfer under this section must complete an Intradistrict Transfer Request Form. The form is available at the campus or on the website at [www.risd.org](http://www.risd.org) under the Student Services page.

The appropriate Executive Director and/or Assistant Superintendent will make the final decision concerning a request to transfer, including the school to which a student may transfer.

Special Circumstances. Notwithstanding the foregoing, some incidents of bullying may be so severe or pervasive that immediate transfer or other interventions may be appropriate.

## **Bullying Complaint Process**

**Step 1** - Report of bullying received (*complaint form, e-mail, call, conference, letter, student/teacher/parent report, direct observation, anonymous report, etc.*).

**Step 2** - Take immediate steps to ensure student is safe from the alleged bullying.

**Step 3** - Investigate allegations in a timely manner (usually within 10 school days).

**Step 4** - Notify parent of alleged victim no later than three business days after report of incident and notify parent of alleged bully within a reasonable time after the incident.

**Step 5** - Determine whether bullying occurred. Bullying is:

a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct [which occurs in situations over which the school has jurisdiction]

AND

(i) has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; (ii) is sufficiently severe, persistent or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student; (iii) materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or (iv) infringes on the rights of the victim at school.

Bullying includes **cyberbullying** which is bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

**Step 6** - Determination is made and appropriate action is taken:

Behavior does not meet the definition of bullying: apply consequences and/or action plans as appropriate and notify parents of findings.

Behavior does meet the definition of bullying: apply consequences, implement corrective actions and notify parents of findings.

## **NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

The PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

· *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (DOE)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
8. Income, other than as required by law to determine program eligibility.

· *Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

· *Inspect*, upon request and before administration or use of –

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Richardson Independent School District maintains policies, developed in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. RISD will directly notify parents

of these policies at least annually at the start of each school year and after any substantive changes. RISD also will notify directly, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. RISD will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents also will be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by DOE.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

**Student Privacy Policy Office**  
**(formerly) Family Policy Compliance Office**  
**U.S. Department of Education**  
**400 Maryland Avenue, SW**  
**Washington, D.C. 20202**

**BOARD OF TRUSTEES**  
**Richardson Independent School District**  
**Richardson, Texas**

**Date:** August 10, 2023

**Department:** Safety and Security

**Submitted by:** Sandra Hayes, Assistant Superintendent, Operations

**ACTION ITEM**

**TOPIC: House Bill 3 Armed Security Officers: Determination of Appropriate Number, Good Cause Exception and Delegation of Authority to Superintendent to Create Alternative Standard**

**BACKGROUND INFORMATION:**

The 88<sup>th</sup> Texas Legislative Session included the passage of House Bill 3 (“HB 3”). HB 3 amended the Texas Education Code by adding Section 37.0814, which now requires an armed security officer on each district campus. One of the requirements of the new legislation is that the Board of Trustees determine the appropriate number of armed security officers for each district campus. A minimum of one (1) armed security officer per campus during the regular school day is required. The new law allows the board to claim a good cause exception due to lack of funding or qualified personnel.

Currently, Richardson ISD uses School Resource Officers (“SROs”) in all secondary schools and off-duty police officers in some of our elementary schools. The District has Interlocal Agreements in place with the City of Dallas and City of Richardson allowing on-duty Police Officers to be placed in schools as School Resource Officers. Richardson ISD is currently working to grow the number of district armed personnel who meet the state requirements. However, as is happening statewide, there is a shortage of law enforcement personnel. The necessary plan will continue to develop as more staff becomes available for use.

**SUPERINTENDENT’S RECOMMENDATION:**

The Superintendent recommends that the Board of Trustees of Richardson Independent School District approve the following resolution 1) determining the appropriate number of armed security officers; 2) declaring a good cause exception for House Bill 3’s Armed Security Officer Requirement and 3) delegating to the Superintendent authority to develop an alternative standard with which Richardson ISD is able to comply:

**Resolution to Determine Appropriate Number of Armed Security  
Officers, Declare a Good Cause Exception for House Bill 3  
Armed Security Officer Requirement; and Delegate Authority to the  
Superintendent to Develop an Alternative Standard**

**WHEREAS**, Section 37.0814 of the Texas Education Code requires the board of trustees of each school district to determine the appropriate number of armed security officers for each district campus;

**WHEREAS**, Section 37.0814(a) of the Texas Education Code requires the board to ensure that at least one (1) armed security officer is present during regular school hours at each district campus;

**WHEREAS**, Section 37.0814(b) of the Texas Education Code requires that at least one (1) armed security officer at each campus be a commissioned peace officer, namely a school district peace officer; a school resource officer; or a commissioned peace officer employed as security personnel under Section 37.081 of the Texas Education Code;

**WHEREAS**, the Richardson ISD Board of Trustees makes the determination that at least one (1) armed security officer, as defined by law, shall be present during regular school hours at each district campus;

**WHEREAS**, Section 37.0814(c) of the Texas Education Code provides that if the board of trustees of a school district is unable to comply with this section, the board may claim a good cause exception if the district's noncompliance is due to the availability of funding or qualified personnel;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Richardson Independent School District hereby determines that Richardson ISD is unable to ensure that at least one (1) armed security officer, as defined by law, is present during regular school hours at each district campus;

**BE IT FURTHER RESOLVED** that the Board of Trustees determines that:

The District's noncompliance is due to lack of available qualified personnel. The number of available law enforcement personnel is limited statewide and regionally. Richardson ISD has schools in the City of Richardson, City of Garland and City of Dallas. The City of Dallas and City of Richardson, in addition to providing SROs to Richardson ISD, are also servicing other school districts. Each law enforcement unit is currently understaffed and cannot provide additional officers to Richardson ISD.

**FINALLY, BE IT RESOLVED** that the Board of Trustees, having claimed a good cause exception, hereby delegates authority to the Superintendent to develop and document an alternative standard with which the district is able to comply, in accordance with Sections 37.0814(d) and

(e) of the Texas Education Code. The Superintendent shall bring the alternative standard to the Board for review within forty-five(45) days of the August 10, 2023 Board meeting.

Adopted this \_\_\_\_\_ (*date*) day of \_\_\_\_\_ (*month*), \_\_\_\_\_ (*year*), by the Richardson ISD Board of Trustees.

By: \_\_\_\_\_  
Regina Harris, Board President

ATTEST BY:

\_\_\_\_\_  
Chris Poteet, Board Secretary



# Safety and Security

Sandra Hayes | August 10, 2023  
Cedric Ingram

Every student, teacher, and leader will meet or exceed their academic growth goals.

**RICHARDSON ISD'S NORTH STAR GOAL**



# Legislation Requirements 2023



## HB 3

- **Armed Personnel**
  - **Recommending hiring 34 campus Security Officers and 2 lead Security Officers**
- **Salary range \$55,000 - \$61,000**
- **No district vehicle - mileage to be paid as needed**

RICHARDSON ISD'S NORTH STAR GOAL  
Every student, teacher, and leader will meet or exceed their academic growth goals.



EVERY CHILD. EVERY TEACHER. EVERY LEADER. EVERY DAY.

The background of the image is a sunburst pattern consisting of numerous triangular rays radiating from the center. The rays alternate between white and a light blue color, creating a bright, starburst effect.

**Must have a minimum Level 3  
Security Guard certification**

# Continuing with our Law Enforcement Partners



## School Resource Officers

- Richardson and Dallas Police Officers will be located at all secondary schools
  - 1 at each junior high school
  - 2 at each high school
- Off Duty Police Officers will continue to serve at the following schools for the 23-24 school year: Aikin, ACE, CBE, FLA, HPPM, Skyview and TME

RICHARDSON ISD'S NORTH STAR GOAL

Every student, teacher, and leader will meet or exceed their academic growth goals.



EVERY CHILD. EVERY TEACHER. EVERY LEADER. EVERY DAY.

# District Issued Equipment



The following are examples of the type of equipment the district will be purchasing for distribution to our Security Officers.

- Handgun with accessories
- Ballistic Vest
- RISD Logo Shirt
- Duty Belt

RICHARDSON ISD'S NORTH STAR GOAL

Every student, teacher, and leader will meet or exceed their academic growth goals.



EVERY CHILD. EVERY TEACHER. EVERY LEADER. EVERY DAY.

The background of the image is a sunburst pattern with rays radiating from the center. The rays are in shades of light beige and white, creating a bright, energetic feel.

