Notice of Regular
The Board of Trustees
Granbury ISD
Monday, August 22, 2016
5:00 PM

A Regular of the Board of Trustees of Granbury ISD will be held Monday, August 22, 2016, beginning at 5:00 PM in the Granbury ISD Board Room, 600 West Pearl St., Granbury, TX 76048, W Pearl St, Granbury, TX 76048.

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice.

1. Call to order - 5:00 PM - GISD Board Room
2. Convene in closed session under the Texas Open Meetings Act, Texas Government Code Section 551.001 et seq.
    a. Chapter 551.074 - Personnel, Discussion of Employees
        1. Employee Evaluation, Reassignment, Duties, Discipline, or Dismissal
        2. Consider Staff Appointments
        3. Consider Contract Recommendations
        4. Pursuant to Texas Government Code § 551.071, consult with attorney to receive legal advice regarding probationary contract termination procedures. Consultation may take place by telephone pursuant to section 551.129 of the Texas Government Code.
        5. Pursuant to Texas Government Code § 551.074, consider and discuss possible action to propose termination of Granbury ISD educator.
        6. Consider Catastrophic Leave Request
3. Reconvene in open session - 6:00 PM
4. Public Meeting to Discuss Budget and Proposed Tax Rate
5. Moment of Silence/Invocation
6. Pledges - U.S. Flag & Texas Flag
7. Achievement Spotlight
8. Public comments/audience participation
9. Discussion/Action
    a. Consider Consent Agenda Items
        1. Minutes of the July 25, 2016 Budget Workshop/Regular Meeting 3
        2. Consider Budget Amendments 7
        3. Consider Approval of TASB Energy Cooperative Member Purchasers – Transportation Fuel Program 10
        4. Consider Approval of On-Line Subscriptions,Software and Management Solutions CSP 2016-06 11
        5. Consider Renewal of Grounds Supplies and Equipment and Grounds Equipment Repair Services CSP 2015-14 31
        6. Consider Utility Costs for 2016-17 51
        7. Consider Continued Participation in the TASB Unemployment Program 53
        8. Consider Renewal of GCA Services Group Contract - Second Addendum to Service Agreement for 9/1/16 through 8/31/17 63
        9. Consider Xerox Leases 69
        10. Consider Inter-Local Agreement - Granbury ISD and County of Hood Truancy Program (A.S.A.P.) 71
    b. Consider Policy Update 105 75
    c. Review TASB Policy Update 106 84
    d. Rescind changes to Policy DNA (LOCAL): Performance Appraisal of Teachers approved on July 25, 2016. 98
    e. Consider Policy Change DNA (LOCAL): Performance Appraisal of Teachers 99
    f. Consider Policy Change to DNB (LOCAL): Performance Appraisal for Professional Employees 101
    g. Consider 2016-2017 Pre-Kindergarten Waiver of 210 Minutes School Day 103
    h. Review 2016-17 GISD Student Handbook 105
    i. Consider 2016-17 Granbury ISD Student Code Of Conduct 222

j. Consider Resolution on District of Innovation 267
k. Consider Technology Purchases 278
l. Consider Bond Purchases 282
m. Consider Adoption of the 2016-17 General Operations,Child Nutrition and Debt Service Budgets 283
n. Consider Adoption of 2016 Tax Rate 291
o. Consider Resolution Committing Fund Balance 294
p. Consider Recognizing Celebrate Freedom Week for Secondary Students 300
q. Consider Memorandum of Understanding with City for Athletic Broadcasts 301

10. Reports
    a. Superintendent's Report
        1. Facilities Report
        2. First Day Report
    b. Financial Statements for Period Ending July 31, 2016 302
    c. Cash Flow and Investment Reports for Period Ending July 31, 2016 305
    d. Bond Expenditures Monthly Update for Period Ending July 31, 2016 307
    e. Report of Categorical Purchases between $50,000 and $100,000 as Required per Board Policy CH (LOCAL) 309
11. Consider action on items discussed in closed session
    a. Consider Staff Appointments
    b. Consider and take possible action to propose contract termination of Granbury ISD educator.
    c. Consider Catastrophic Leave Request
12. Adjourn

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. 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.