**All Safety Protocols put in place  
in 22-23 are still in effect for  
the 23-24 school year.**

# Safety Protocols

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- Door checks
- Unannounced Intruder Audits (100% of all our campuses)
- All visitors must be buzzed in after questioning their reason for coming into the building
- During school hours all visitors must have an official visitor badge

RICHARDSON ISD'S NORTH STAR GOAL

Every student, teacher, and leader will meet or exceed their academic growth goals.



EVERY CHILD. EVERY TEACHER. EVERY LEADER. EVERY DAY.

**In Conclusion...**

**The Richardson Independent School District believes safety for all students and staff is our top priority.**



**RICHARDSON ISD'S NORTH STAR GOAL**

Every student, teacher, and leader will meet or exceed their academic growth goals.



**BOARD OF TRUSTEES**  
**Richardson Independent School District**  
**Richardson, Texas**

**Date:** August 10, 2023

**Department:** Office of the General Counsel

**Submitted by:** Leticia D. McGowan, General Counsel

**ACTION ITEM**

**TOPIC: Public Information Act Calendar**

**BACKGROUND INFORMATION:**

The 88<sup>th</sup> Texas Legislative Session included the passage of House Bill 3033 (“HB 3033”). HB 3 amended the Texas Government Code by adding Section 552.0031, which now provides a specific definition of “business day” for purposes of the Texas Public Information Act (“TPIA”). Traditionally, the Office of the Attorney General has defined “business day” as a day that a governmental body is closed. Under the new legislation, the definition of “business day” for purposes of the TPIA is now limited to: a day other than Saturday or Sunday; a national holiday, a state holiday or days on which a governmental body observes a national or state holiday that occurs on a Saturday or Sunday. Additionally, the new law allows governmental bodies to designate up to 10 non-business days each **calendar** year. The designations are for days that Richardson ISD is closed but those days are not covered within the new definition of non-business day.

**SUPERINTENDENT’S RECOMMENDATION:**

The Superintendent recommends that the Board of Trustees of Richardson Independent School District approve the 2023 PIA calendar.

# 2023 Calendar

January 2023							
No.	S	M	T	W	T	F	S
1	1	2	3	4	5	6	7
2	8	9	10	11	12	13	14
3	15	16	17	18	19	20	21
4	22	23	24	25	26	27	28
5	29	30	31				

February 2023							
No.	S	M	T	W	T	F	S
5				1	2	3	4
6	5	6	7	8	9	10	11
7	12	13	14	15	16	17	18
8	19	20	21	22	23	24	25
9	26	27	28				

March 2023							
No.	S	M	T	W	T	F	S
9				1	2	3	4
10	5	6	7	8	9	10	11
11	12	13	14	15	16	17	18
12	19	20	21	22	23	24	25
13	26	27	28	29	30	31	

April 2023							
No.	S	M	T	W	T	F	S
13							1
14	2	3	4	5	6	7	8
15	9	10	11	12	13	14	15
16	16	17	18	19	20	21	22
17	23	24	25	26	27	28	29
18	30						

May 2023							
No.	S	M	T	W	T	F	S
18		1	2	3	4	5	6
19	7	8	9	10	11	12	13
20	14	15	16	17	18	19	20
21	21	22	23	24	25	26	27
22	28	29	30	31			

June 2023							
No.	S	M	T	W	T	F	S
22					1	2	3
23	4	5	6	7	8	9	10
24	11	12	13	14	15	16	17
25	18	19	20	21	22	23	24
26	25	26	27	28	29	30	

July 2023							
No.	S	M	T	W	T	F	S
26							1
27	2	3	4	5	6	7	8
28	9	10	11	12	13	14	15
29	16	17	18	19	20	21	22
30	23	24	25	26	27	28	29
31	30	31					

August 2023							
No.	S	M	T	W	T	F	S
31			1	2	3	4	5
32	6	7	8	9	10	11	12
33	13	14	15	16	17	18	19
34	20	21	22	23	24	25	26
35	27	28	29	30	31		

September 2023							
No.	S	M	T	W	T	F	S
35						1	2
36	3	4	5	6	7	8	9
37	10	11	12	13	14	15	16
38	17	18	19	20	21	22	23
39	24	25	26	27	28	29	30

October 2023							
No.	S	M	T	W	T	F	S
40	1	2	3	4	5	6	7
41	8	9	10	11	12	13	14
42	15	16	17	18	19	20	21
43	22	23	24	25	26	27	28
44	29	30	31				

November 2023							
No.	S	M	T	W	T	F	S
44				1	2	3	4
45	5	6	7	8	9	10	11
46	12	13	14	15	16	17	18
47	19	20	21	22	23	24	25
48	26	27	28	29	30		

December 2023							
No.	S	M	T	W	T	F	S
48						1	2
49	3	4	5	6	7	8	9
50	10	11	12	13	14	15	16
51	17	18	19	20	21	22	23
52	24	25	26	27	28	29	30
1	31						

2023 Closures	
<b>Sep 04</b>	Labor Day (National/Federal Holiday; State Holiday; RISD Holiday)
<b>Oct 09</b>	Columbus Day (National/Federal Holiday; RISD Holiday)
<b>Nov 11</b>	Veteran's Day (National/Federal Holiday; State Holiday; RISD Holiday)
<b>Nov 20</b>	Designated Non-Business Day (RISD Holiday)
<b>Nov 21</b>	Designated Non-Business Day (RISD Holiday)
<b>Nov 22</b>	Designated Non-Business Day (RISD Holiday)
<b>Nov 23</b>	Thanksgiving Day (National/Federal Holiday; State Holiday; RISD Holiday)
<b>Nov 24</b>	State Holiday/RISD Holiday
<b>Dec 22</b>	Designated Non-Business Day (RISD Holiday)
<b>Dec 25</b>	Christmas (National/Federal Holiday; State Holiday; RISD Holiday)
<b>Dec 26</b>	State Holiday/ RISD Holiday
<b>Dec 27</b>	Designated Non-Business Day (RISD Holiday)
<b>Dec 28</b>	Designated Non-Business Day (RISD Holiday)
<b>Dec 29</b>	Designated Non-Business Day (RISD Holiday)



**BOARD OF TRUSTEES**  
**Richardson Independent School District**  
**Richardson, Texas**

**Date:** August 10, 2023

**Department:** Administrative Services; General Counsel

**Submitted by:** Dr. Matthew Gibbins, Assistant Superintendent - Administrative Services; Leticia D. McGowan, General Counsel

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## **INFORMATION ITEM**

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**TOPICS:** Review Child Abuse and Neglect Reporting Policy  
FFG (Local) Student Welfare: Child Abuse and Neglect

**BACKGROUND INFORMATION:**

Any employee who has reasonable cause to believe that a child or disabled person is being subjected to or may have been subjected to abuse or neglect must immediately report the suspected abuse or neglect to law enforcement officials or to Child Protective Services. The Education Code and Commissioner's Rules require the Board to adopt a policy concerning reports of abuse or neglect and to review the policies on reporting child abuse and neglect each year.

RISD's policies on this topic appear primarily in *FFG (Legal)*, and *(Local) Student Welfare: Child Abuse and Neglect*. The topic also is addressed in policies *DH (Local): Standards of Employee Conduct* and *GRA (Legal) and (Local): Relations With Governmental Entities*. The policies are communicated each year to all employees through the Employee Handbook and campus principals and other administrators also review the information with staff. Regular training is provided, as well, to counselors and nurses and the topic is included in New Teacher training. Specific training is provided, as needed, to address issues that arise from time to time, and additional copies of policies and guidelines are also distributed at that time. In addition, the Superintendent has developed administrative guidelines concerning this topic that appear in the Instructional Operating Guide. These guidelines provide specific information for employees to ensure they comply with any reporting obligations.

Copies of relevant policies and administrative guidelines related to prevention and reporting of child abuse and neglect are attached for your review.

**SUPERINTENDENT'S RECOMMENDATION:**

The Superintendent presents the policies and guidelines concerning reports of child abuse and neglect for your annual review and information.



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

EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

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:

1. Exceptions for family and social relationships;
2. The circumstances under which an employee may use text messaging to communicate with individual students or student groups;
3. Hours of the day during which electronic communication is discouraged or prohibited; and
4. 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 whether the communication occurs on a District-owned or personal device. 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.