On Friday, August 19, 2016 at 3:00 p.m. this notice was faxed or mailed to the news media who have previously requested such notice, posted on the GISD web page at www.granburyisd.org, and an original was posted on an outside door at 3:00 p.m. at the School District Administration Building at 217 N. Jones St., Granbury, Texas.

_____

Superintendent or Designee (For the Board of Trustees)

Minutes of Budget Workshop/Regular Meeting
The Board of Trustees
Granbury ISD
July 25, 2016
1:00 PM

A Budget Workshop/Regular meeting of the Board of Trustees of Granbury ISD was held Monday, July 25, 2016, beginning at 1:00 PM in the Granbury ISD Board Room, 600 West Pearl St., Granbury, TX 76048.

Presiding Officer ..... Micky Shearon, President

Board Members Present
Nancy Alana
Barbara Herrington
Mark Jackson
Micky Shearon
Chris Tackett
Barbara Townsend
B.J. Wallace

Board Members Absent

School Officials Present
Dr. James M. Largent Ed.D., Superintendent
Ron Holmgreen, Assistant Superintendent for Administrative Services
Dobie Williams, Assistant Superintendent for Finance & Operations
Shane Conklin, Director of Human Resources
Amy Wood, Technology Director
Jeff Meador, Public Information Officer
Faith Barnes, Recording Secretary

Others Present
School Employees
Media
Community Members

Meeting Called to Order
Nancy Alana, Vice-President, called the meeting to order at 1:02 p.m. and noted that a quorum of board members was present. The meeting was duly called and that notice of the meeting was posted in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551.

Budget Workshop
Assistant Superintendent, Dobie Williams, presented the 2016-17 Budget Workshop.

Convened in Closed Session
The Board of Trustees convened in closed session at 3:45 p.m. under the Texas Open Meeting Act, Chapter 551.072 – purchase, exchange, lease or value of real property and 551.074 – personnel.

Reconvened
The Board of Trustees reconvened in open session at 6:02 p.m.

Moment of Silence/Invocation
Vice President Nancy Alana led the Invocation.

Pledge - U.S. Flag and Texas Flag
Micky Shearon led the pledges.

Public comments/audience participation
None

Discussion/Action

Consider Consent Agenda Items

A motion was made by Mark Jackson and seconded by Nancy Alana to approve the Consent Items as presented: 1.Minutes of the May 9, 2016 Regular Meeting; 2. Minutes of the June 25, 2016 Special Board Meeting; 3. Consider Budget Amendments; and 4. Consider Renewal of Transportation Supplies, Equipment & Services CSP 2015-12.
Motion Carried: 7 Yes and 0 No

Consider Policy Change FFA (LOCAL): Student Welfare - Wellness and Health Services
A motion was made by Mark Jackson and seconded by Nancy Alana to approve Policy Change FFA (LOCAL): Student Welfare - Wellness and Health Services
Motion Carried: 7 Yes - 0 No

Consider Meal Price Recommendations 2016-17
A motion was made by Mark Jackson and seconded by Nancy Alana to approve the Meal Price Recommendations for 2016-17.
Motion Carried: 6 Yes - 0 No

Consider Policy Change DNA (LOCAL): Teacher Appraisal System
A motion was made by Nancy Alana and seconded by Barbara Herrington to approve Policy Change DNA (LOCAL): Teacher Appraisal System as presented.
Motion Carried: 7 Yes - 0 No

Discuss 2016 - 2017 GISD Employee Handbook
A motion was made by Barbara Herrington and seconded by Nancy Alana to approve the 2016 - 2017 GISD Employee Handbook as presented.
Motion Carried: 7 Yes - 0 No

Consider Teacher Appraisal Calendar for 2016 - 2017 and List of Appraisers
A motion was made by Barbara Herrington and seconded by Nancy Alana to approve the Teacher Appraisal Calendar for 2016 - 2017 and List of Appraisers as presented.
Motion Carried: 7 Yes - 0 No

Consider Approval of the Resolution Adopted by the Parker County Appraisal District

Seeking Approval to Construct and Furnish an Addition to their Current Appraisal District Office

No action taken.

Consider Renewal of Property, Crime, General Liability, Educator's Legal Liability, and Automobile Insurance with the Texas Rural Education Association Risk Management Cooperative (formerly Texas Schools Property & Casualty Cooperative)

A motion was made by Mark Jackson and seconded by Barbara Herrington to approve Renewal of Property, Crime, General Liability, Educator's Legal Liability, and Automobile Insurance with the Texas Rural Education Association Risk Management Cooperative (formerly Texas Schools Property & Casualty Cooperative) as presented.

Motion Carried: 7 Yes - 0 No

Consider the Proposed Tax Rate to be Published in the "Notice of Public Meeting to Discuss Budget and Proposed Tax Rate"

A motion was made by Mark Jackson and seconded by Nancy Alana to approve the Proposed Tax Rate of $1.255 to be Published in the "Notice of Public Meeting to Discuss Budget and Proposed Tax Rate" as presented.

Motion Carried: 7 Yes - 0 No

Consider the Agreement for Purchase of Attendance Credits with the Texas Education Agency for the 2016-17 School Year

A motion was made by Barbara Herrington and seconded by Nancy Alana to approve the Agreement for Purchase of Attendance Credits with the Texas Education Agency for the 2016-17 School Year as presented.

Motion Carried: 7 Yes - 0 No

Consider 2016-17 Compensation Plans and Stipend Schedules

A motion was made by Barbara Herrington and seconded by Nancy Alana to approve the 2016-17 Compensation Plans and Stipend Schedules as presented.

Motion Carried: 7 Yes - 0 No

Reports

Superintendent's Report

Superintendent Dr. James M. Largent gave an update on facilities to the board.

Highest and Best Use Study (BHU) Committee

Superintendent Dr. James Largent indicated that a feasibility study for the administration complex is progressing and that a local committee will be appointed to assist the research team from the University of Texas at Arlington.

Review TASB Policy Update 105

Superintendent Dr. James M. Largent introduced the TASB Policy Update 105 to the board.

SHAC Report

Director of Curriculum Sharon Williams presented to the School Health Advisory Council Report to the board.

Child Nutrition - Healthy Kids Presentation

Director of Child Nutrition Linda Williams presented the Child Nutrition - Healthy Kids Presentation for the 2015-2016 school year.

Financial Statements for Period Ending June 30, 2016

Assistant Superintendent Dobie Williams presented the Financial Statements for Period Ending June 30, 2016 to the board.

Cash Flow and Investment Reports for Period Ending June 30, 2016

Assistant Superintendent Dobie Williams presented the Cash Flow and Investment Statement for Period Ending June 30, 2016 to the board.

Bond Expenditures Monthly Update for Period Ending June 30, 2016

Assistant Superintendent Dobie Williams presented the Bond Expenditures for Period Ending June 30, 2016 to the board.

Report of Categorical Purchases between $50,000 and $100,000 as Required per Board Policy CH (LOCAL)

Assistant Superintendent Dobie Williams presented the Report of Categorical Purchases between $50,000 and $100,000 as Required per Board Policy CH (LOCAL) to the board.

Consider action on items discussed in closed session

Consider Staff Appointments

A motion was made by Barbara Herrington and seconded by Nancy Alana to approve the Consider 2016-17 Compensation Plans and Stipend Schedules.
Motion Carried: 7 Yes - 0 No

Consider Superintendent's Evaluation

The board president reported that the board completed the Superintendent's evaluation.

Consider Superintendent's Contract

A motion was made by Nancy Alana and seconded by Mark Jackson to approve the Consider 2016-17 Compensation Plans and Stipend Schedules.
Motion Carried: 7 Yes - 0 No

Adjourn

There being no further business, the meeting was adjourned at 7:14 p.m.

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. 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.

Micky Shearon, President

Barbara Herrington, Board Secretary

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 22, 2016
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
Asst. Supt. for Finance and Operations
DATE: August 15, 2016
RE: Budget Amendments

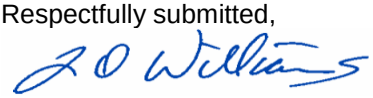
SUMMARY:

Attached are the monthly general fund budget amendments for Board approval. The first page is the budget amendment for the current period and indicates any increases to revenue as well as increases/decreases to each function and the overall net effect of the amendment totals to the budget. For convenience, the budget amendments that will generate new revenue (i.e. campus book fairs, etc.) or are the result of donations made to GISD, have been highlighted in green so that the board may recognize these donations and efforts if they so choose. The second page is a summary and indicates how the current amendment will impact the overall general fund budget as well as how previous amendments have impacted the budget.