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

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

1. Other employees. [See DIA]
2. Students. [See FFH; see FFG regarding child abuse and neglect.]

While acting in the course of employment, an employee shall not engage in prohibited discrimination or harassment, including sexual harassment, of other persons, including Board members, vendors, contractors, volunteers, or parents. An employee shall not retaliate against any person who makes a complaint of unlawful harassment or discrimination or who provides information to the District in connection with any investigation of such complaints.

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 E-Cigarettes** An employee shall not smoke or use tobacco products and/or e-cigarettes or vapor products on District property; in District vehicles, including buses; at school facilities; on open air property, including parking lots; at outdoor athletic fields, outdoor seating areas, and practice fields; or on other property used for school-sponsored activities. [See 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 within three calendar days 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:

EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

1. 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.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

An employee need not be legally intoxicated to be considered “under the influence” of a controlled substance.

Exceptions

It shall not be considered a violation of this policy if the employee:

1. Manufactures, possesses, or dispenses a substance listed above as part of the employee’s job responsibilities;
2. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee’s personal use. An employee who uses such drugs must inform his or her supervisor in advance if the use could impair the employee’s ability to perform assigned job duties safely and effectively; or
3. 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:

1. Referral to drug and alcohol counseling or rehabilitation programs;
2. Referral to employee assistance programs;
3. Termination from employment with the District; and
4. 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:

EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

1. Crimes involving school property or funds;
2. 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;
3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or
4. Crimes involving moral turpitude, which include:
  - 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.

The standards set out herein are intended to promote community values and enhance an orderly educational environment, and shall not be applied to unlawfully infringe on any individual's religious beliefs or protected speech. A District employee should serve as a role model, exemplifying high standards of professional appearance, to instill community values and proper grooming and hygiene. An employee shall be expected to maintain dress and grooming habits that project a professional image for the employee, school, and District. Attire that is provocative or revealing, sloppy, too tight, or likely to be distracting is not considered professional or appropriate. An employee should not wear outside his or her clothing, or otherwise allow to be visible, any jewelry or similar artifacts that are obscene, distracting, or that may cause disruptions to the educational environment.

An administrator shall have the discretion to determine appropriate attire and grooming and should notify employees when their dress or grooming fails to comply with these standards.

**Conduct Guidelines**

The District expects an employee to exhibit a high degree of professionalism and good judgment and conduct him or herself in an appropriate manner at all times when on District property or otherwise performing services for the District and to set a positive example for students and other employees in their personal habits and actions.

A District employee shall:

1. Maintain an atmosphere conducive to good behavior.
2. Be in regular attendance and on time, and be prepared to perform their duties with appropriate working materials.
3. Exhibit an attitude of respect toward individuals and property and conduct themselves in a responsible manner.
4. Plan a flexible curriculum to meet the needs of all students.
5. Promote effective training and discipline based upon fair and impartial treatment of all students.
6. Encourage parents or guardians to keep in regular communication with the school and encourage parental participation in school affairs.
7. Develop and maintain a cooperative working relationship among staff and students.
8. Obey District and school policies, regulations, and administrative directives.
9. Cooperate with District administrators or other officials during any investigations or inquiries into complaints or reports of misconduct, unlawful activities, or other matters affecting District operations.
10. Comply with all professional and ethical standards applicable to the employee's profession or the continued eligibility for licensure.
11. Interact in a professional and appropriate manner with students, parents, and other District employees.

**Employees Duty to Report**

A District employee shall be responsible for protecting District assets and is expected to be alert to the potential for theft of property, services, or anything of value, fraud, misappropriation, or financial impropriety.

EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

Any employee who knows of or suspects an occurrence of theft, fraud, misappropriation, or impropriety shall immediately notify his or her supervisor. If the employee has reason to believe the supervisor may be involved, the employee should notify the Superintendent.

**Policy and Program to Address Sexual Abuse, Trafficking, and Maltreatment**

A district shall provide child abuse antivictimization programs in elementary and secondary schools. *Education Code 38.004*

A district shall adopt and implement a policy addressing sexual abuse, sex trafficking, and other maltreatment of children, to be included in the district improvement plan [see BQ] and any information handbook provided to students and parents. *Education Code 38.0041(a)*

The policy included in any informational handbook provided to students and parents must address the following:

1. Methods for increasing staff, student, and parent awareness of issues regarding sexual abuse, trafficking, and other forms of maltreatment of children, including prevention techniques and knowledge of likely warning signs indicating that a child may be a victim;
2. Actions a child who is a victim of sexual abuse, trafficking, or other maltreatment should take to obtain assistance and intervention; and
3. Available counseling options for students affected by sexual abuse, trafficking, or other maltreatment.

*19 TAC 61.1051(b)(3)*

**Definitions**

Child Abuse or Neglect

The definition of child abuse or neglect includes the trafficking of a child in accordance with Education Code 38.004.

Other Maltreatment

This term has the meaning assigned by Human Resources Code 42.002.

Trafficking of a Child

This term has the meaning assigned by Penal Code 20A.02(a)(5), (6), (7), or (8).

*19 TAC 61.1051(a)*

**Duty to Report**

Report by Any Person

Any person who has reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report as required by law. *Family Code 261.101(a)*

Report by Any Professional

Any professional who has reasonable cause to believe that a child has been or may be abused or neglected shall make a report as required by law. The report must be made within 48 hours after the professional first has reasonable cause to believe that the child has been or may be abused or neglected or is the victim of an offense of indecency with a child.

A professional may not delegate to or rely on another person to make the report.

A “professional” is a person who is licensed or certified by the state or who is an employee of a facility licensed, certified, or operated by the state and who, in the normal course of official duties or duties for which a license or certification is required, has direct contact with children. The term includes teachers, nurses, doctors, day-care employees, juvenile probation officers, and juvenile detention or correctional officers.

*Family Code 261.101(b)*

Abuse of Persons  
with Disabilities

A person having cause to believe that a person with a disability is in a state of abuse, neglect, or exploitation shall report the information immediately to the Texas Department of Family and Protective Services (DFPS).

A person commits a Class A misdemeanor if the person has cause to believe that a person with a disability has been abused, neglected, or exploited or is in a state of abuse, neglect, or exploitation and knowingly fails to report.

A person filing a report or testifying or otherwise participating in any judicial proceeding arising from a petition, report, or investigation is immune from civil or criminal liability on account of his or her petition, report, testimony, or participation, unless the person acted in bad faith or with a malicious purpose.

*Human Resources Code 48.051, .052, .054*

Adult Victims of  
Abuse

A person or professional shall make a report in the manner required above if the person or professional has reasonable cause to believe that an adult was a victim of abuse or neglect as a child and the person or professional determines in good faith that disclosure of the information is necessary to protect the health and safety of another child or an elderly person or person with a disability. *Family Code 261.101(b-1)*

**Restrictions on  
Reporting**

Psychotropic Drugs  
and Psychological  
Testing

An employee may not use or threaten to use the refusal of a parent, guardian, or managing or possessory conservator to administer or consent to the administration of a psychotropic drug to a child, or to consent to any other psychiatric or psychological testing or treatment of the child, as the sole basis for making a report of neglect, unless the employee has cause to believe that the refusal:

1. Presents a substantial risk of death, disfigurement, or bodily injury to the child; or

2. Has resulted in an observable and material impairment to the growth, development, or functioning of the child.

*Education Code 26.0091; Family Code 261.111(a)* [See FFEB]

**Contents of Report**

The report should reflect the reporter's belief that a child has been or may be abused or neglected or has died of abuse or neglect. The person making the report shall identify, if known:

1. The name and address of the child;
2. The name and address of the person responsible for the care, custody, or welfare of the child; and
3. Any other pertinent information concerning the alleged or suspected abuse or neglect.

*Family Code 261.102, .104*

**Abuse and Neglect Involving School Personnel and Those Responsible for Care**

If the alleged or suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child, the report must be made to DFPS, unless the report is made to a state agency under item 4, below, or the report involves a juvenile justice program or facility [see JJAEPS, below].

All other reports shall be made to:

1. Any local or state law enforcement agency;
2. DFPS, Child Protective Services (CPS) Division;
3. A local office of CPS, where available; or
4. The state agency that operates, licenses, certifies, or registers the facility in which the alleged abuse or neglect occurred.

*Family Code 261.103(a); 19 TAC 61.1051(b)(1)–(2)*

“Person responsible for a child's care, custody, or welfare” means a person who traditionally is responsible for a child's care, custody, or welfare, including:

1. A parent, guardian, managing or possessory conservator, or foster parent of the child;
2. A member of the child's family or household as defined by Family Code Chapter 71;
3. A person with whom the child's parent cohabits;
4. School personnel or a volunteer at the child's school;

5. Personnel or a volunteer at a public or private child-care facility that provides services for the child or at a public or private residential institution or facility where the child resides; or
6. An employee, volunteer, or other person working under the supervision of a licensed or unlicensed child-care facility, including a family home, residential child-care facility, employer-based day-care facility, or shelter day-care facility, as those terms are defined in Human Resources Code Chapter 42.

*Family Code 261.001(5)*

**Reporting Abuse,  
Neglect, or  
Exploitation in a  
JJAEP**

Any report of alleged abuse, neglect, or exploitation, as those terms are defined in Family Code 261.405, in a juvenile justice program or facility shall be made to the Texas Juvenile Justice Department and a local law enforcement agency for investigation. The term "juvenile justice program" includes a juvenile justice alternative education program. *Family Code 261.405(a)(4)(A), (b)*

**Confidentiality of  
Report**

A report of alleged or suspected abuse or neglect and the identity of the person making the report is confidential and not subject to release under Government Code Chapter 552 (Public Information Act) and may be disclosed only for purposes consistent with the Family Code and applicable federal or state law or under rules adopted by an investigating agency. *Family Code 261.201(a)–(a)(1)*

Unless waived in writing by the person making the report, the identity of an individual making a report under this chapter is confidential and may be disclosed only to a law enforcement officer for the purposes of a criminal investigation of the report, or as ordered by a court under Family Code 261.201. *Family Code 261.101(d)*

**Immunity from  
Liability**

A person acting in good faith who reports or assists in the investigation of a report of alleged child abuse or neglect or who testifies or otherwise participates in a judicial proceeding arising from a report, petition, or investigation of alleged child abuse or neglect is immune from any civil or criminal liability that might otherwise be incurred or imposed. *Family Code 261.106*

A district may not suspend or terminate the employment of, or otherwise discriminate against, or take any other adverse employment action against a professional who makes a good faith report of abuse or neglect. *Family Code 261.110(b)* [See DG]

**Criminal Offenses**

Failure to Report

A person commits a Class A misdemeanor if he or she is required to make a report under Family Code 261.101(a) [see Duty to Report, above] and knowingly fails to make a report as provided by law.

A person who is a professional commits a Class A misdemeanor if the person is required to make a report under Family Code 261.101(b) [see Duty to Report] and knowingly fails to make a report as provided by law. The professional commits a state jail felony if he or she intended to conceal the abuse or neglect.

*Family Code 261.109*

False Report

A person commits an offense if, with the intent to deceive, the person knowingly makes a report of abuse and neglect that is false. The offense is a state jail felony, except that it is a felony of the third degree if the person has previously been convicted of the offense. *Family Code 261.107(a)*

Coercion

A public servant, including as a school administrator, who coerces another into suppressing or failing to report child abuse or neglect to a law enforcement agency commits a Class C misdemeanor offense. *Penal Code 39.06*

**SBEC Disciplinary  
Action**

The State Board for Educator Certification (SBEC) may take any of the actions listed in 19 Administrative Code 249.15(a) (impositions, including revocation of a certificate and administrative penalties) based on satisfactory evidence that the person has failed to report or has hindered the reporting of child abuse pursuant to Family Code 261.001, or has failed to notify the SBEC, the commissioner of education, or the school superintendent or director under the circumstances and in the manner required by Education Code 21.006, 21.0062, 22.093, and 19 Administrative Code 249.14(d)–(f). *19 TAC 249.15(b)(4)*

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**Note:** The following legal provisions address child abuse and neglect investigations generally. See GRA for additional legal provisions addressing notification requirements and right of access to students when DFPS investigates reports of abuse and neglect at school. See 40 Administrative Code Chapter 707, Subchapter B for more information regarding investigations of abuse or neglect in a school setting.

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**Investigations**

Reports to District

If DFPS initiates an investigation and determines that the abuse or neglect involves an employee of a public elementary or secondary school, and that the child is a student at the school, the department shall orally notify the superintendent of the district in which the employee is employed. *Family Code 261.105(d)*

On request, DFPS shall provide a copy of the completed report of its investigation to the board, the superintendent, and the school principal, unless the principal is alleged to have committed the

abuse or neglect. The report shall be edited to protect the identity of the person who made the report. *Family Code 261.406(b)*

Interview of Student The investigating agency shall be permitted to interview the child at any reasonable time and place, including at the child's school. *Family Code 261.302(b)* [See GRA]

Interference with Investigation A person may not interfere with an investigation of a report of child abuse or neglect conducted by DFPS. *Family Code 261.303(a)*

Confidentiality A photograph, videotape, audiotape, or other audio or visual recording, depiction, or documentation of a child that is made by DFPS in the course of an inspection or investigation is confidential, is not subject to release under the Public Information Act, and may be released only as required by state or federal law or rules adopted by the DFPS. *Human Resources Code 42.004*

### Reporting Policy

A board shall adopt and annually review policies for reporting child abuse and neglect. The policies shall follow the requirements of Family Code Chapter 261. *19 TAC 61.1051(b)*

The policies must require every school employee, agent, or contractor who suspects a child's physical or mental health or welfare has been adversely affected by abuse or neglect to submit a written or oral report to at least one of the authorities listed above [see To Whom Reported, above] within 48 hours or less, as determined by the board, after learning of facts giving rise to the suspicion. *19 TAC 61.1051(b)(1)*

The policies must be consistent with the Family Code Chapter 261 and 40 Administrative Code Chapter 700 (CPS) regarding investigations by DFPS, including regulations governing investigation of abuse by school personnel and volunteers. [See GRA]

The policies must require a report to DFPS if the alleged abuse or neglect involves a person responsible for the care, custody, or welfare of the child and must notify school personnel of the following:

1. Penalties under Penal Code 39.06 (misuse of official information), Family Code 261.109 (failure to report), and 19 Administrative Code Chapter 249 (actions against educator's certificate) for failure to submit a required report of child abuse or neglect;
2. Applicable prohibitions against interference with an investigation of a report of child abuse or neglect, including:
  - a. Family Code 261.302 and 261.303, prohibiting school officials from denying an investigator's request to interview a student at school; and

- b. Family Code 261.302, prohibiting school officials from requiring the presence of a parent or school administrator during an interview by an investigator.
3. Immunity provisions applicable to a person who reports child abuse or neglect or otherwise assists an investigation in good faith;
4. Confidentiality provisions relating to a report of suspected child abuse or neglect;
5. Any disciplinary action that may result from noncompliance with a district's reporting policy; and
6. The prohibition under Education Code 26.0091 [see Psychotropic Drugs and Psychological Testing, above].

*19 TAC 61.1051(b)(2)*

The policies may not require that school personnel report suspicions of child abuse or neglect to a school administrator before making a report to one of the agencies listed above.

The policies must:

1. Include the current toll-free number for DFPS;
2. Provide for cooperation with law enforcement child abuse investigations without the consent of the child's parent, if necessary, including investigations by DFPS; and
3. Include child abuse anti-victimization programs in elementary and secondary schools consisting of age-appropriate, research-based prevention designed to promote self-protection and prevent sexual abuse and trafficking.

*19 TAC 61.1051(b)(5)–(b)(8)*

Annual Distribution  
and Staff  
Development

The policies required by these provisions and adopted by the board shall be distributed to all personnel at the beginning of each school year. The policies shall be addressed in staff development programs at regular intervals determined by a board. *19 TAC 61.1051(c)* [See also DH and GRA]

[For training requirements under these provisions, see DMA.]

**Required Poster**

Using a format and language that is clear, simple, and understandable to students, each public school shall post, in English and in Spanish:

1. The current toll-free DFPS Abuse Hotline telephone number;
2. Instructions to call 911 for emergencies; and

3. Directions for accessing the DFPS [Texas Abuse Hotline website](#)<sup>1</sup> for more information on reporting abuse, neglect, and exploitation.