RECOMMENDATION:

I recommend the Board approve the amendments and final budgets as presented.

Respectfully submitted,



Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams
Emmett Whitefield

Date Submitted: August 15, 2016

2015-2016
Budget Amendment #12

	August Proposed Budget Amendment #12	Increase	Decrease	Net Effect
Object	**Revenue**			
5700	Revenue Generated	5,073	0	
5800		0	0	
5900		0	0	
	Total	**5,073**	**0**	**5,073**
Function	**Expenses**			
11	CTE - Amend funds for Student travel	741	0	
	AMS - Amend funds for parking lot security barriers	0	794	
	Overall effect on Function 11	**741**	**794**	**(53)**
12	**Overall effect on Function 12**	**0**	**0**	**0**
13	CTE - Amend funds for student travel	0	786	
	Overall effect on Function 13	**0**	**786**	**(786)**
21	CTE - Amend funds for student travel	0	2	
	Overall effect on Function 21	**0**	**2**	**(2)**
23	STARS / BTC - Amend funds for campus admin travel	225	0	
	Overall effect on Function 23	**225**	**0**	**225**
	STARS / BTC - Amend funds for campus admin travel	0	225	
31	CTE - Amend funds for student travel	0	19	
	Overall effect on Function 31	**0**	**244**	**(244)**
32	**Overall effect on Function 32**	**0**	**0**	**0**
33	**Overall effect on Function 33**	**0**	**0**	**0**
34	**Overall effect on Function 34**	**0**	**0**	**0**
36	Athletics - Amend funds donated by the Pirate Boys Golf Booster Club for Travel	573	0	
	Athletics - Amend funds donated by the Lady Pirate Volleyball Booster Club for Travel and Supplies	4,500	0	
	Athletics - Amend funds to repair flooring in James Wann Hall of Fame Room	0	600	
	CTE - Amend funds for student travel	66	0	
	Overall effect on Function 36	**5,139**	**600**	**4,539**
41	**Overall effect on Function 41**	**0**	**0**	**0**
51	Athletics - Amend funds to repair flooring in James Wann Hall of Fame Room	4,100	0	
51	**Overall effect on Function 51**	**4,100**	**0**	**4,100**
52	AMS - Amend funds for parking lot security barriers	794	0	
	Overall effect on Function 52	**794**	**0**	**794**
53	**Overall effect on Function 53**	**0**	**0**	**0**
61	Athletics - Amend funds to repair flooring in James Wann Hall of Fame Room	0	3,500	
	Overall effect on Function 61	**0**	**3,500**	**(3,500)**
71	**Overall effect on Function 71**	**0**	**0**	**0**
81	**Overall effect on Function 81**	**0**	**0**	**0**
91	**Overall effect on Function 91**	**0**	**0**	**0**
93	**Overall effect on Function 93**	**0**	**0**	**0**
99	**Overall effect on Function 99**	**0**	**0**	**0**
	Total	**10,999**	**5,926**	**5,073**

Granbury Independent School District

Fiscal Year 2015-2016

		Adopted Budget	Prior Budget Amendments	Budget Amendment 8/22/2016	Revised Budget
	REVENUE				
5700	Local Revenue	48,950,989	200,797	5073	49,156,859
5800	State Revenue	9,679,309	(500,000)	0	9,179,309
59/7900	Federal Programs/Other Sources	835,000	0	0	835,000
	Total	**$59,465,298**	**(299,203)**	**5073**	**$59,171,168**
	EXPENDITURES				
11	Instruction & Instr. Related Services	31,038,982	648,381	(53)	31,687,310
12	Instructional Resources & Media Serve	732,272	(3,077)		729,195
13	Curriculum & Instr. Staff Development	762,287	41,987	(786)	803,488
21	Instructional Leadership	509,079	(3,769)	(2)	505,308
23	School Leadership	3,413,383	(52,144)	225	3,361,464
31	Guidance, Counseling & Evaluation Serve	2,580,368	83,092	(244)	2,663,216
32	Social Work Services	65,000	0		65,000
33	Health Services	380,294	51,396		431,690
34	Student (Pupil) Transportation	2,791,777	25,796		2,817,573
35	Food Service	0	0		0
36	Co curricular/Extracurricular Activities	1,834,462	47,258	4539	1,886,259
41	General Administration	2,382,148	(36,722)		2,345,426
51	Plant Maintenance and Operations	6,075,771	90,137	4100	6,170,008
52	Security & Monitoring Services	266,179	298,319	794	565,292
53	Data Processing Services	1,228,961	23,750		1,252,711
61	Community Services	110,302	(21,699)	(3500)	85,103
71	Debt Service (M&O)	0	0		0
81	Facilities Acquisition	0	419,414		419,414
91	Contracted Instruction Services - Chapter 41	4,504,033	(1,304,695)		3,199,338
93	Shared Services Arrangement	0	25,620		25,620
99	Other Governmental Charges	790,000	50,000		840,000
00	Other Uses	0	0		0
	Total Budgeted Expenditures	**$59,465,298**	**383,044**	**5073**	**$59,853,415**
	Excess Revenue over (Under) Expenditures	**0**	**(682,247)**	**0**	**(682,247)**

Prepared by:
D Williams
E Whitefield

GRANBURY INDEPENDENT SCHOOL DISTRICT
INTEROFFICE MEMO
FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 22, 2016
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: August 13, 2016
RE: TASB Energy Cooperative – Transportation Fuel

SUMMARY:

On November 17, 2014, the Granbury ISD Board of Trustees approved participation in the TASB Energy Cooperative for the purchase of transportation fuel. The program offers two options, a fixed rate fuel program and the OPIS/Spot rate transportation fuel program. The fixed rate agreement the district had in place has expired.

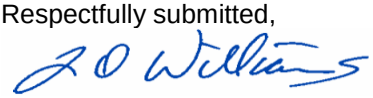
TASB has competitively procured the fuel rates and awarded to the following four vendors, Petroleum Traders Corporation, Sun Coast Resources, Mansfield Oil Company and Pinnacle Petroleum, the pricing information is attached. The TASB Energy Cooperative is an interlocal contract allowed as one of the procurement methods for purchases in excess of $50,000 in Texas Education Code 44.031.

The district's estimated fuel usage is 160,000 gallons of diesel and 40,000 gallons of unleaded. At the time of need, Terry Slemmons, Transportation Director, or his designee will contact the vendors awarded under this cooperative to quote fuel pricing. The district is also eligible to lock in a fixed rate for fuel.

RECOMMENDATION:

Mr. Terry Slemmons, is recommending the district quote the fuel from the awarded vendors with TASB for the period of September 1, 2016 through August 31, 2017. Terry will monitor the fuel pricing, should the fuel drop to a level where it would be advantageous to commit to a specific number of gallons at a fixed rate, Mr. Slemmons will notify Dr. James Largent and Mr. Dobie Williams. The timeframe for a commitment to a fixed rate is short. It is recommend the Board of Trustees authorize Dr. James Largent or Mr. Dobie Williams to enter into a fixed rate contract. Estimated expenditures for the fuel shall be $450,000 to $500,000.

Respectfully submitted,



Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams
Debbie Johnson

Date Submitted: August 13, 2016

GRANBURY INDEPENDENT SCHOOL DISTRICT
INTEROFFICE MEMO
FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 22, 2016
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: August 13, 3016
RE: Online Subscriptions, Software and Management Solutions CSP 2016-06

SUMMARY:

A proposal was let to provide vendors for online subscriptions, software and management solutions to be purchased on an "as needed" basis. Vendors were asked to quote a percentage discount from catalog, or published price list. Proposals were due July 12, 2016. The original term is from written notification of award through June 30, 2017 with the option to renew for two additional one-year terms at the sole option of the district. At the option of the district, the renewal periods will be 7/1/17 through 6/30/18 and 7/1/18 through 6/30/19.

A summation of the process as well as a copy of the tabulation is attached for your review.

The following is the recommendation of Ms. Sharon Williams, Director of Curriculum.

RECOMMENDATION:

It is recommended the Board approve the following vendors for the period from written notification of award through June 30, 2017. Approximate annual expenditures will be $100,000 - $175,000.