A district shall post the information specified above at each school campus in at least one high-traffic, highly and clearly visible public area that is readily accessible to and widely used by students. The information must be on a poster (11x17 inches or larger) in large print and placed at eye-level to the student for easy viewing. Additionally, the current toll-free Texas Department of Family and Protective Services Abuse Hotline telephone number should be in bold print.

*Education Code 38.0042; 19 TAC 61.1051(e)–(f)*

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<sup>1</sup> Texas Abuse Hotline website: <https://www.txabusehotline.org/>

**Program to Address  
Child Sexual Abuse,  
Trafficking, and  
Maltreatment**

The District's program to address child sexual abuse, trafficking, and other maltreatment of children, as included in the District improvement plan and the student handbook, shall include:

1. Methods for increasing staff, student, and parent awareness regarding these issues, including prevention techniques and knowledge of likely warning signs indicating that a child may be a victim;
2. Age-appropriate, research-based antivictimization programs for students;
3. Actions that a child who is a victim should take to obtain assistance and intervention; and
4. Available counseling options for affected students.

Training

The District shall provide training to employees as required by law and District policy. Training shall address techniques to prevent and recognize sexual abuse, trafficking, and all other maltreatment of children, including children with significant cognitive disabilities. [See DMA]

[See BBD for Board member training requirements and BJCB for Superintendent continuing education requirements.]

**Reporting Child  
Abuse and Neglect**

Any person who has reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect has a legal responsibility, under state law, to immediately report the suspected abuse or neglect to an appropriate authority.

As defined in state law, child abuse and neglect include both sex and labor trafficking of a child.

The following individuals have an additional legal obligation to submit a written or oral report within 48 hours of learning of the facts giving rise to the suspicion of abuse or neglect:

1. Any District employee, agent, or contractor who suspects a child's physical or mental health or welfare has been adversely affected by abuse or neglect.
2. A professional who has reasonable cause to believe that a child has been or may be abused or neglected or may have been a victim of indecency with a child. A professional is anyone licensed or certified by the state who has direct contact with children in the normal course of duties for which the individual is licensed or certified.

A person is required to make a report if the person has reasonable cause to believe that an adult was a victim of abuse or neglect as a child and the person determines in good faith that disclosure of the information is necessary to protect the health and safety of another child or an elderly or disabled person.

[For parental notification requirements regarding an allegation of educator misconduct with a student, see FFF.]

### **Restrictions on Reporting**

In accordance with law, an employee is prohibited from using or threatening to use a parent's refusal to consent to administration of a psychotropic drug or to any other psychiatric or psychological testing or treatment of a child as the sole basis for making a report of neglect, unless the employee has cause to believe that the refusal:

1. Presents a substantial risk of death, disfigurement, or bodily injury to the child; or
2. Has resulted in an observable and material impairment to the growth, development, or functioning of the child.

### **Making a Report**

Reports may be made to any of the following:

1. A state or local law enforcement agency;
2. The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (DFPS) at (800) 252-5400 or the [Texas Abuse Hotline Website](#)<sup>1</sup>;
3. A local CPS office; or
4. If applicable, the state agency operating, licensing, certifying, or registering the facility in which the suspected abuse or neglect occurred.

However, if the suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child, the report must be made to DFPS, unless the report is to the state agency that operates, licenses, certifies, or registers the facility where the suspected abuse or neglect took place; or the report is to the Texas Juvenile Justice Department as a report of suspected abuse or neglect in a juvenile justice program or facility. As defined by law, a person responsible for the care, custody, or welfare of a child includes school personnel and volunteers and day-care workers.

[See FFG(LEGAL)]

An individual does not fulfill his or her responsibilities under the law by only reporting suspicion of abuse or neglect to a campus princi-

pal, school counselor, or another District staff member. Furthermore, the District is prohibited from requiring an employee to first report his or her suspicion to a District or campus administrator.

**Confidentiality**

In accordance with state law, the identity of a person making a report of suspected child abuse or neglect shall be kept confidential and disclosed only in accordance with the rules of the investigating agency.

**Immunity**

A person who in good faith reports or assists in the investigation of a report of child abuse or neglect is immune from civil or criminal liability.

**Failing to Report  
Suspected Child  
Abuse or Neglect**

By failing to report suspicion of child abuse or neglect, an employee:

1. May be placing a child at risk of continued abuse or neglect;
2. Violates the law and may be subject to legal penalties, including criminal sanctions for knowingly failing to make a required report;
3. Violates Board policy and may be subject to disciplinary action, including possible termination of employment; and
4. May have his or her certification from the State Board for Educator Certification suspended, revoked, or canceled in accordance with 19 Administrative Code Chapter 249.

It is a criminal offense to coerce someone into suppressing or failing to report child abuse or neglect.

**Responsibilities  
Regarding  
Investigations**

In accordance with law, District officials shall be prohibited from:

1. Denying an investigator's request to interview a child at school in connection with an investigation of child abuse or neglect;
2. Requiring that a parent or school employee be present during the interview; or
3. Coercing someone into suppressing or failing to report child abuse or neglect.

District personnel shall cooperate fully and without parental consent, if necessary, with an investigation of reported child abuse or neglect. [See GKA]

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<sup>1</sup> Texas Abuse Hotline Website: <http://www.txabusehotline.org>

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**Note:** The following legal provisions address the notification requirements and right of access to students when DFPS investigates reports of abuse and neglect at school. For additional legal provisions addressing reporting child abuse and neglect and investigations generally, see FFG.

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**Child Protective Investigations**

A Texas Department of Family and Protective Services (DFPS) investigation of a report of child abuse or neglect under Family Code Chapter 261 may include an interview and examination of the subject child, which may be conducted at any reasonable time and place, including the child's school. A school official may not deny the request of an investigator, investigating a report of suspected child abuse or neglect, to interview, at school, a student who is an alleged victim. A school official may not condition granting the request on a requirement that school personnel, such as a counselor, attend the interview. *Family Code 261.302(a), (b); Atty. Gen. Op. DM-476 (1998)*

A person that has confidential locating or identifying information regarding a family that is the subject of an investigation under Family Code Chapter 261 shall release that information to DFPS on request. The release of information to DFPS by a person is not subject to Government Code 552.352 or any other law providing liability for the release of confidential information. *Family Code 261.303(e)*

**Special Investigations**

On receipt of a report of alleged or suspected child abuse or neglect in a public school, DFPS shall perform an investigation as provided by Family Code Chapter 261 and the rules adopted thereunder.

The Special Investigations program (SI) of the Child Protective Investigations division (CPI) of DFPS investigates allegations of abuse or neglect of a child by school personnel or volunteers in a school setting.

*Family Code 261.406(a); 40 TAC 707.597-.625*

Definitions

"School personnel and volunteers" means persons who have access to children in a school setting and are providing services to or caring for the children. School personnel include but are not limited to school employees, contractors, school volunteers, school bus drivers, school cafeteria staff, and school custodians.

"School setting" means the physical location of a child's school or of an event sponsored or approved by the child's school, or any other location where the child is in the care, custody, or control of

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GRA  
(LEGAL)

school personnel in their official capacity, including transportation services. This does not include:

1. School settings involving only children in facilities regulated by the Texas Health and Human Services Commission (HHSC) when HHSC contracts with the local school district to provide education services; or
2. School settings that are a part of child care operations regulated by the Child Care Licensing division of HHSC.

*40 TAC 707.605(6)–(7)*

Notice to School  
Personnel

Prior to conducting an investigation of school personnel or volunteers, SI shall notify the school principal (or the principal's supervisor if the school principal is an alleged perpetrator) of the fact that a report has been assigned for investigation, the nature of the allegations contained in the report, and the date and time SI plans to visit the school campus to begin the investigation.

SI must also orally notify the superintendent about the investigation.

SI must request that the school personnel notified of the investigation not alert the alleged perpetrator or others regarding the report until SI has had an opportunity to interview the alleged perpetrator.

*Family Code 261.105(d); 40 TAC 707.615*

No Interference with  
Investigation

School officials or other persons related to the school setting may not interfere with an investigation of a report of child abuse or neglect conducted by DFPS.

Interviews on  
School Premises

Interviews and examinations in a school investigation may take place on or off the school premises, as deemed appropriate by SI, pursuant to all applicable standards. SI will notify appropriate school personnel prior to conducting an interview or visual inspection on school premises.

Presence of School  
Personnel

SI may request that school personnel or volunteers not be present during the interview or visual inspection of an alleged victim, an alleged perpetrator, an adult or child witness, or any other person who may have information relevant to the investigation if the investigator determines that:

1. The presence of school personnel or volunteers would compromise the integrity of the investigation; or
2. A better interview or examination of the child would result without school personnel or volunteers being present.

*Family Code 261.303(a); 40 TAC 707.619(a)*

Report of Findings

After the completion of an investigation, SI must provide a report of the investigation, redacted to remove the identity of the reporter, to the Texas Education Agency (Director of Education Investigations) for an investigation concerning an employee of the district. On request, SI shall provide a redacted copy of the report to the following:

1. State Board for Educator Certification;
2. The president of the school board;
3. The superintendent; and
4. The school principal, unless the principal is the alleged perpetrator.

SI is not required to provide notice to a school official if it administratively closes a report of abuse or neglect prior to notifying school officials that DFPS received a report of abuse or neglect in the school setting.

*Family Code 261.406(b); 40 TAC 707.623*

**Prohibited Law  
Enforcement  
Citations**

For this provision, a “school offense” means an offense committed by a child enrolled in a public school that is a Class C misdemeanor other than a traffic offense and that is committed on property under the control and jurisdiction of a school district. “Child” means a person who is a student and at least ten years of age and younger than 18 years of age.

A peace officer, law enforcement officer, or school resource officer may not issue a citation to a child who is alleged to have committed a school offense. Education Code Chapter 37, Subchapter E-1 (Criminal Procedure) does not prohibit a child from being taken into custody under Family Code 52.01 (described below).

*Education Code 37.141, .143*

**Students Taken into  
Custody**

For the following provisions, “child” means a person who is:

1. Ten years of age or older and under 17 years of age, or
2. Seventeen years of age or older and under 18 years of age who is alleged or found to have engaged in delinquent conduct or conduct indicating a need for supervision as a result of acts committed before becoming 17 years of age.

*Family Code 51.02(2)*

A child may be taken into custody under Family Code Title 3 (Juvenile Justice Code):

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(LEGAL)

1. Pursuant to an order of the juvenile court.
2. Pursuant to the laws of arrest.
3. By a law enforcement officer, including a school district peace officer, if there is probable cause to believe the student has engaged in a criminal violation, delinquent conduct, conduct indicating a need for supervision, or conduct that violates a condition of probation.
4. By a probation officer, if there is probable cause to believe the student has violated a condition of probation or a condition of release.
5. Pursuant to a directive to apprehend issued by a juvenile court.
6. By a law enforcement officer, to take the child's fingerprints or photograph, as set forth at Family Code 58.0021.

*Family Code 52.01(a), 58.0021*

In addition, a child may be taken into custody without a court order:

1. By an authorized representative of the DFPS, a law enforcement officer, or a juvenile probation officer under the conditions set out in Family Code 262.104, relating to the student's physical health or safety; or
2. As otherwise provided by Family Code Chapter 262 (Suit by Governmental Entity to Protect Health and Safety of Child).

*Family Code Ch. 262*

**Students in Custody**

A person taking a child into custody may, if school is in session and the child is a student, bring the child to the campus to which the child is assigned if the principal, the principal's designee, or a peace officer assigned to the campus agrees to assume responsibility for the child for the remainder of the school day. *Family Code 52.02(a)(7)*

**Child Abuse  
Investigation**

When a representative of the Department of Family and Protective Services or another lawful authority requests to question or interview a student at school as part of a child abuse investigation, the principal shall cooperate fully with the official's requests regarding the conditions of the interview or questioning.

**Other Questioning of  
Students**

When law enforcement officers or other lawful authorities request to question or interview a student at school for any purpose other than a child abuse investigation, the following guidelines shall apply:

1. The principal shall verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school.
2. If the principal determines that the interview may proceed, the principal shall ensure that such interview does not unduly interfere or disrupt the student's school day or campus operations.
3. The principal ordinarily shall make reasonable efforts to notify the student's parent or other person having lawful control of the student. If the interviewer raises what the principal considers to be a valid objection to the notification, the parent shall not be notified in advance of the interview.
4. The principal or a designee ordinarily shall be present during the questioning or interview. If the interviewer raises what the principal considers to be a valid objection to a third party's presence, the interview may be conducted without that person's presence.

**Students Taken into  
Custody**

Before a student at school is arrested or taken into custody by a law enforcement officer or other legally authorized person, the principal shall verify the official's identity. To the best of his or her ability, the principal shall verify the official's authority to take custody of the student and then shall deliver over the student.

The principal shall immediately notify the Superintendent or designee and general counsel and ordinarily shall notify the parent or other person having lawful control of the student. If the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parent at that time, the principal shall not notify the parent.

[See FO for notification requirements by the campus behavior coordinator under Education Code Chapter 37.]

**BOARD OF TRUSTEES**  
**Richardson Independent School District**  
**Richardson, Texas**

**Date:** August 10, 2023

**Department:** Technology

**Submitted by:** Henry Hall, Assistant Superintendent of Technology

## INFORMATION ITEM

**TOPIC:** Review Child Internet Protection Act Policies

### **BACKGROUND INFORMATION:**

Since 1998, RISD has received discounts for qualifying technology purchases under the E-Rate Program. E-Rate recipients must comply with the Children's Internet Protection Act (CIPA). CIPA became effective in 2000 and is designed to improve Internet safety for children. We review the District's internet safety policies with the Board annually. Eligible schools and libraries may apply for support for internet access and internal connections services from the Universal Service Fund (USF), the organization that administers CIPA. As a condition of receiving available support and services, a school must certify that it is enforcing a policy of internet safety that includes measures to block or filter Internet access for both minors and adults to certain content. The technology protection measures must protect against access by adult and minors to visual depictions that are obscene, child pornography, or with respect to a minor's use of computers with internet access harmful to minors. CIPA allows a district to disable the screens and filters for adults engaged in bona fide research or other lawful purposes. For schools, the policy must also include monitoring the online activities of minors.

RISD uses several mechanisms to monitor and control web browsing by students and staff:

- RISD internet browsing is monitored by a web content filter. The filter being used for the 2023-2024 school year is ContentKeeper Technologies (Content Keeper)-<https://www.contentkeeper.com>. The Content Keeper is able to inspect encrypted (HTTPS) web traffic as well as unencrypted (HTTP) traffic. The Content Keeper can monitor and block access based on several criteria, including:
  - Traditional category-based filtering
  - The application type, such as file transfer, online gaming, or social media.
  - Web 2.0 Controls for more granular control over some web sites
  - Attempted upload of specific file types

The Content Keeper can enforce the safe-search option for Google, Bing, and other major search engines. Note that it is the search engine provider that determines what is “safe,” so it is possible that school-inappropriate material could be returned for a search even when the safe-search option is being enforced.

The Content Keeper can also enforce YouTube’s Restricted Mode, which blocks access to videos designated by YouTube as “inappropriate”. Teachers can override the restriction for individual videos that they determine are appropriate for students to view.

The Content Keeper can apply different levels of access to different groups of users. All web access is logged and can be reviewed as necessary.

The Content Keeper is implemented as a passive monitor. All traffic to and from the Internet pass through the filter for monitoring.

Microsoft’s Windows Defender, Malwarebytes Endpoint Protection, Apple’s XProtect, Cisco’s AMP, Umbrella, Stealthwatch, and Cloudlock are in place to protect servers and clients from malware and viruses.

While still complying with its duties under CIPA, the District has attempted to customize the filtering to provide flexibility and ensure our educational goals are met. For example, staff have access to certain sites that may be useful in carrying out their job responsibilities to which student access is blocked. High school students have broader access than junior high and elementary students.

RISD’s Board Policy CQ (Local) and policy framework CQ (Legal) – Electronic Communication and Data Management address Internet safety. The policy addresses the following issues as required by CIPA:

- Access by minors to inappropriate material on the Internet and World Wide Web.
- The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
- Unauthorized access including “hacking” and other unlawful activities by minors online.
- Unauthorized disclosure, use, and dissemination of personal information regarding minors.
- Measures designed to restrict minors’ access to materials harmful to minors.

Copies of the local policy and legal framework are attached for your review.

The Technology Operating Guide further sets out expectations for appropriate use of the District’s technology resources. Both the *Student and Parent Guidebook* and the *Employee Handbook* also address acceptable use of such resources and discuss the consequences for inappropriate use.

**SUPERINTENDENT'S RECOMMENDATION:**

The Superintendent presents the information concerning the District's compliance with the Child Internet Protection Act and its Internet safety policies for your information and review.

**Next Generation  
Technology**

A district, in the administration of the district, shall consider using next generation technologies, including cryptocurrency, blockchain technology, robotic process automation, and artificial intelligence. *Gov't Code 2054.601*

**Children's Internet  
Protection Act**

"Harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

Definitions

*Harmful to Minors*

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

*47 U.S.C. 254(h)(7)(G); 20 U.S.C. 7131(e)(6)*

*Technology  
Protection  
Measure*

"Technology protection measure" means a specific technology that blocks or filters internet access to the material covered by a certification described at Certifications to the FCC, below, to which such certification relates. *47 U.S.C. 254(h)(7)(I)*

Universal Service  
Discounts (E-Rate)

An elementary or secondary school having computers with internet access may not receive universal service discount rates unless the district submits to the FCC the certifications described below at Certifications to the FCC and a certification that an internet safety policy has been adopted and implemented as described at Internet Safety Policy, below, and ensures the use of computers with internet access in accordance with the certifications. *47 U.S.C. 254(h)(5)(A); 47 C.F.R. 54.520*

*Certifications to  
the FCC*

A district that receives discounts for internet access and internal connections services under the federal universal service support mechanism for schools must make certifications in accordance with 47 C.F.R. 54.520(c) each funding year. A district that only receives discounts for telecommunications services is not subject to the certification requirements, but must indicate that it only receives discounts for telecommunications services. *47 C.F.R. 54.520(b)*

With Respect to  
Minors

A certification under 47 U.S.C. 254(h)(5)(B) is a certification that the district is:

1. Enforcing a policy of internet safety for minors that includes monitoring their online activities and the operation of a tech-

nology protection measure with respect to any of its computers with internet access that protects against access through such computers to visual depictions that are obscene, child pornography, or harmful to minors;

2. Enforcing the operation of such technology protection measure during any use of such computers by minors; and
3. Educating minors, as part of its internet safety policy, about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

*47 U.S.C. 254(h)(5)(B); 47 C.F.R. 54.520(c)(1)*

With Respect to  
Adults

A certification under 47 U.S.C. 254(h)(5)(C) is a certification that the district is:

1. Enforcing a policy of internet safety that includes the operation of a technology protection measure with respect to any of its computers with internet access that protects against access through such computers to visual depictions that are obscene or child pornography; and
2. Enforcing the operation of such technology protection measure during any use of such computers.

*47 U.S.C. 254(h)(5)(C); 47 C.F.R. 54.520(c)(1)*

*Disabling for  
Adults*

An administrator, supervisor, or other person authorized by the district may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose. *47 U.S.C. 254(h)(5)(D)*

*Internet Safety  
Policy*

A district shall adopt and implement an internet safety policy that addresses:

1. Access by minors to inappropriate matter on the internet and the World Wide Web;
2. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
3. Unauthorized access, including "hacking," and other unlawful activities by minors online;
4. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors; and

5. Measures designed to restrict minors' access to materials harmful to minors.

*47 U.S.C. 254(l); 47 C.F.R. 54.520(c)(1)(ii)*

Public Hearing A district shall provide reasonable public notice and hold at least one public hearing or meeting to address the proposed internet safety policy. *47 U.S.C. 254(h)(5)(A)(iii), (l)(1)(B)*

Inappropriate for Minors A determination regarding what matter is inappropriate for minors shall be made by the board or designee. *47 U.S.C. 254(l)(2)*

*Noncompliance* A district that knowingly fails to submit required certifications shall not be eligible for discount services under the federal universal service support mechanism for schools until such certifications are submitted.

A district that knowingly fails to ensure the use of computers in accordance with the required certifications must reimburse any funds and discounts received under the federal universal service support mechanism for schools for the period in which there was noncompliance.

*47 C.F.R. 54.520(d), (e); 47 U.S.C. 254(h)(5)(F)*

ESEA Funding No federal funds made available under Title IV, Part A of the ESEA for an elementary or secondary school that does not receive universal service discount rates may be used to purchase computers used to access the internet, or to pay for direct costs associated with accessing the internet unless a district:

1. Has in place a policy of internet safety for minors that includes the operation of a technology protection measure that protects against access to visual depictions that are obscene, child pornography, or harmful to minors; and enforces the operation of the technology protection measure during any use by minors of its computers with internet access; and
2. Has in place a policy of internet safety that includes the operation of a technology protection measure that protects against access to visual depictions that are obscene or child pornography; and enforces the operation of the technology protection measure during any use of its computers with internet access.

An administrator, supervisor, or other person authorized by the district may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

<i>Certification to U.S. Department of Education</i>	<p>A district shall certify its compliance with these requirements during each annual program application cycle under the ESEA.</p> <p><i>20 U.S.C. 7131</i></p>
<b>Uniform Electronic Transactions Act (UETA)</b>	<p>The UETA (Business and Commerce Code Chapter 322) applies to electronic records and electronic signatures relating to a transaction. <i>Business and Commerce Code 322.003(a)</i></p> <p>The UETA applies only to transactions between parties each of which has agreed to conduct transactions by electronic means. The UETA does not require a record or signature to be created, generated, sent, communicated, received, stored, or otherwise processed or used by electronic means or in electronic form. A party that agrees to conduct a transaction by electronic means may refuse to conduct other transactions by electronic means. This right may not be waived by agreement. <i>Business and Commerce Code 322.005(a)–(c)</i></p> <p>Except as otherwise provided in Business and Commerce Code 322.012(f), the UETA does not require a district to use or permit the use of electronic records or electronic signatures. <i>Business and Commerce Code 322.017(c)</i></p>
Records Retention	<p>If a law requires that a record be retained, the requirement is satisfied by retaining an electronic record of the information in the record which:</p> <ol style="list-style-type: none"><li>1. Accurately reflects the information set forth in the record after it was first generated in its final form as an electronic record or otherwise; and</li><li>2. Remains accessible for later reference.</li></ol> <p>A record retained as an electronic record in accordance with the provisions above satisfies a law requiring a person to retain a record for evidentiary, audit, or like purposes, unless a law enacted after January 1, 2002, specifically prohibits the use of an electronic record for the specified purpose.</p> <p><i>Business and Commerce Code 322.012(a), (f)</i></p> <p>[For more information on records management, see CPC.]</p>
Definitions	<p>"Electronic record" means a record created, generated, sent, communicated, received, or stored by electronic means.</p> <p>"Electronic signature" means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.</p>

"Transaction" means an action or set of actions occurring between two or more persons relating to the conduct of business, commercial, or governmental affairs.

*Business and Commerce Code 322.002(7), (8), (15)*

**Digital Signature**

A digital signature may be used to authenticate a written electronic communication sent to a district if it complies with rules adopted by the board. Before adopting the rules, the board shall consider the rules adopted by the Department of Information Resources (DIR) and, to the extent possible and practicable, make the board's rules consistent with DIR rules. *Gov't Code 2054.060(b)* [See 1 Administrative Code Chapter 203 for DIR rules related to management of electronic transactions and signed records.]

"Digital signature" means an electronic identifier intended by the person using it to have the same force and effect as the use of a manual signature. *Gov't Code 2054.060(e)(1)*

**Interception of Communications**

For information on the unlawful interception, use, or disclosure of communications, see the Electronic Communications Privacy Act (18 USC 2510–2523 [federal wiretap act] and 2701–2713 [Stored Communications Act]) and Penal Code 16.02 (state wiretap law) and 16.04 (Unlawful Access to Stored Communications).

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**Note:** For Board member use of District technology resources, see BBI. For student use of personal electronic devices, see FNCE.

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For purposes of this policy, "technology resources" means electronic communication systems and electronic equipment.

**Availability of Access**

Access to the District's technology resources, including without limit, its telephone system, computer networks, electronic mail systems, videoconferencing systems, and its internet and intranet access capabilities, shall be made available to students and employees primarily for educational and administrative purposes.

Limited Personal Use

Limited personal use of the District's technology resources shall be permitted if the use:

1. Imposes no tangible cost on the District;
2. Does not unduly burden the District's technology resources;
3. Does not interfere with the employee's job performance or the student's academic performance;
4. Has no for-profit commercial use;
5. Is not for the purpose of political campaigning or religious proselytizing; and
6. Does not otherwise violate the District's policies or federal, state, or local law.

Use by Members of the Public

Access to the District's technology resources, including without limit, its telephone system, computer networks, electronic mail systems, videoconferencing systems, and its internet and intranet access capabilities, shall also be made available to members of the public, in accordance with applicable administrative regulations. Such use may be permitted so long as the use:

1. Imposes no tangible cost on the District; and
2. Does not unduly burden the District's technology resources.

**Acceptable Use**

The Superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements, consistent with the purposes and mission of the District and applicable law as necessary to administer this policy. [See Technology Operating Guide]

Access to the District's technology resources is a privilege, not a right. All users (or parents of students, as appropriate) shall receive

administrative guidelines governing use of the technology resources. The District reserves the right to monitor all activity on its technology resources.

The District expects that all users will transmit information only in an appropriate and responsible manner. Any display or transmission of obscene or sexually explicit images, messages, or cartoons, or any display or transmission of child pornography or other depictions that would be harmful to minors, or any use of the technology resources that contains ethnic or racial slurs or epithets, or any material that might be construed as harassing or disparaging of others on the grounds of race, national origin, sex, age, religion, or disability shall be in violation of this policy and is strictly prohibited.

Standards of student and employee conduct as stated in the Student Code of Conduct, employee handbook, and Board policies shall apply to all online activity.

#### **Internet Safety**

The Superintendent or designee shall develop and implement an internet safety plan to:

1. Control students' access to inappropriate materials, as well as to materials that are harmful to minors;
2. Ensure student safety and security when using electronic communications;
3. Prevent unauthorized access, including hacking and other unlawful activities;
4. Restrict unauthorized disclosure, use, and dissemination of personally identifiable information regarding students; and
5. Provide training to educate students about appropriate online behavior, including interactions and communications on social networking websites and chat rooms, and awareness of and response to cyberbullying.

#### **Filtering**

Each District computer with internet access and the District's network systems shall have filtering devices or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act and as determined by the Superintendent or designee.

The Superintendent or designee shall enforce the use of such filtering devices. Upon approval from the Superintendent or designee, an administrator, supervisor, or other authorized person

may disable the filtering device for bona fide research or other lawful purpose.

**Monitored Use**

Electronic mail transmissions and other use of the District's technology resources by students, employees, and members of the public shall not be considered private and may be monitored, reviewed, audited, intercepted, accessed, or disclosed at any time by designated District staff to ensure appropriate use and compliance with this policy.

**Confidentiality of Information**

Information transmitted via the District's technology resources, including the disclosure, use, and dissemination of personal information concerning minors shall be considered confidential District information and may not be disclosed to persons other than the intended recipient without prior authorization. Users must closely monitor their system passwords. To maintain the integrity of the District's technology resources, users shall not disclose their passwords to any other person. No user should attempt to gain access to another user's electronic mailbox, telephone voicemail box, computer files, or internet account unless expressly authorized to do so by the user whose systems are being accessed, or by an authorized representative of the District. Any user who receives information such as electronic mail messages in error shall not read the message, but shall instead return the message to the sender. Unauthorized access or attempts to access the District's technology resources are strictly prohibited and shall result in appropriate disciplinary action.

**Disclaimer of Liability**

The District shall not be liable for users' inappropriate use of the District's technology resources, violations of copyright restrictions or other laws, users' mistakes or negligence, and costs incurred by users. The District shall not be responsible for ensuring the availability of the District's technology resources or the accuracy, age appropriateness, or usability of any information found on the internet.

**Violations / Sanctions**

Noncompliance with this policy may result in suspension of access or termination of privileges and other disciplinary action consistent with Board policies and state law. [See the employee handbook and the Student Code of Conduct, Categories I and II, and Board policies DH, FN series, and FO series] Violations of law may result in criminal prosecution as well as disciplinary action by the District. Persons whose violations of this policy result in system disruption or damage may be responsible for reimbursement of costs incurred in system restoration.

**Record Retention**

A District employee shall retain electronic records, whether created or maintained using the District's technology resources or using personal technology resources, in accordance with the District's record management program. [See CPC]

**Electronically Signed Documents**

At the District's discretion, the District may make certain transactions available online, including student admissions documents, student grade and performance information, contracts for goods and services, and employment documents.

To the extent the District offers transactions electronically, the District may accept electronic signatures in accordance with this policy.

When accepting electronically signed documents or digital signatures, the District shall comply with rules adopted by the Department of Information Resources, to the extent practicable, to:

- Authenticate a digital signature for a written electronic communication sent to the District;
- Maintain all records as required by law;
- Ensure that records are created and maintained in a secure environment;
- Maintain appropriate internal controls on the use of electronic signatures;
- Implement means of confirming transactions; and
- Train staff on related procedures as necessary.

**Security Breach Notification**

Upon discovering or receiving notification of a breach of system security, the District shall disclose the breach to affected persons or entities in accordance with the time frames established by law.

The District shall give notice by using one or more of the following methods:

1. Written notice.
2. Electronic mail, if the District has electronic mail addresses for the affected persons.
3. Conspicuous posting on the District's website.
4. Publication through broadcast media.

**BOARD OF TRUSTEES  
Richardson Independent School District  
Richardson, Texas**

**Date:** August 10, 2023

**Submitted by:** David Pate, Assistant Superintendent of Finance & Support Services

## **INFORMATION ITEM**

**TOPIC:** ESSER III Spending Update

### **BACKGROUND INFORMATION**

The **Elementary and Secondary School Education Relief (ESSER) III** federal grant was created by the American Rescue Plan of March 2021. The purpose of ESSER III is to help safely reopen and sustain the safe operation of schools and address the impact of COVID-19 on students. Tonight, we present an update on use of ESSER III funds. Funding is available for use through September 2024; therefore, school year 2023-24 is the last year to use ESSER III funds. ESSER III has the requirement of reviewing and reporting use of funds publicly.

### **SUPERINTENDENT'S RECOMMENDATION**

The Superintendent presents the information regarding ESSER III spending for the Board's information and review.

## ESSER III

The **Elementary and Secondary School Education Relief (ESSER) III** federal grant was created by the American Rescue Plan of March 2021. The purpose of ESSER III is to help safely reopen and sustain the safe operation of schools and address the impact of COVID-19 on students. **RISD has been allocated \$69.5 million to support the ways we serve students in response to the pandemic.**

## Richardson ISD's Comprehensive Plan for the ESSER III Federal Grant

RISD created a comprehensive plan to address learning loss and improve outcomes for students. RISD's **Accelerated Learning Plan** includes math and reading interventions, summer learning, and social-emotional learning supports. The plan to **improve outcomes for students** includes reading curriculum and training, as well as classrooms and supports for students with dyslexia and other disabilities.

All available funds will be utilized to provide services to students in all schools across the district. The total amount of these funds are available for use through September 2024.

Richardson's Accelerated Learning Plan will be data driven to target those students who have experienced learning loss at a disproportionate rate due to COVID-19. Each part of the Accelerated Learning Plan includes use of academic data and measures of socio-emotional wellness to provide the supports to the students who need it most.

**\$36.99 Million Spent to Support Accelerated Learning and Improving Student Outcomes**

**PAYROLL**  
**\$33.25 MILLION**

**NON PAYROLL**  
**\$3.74 MILLION**

Class size Reduction and Remediation .....	\$12.97 million
Kindergarten and First Grade Support Teachers .....	\$7.97 million
Math and Reading Interventionist .....	\$7.75 million
Special Education Support (Includes Pre-K) .....	\$1.52 million
Summer School .....	\$1.25 million
SEL Support and Crisis Counseling .....	\$1.24 million
Dyslexia Support .....	\$550,000.00

EXPENDITURES  
AS OF  
JULY 2023

Literacy and Intervention .....	\$1.5 million
Expand RISE Academies (Saturday acceleration) .....	\$570,000
Summer Programming .....	\$460,000
Student Recovery Support .....	\$430,000
Community in Schools Support .....	\$300,000
ARD/Evaluation Support .....	\$250,000
Ventilation Upgrades .....	\$200,000
Extracurricular Learning Activities .....	\$25,000
Dyslexia Support .....	\$3,000

For more information, visit [www.risd.org/risdesser2021](http://www.risd.org/risdesser2021)