All Players Network, Inc. dba Rank One Sport, Atomic Learning, LLC, Cengage Learning, Inc. (Gale Division), CEV Multimedia, LTD, Edgenuity, Inc., Eduphoria!, Inc., Facts On File, Inc., Follett School Solutions, Inc., Houghton Mifflin Harcourt, Imagination Station, Inc. dba Istation, IXL Learning, Inc., Learning Bird Corporation, Peoples Education, Inc. dba Mastery Education, McGraw-Hill School Education, LLC, Mitinet, Inc., Renaissance Learning, Inc., Teaching Systems, Inc., The Curriculum Center for family and Consumer Sciences, Triumph Learning, LLC, World Book, Inc.

Respectfully submitted,



L. O. "Dobie" Williams
Asst. Superintendent for Finance and Operations

Staff Person Responsible: Sharon Williams
Missy Brock
Debbie Johnson

Date Submitted: August 13, 2016

BID FOR BOARD APPROVAL

Board Meeting Date: August 22, 2016

Bid Number: 2016-06 Online Subscriptions, Software and Management Solutions

1. **Item, material or service (specific or classification):** Online subscriptions, software and management solutions.

2. **Brief description:** A proposal was let to provide vendors for the purchase of online subscriptions, software and management solutions to be purchased on an as needed basis. Vendors were asked to quote a fixed rate percentage discount from catalog, price lists or web site pricing.

3. **Period of time bid covers:** From written notification of award through June 30, 2017 with the option to renew for two additional one-year periods

4. **Person and title responsible for the expenditure:**

   Sharon Williams – Director of Curriculum

5. **Number of bid notification letters sent to vendors:** 78

6. **Number of bids received from vendors:** 20, 3 after the deadline.

7. **Listing of recommended vendors and total prices**: It is recommended the following vendors be awarded for an estimated annual expenditure of $100,000 - $175,000.

   All Players Network, Inc. dba Rank One Sport, Atomic Learning, LLC., Cengage Learning, Inc. (Gale Division), CEV Multimedia, Ltd., Edgenuity, Inc., Eduphora!, Inc., Facts on File, Inc., Follett School Solutions, Inc., Houghton Mifflin Harcourt, Istation, IXL Learning, Inc., Learning Bird, Corp., Peoples Education, Inc. dba Mastery Education, McGraw-Hill School Education, LLC., Mitinet, Inc., Renaissance Learning, Inc., Teaching Systems, Inc., Family and Consumer Sciences, Triumph Learning, World Book, Inc.

8. **Explanation of other than low recommendations:** N/A

9. **Last bid date (bid of comparable nature within last 5 years): N/A**

10. **Percentage increase or decrease from last bid**: N/A - This is the first proposal of this type.

11. **Budget information:** Purchases will be made from budgeted funds across the district.

L. O. "Dobie" Williams
Assistant Superintendent for Finance and Operations

ONLINE SUBSCRIPTIONS, SOFTWARE AND MANAGEMENT SOLUTIONS 2016-06

		All Players Network, Inc. Dba Rank One Sport	Atomic Learning, LLC	Cengage Learning, Inc. (Gale Division)	CEV Multimedia, Ltd.	Edgenuity, Inc.	Eduphoria!, Inc.	Facts on File, Inc.
1)	Indicate the percentage discount from the catalog or published price list that your company will offer Granbury ISD.	0%	15%	0%	0%	0-20%	0%	10%
2)	If a flat percentage discount is not available for all products/services, provide a list of items/categories that are an exception and indicate the discount percentage for those products/services.	n/a	price sheet attached to proposal	n/a	n/a	Please see tab 3 (in proposal booklet) for list of all categories and discounts.	n/a	Bundle/package discounted pricing available upon request.
3)	If your company requires a minimum order amount, indicate that minimum amount:	0	n/a	n/a	n/a	No minimum order	0	n/a
4)	All purchases will be made with a purchase order. Does your company accept purchase orders by							
	By Email	Yes	Yes	Yes	Yes accounting@cevmultimedia.com	Yes ar@edgenuity.com	Yes sales@eduphoria.net	Yes
	By Fax	Yes	Yes 603-215-0106	Yes 800-414-5043	Yes 800-243-6398	Yes 480-423-0213	Yes 214-291-5255	Yes
	Online with a PO number?	Yes	No	No	No	No	No	n/a
	Will online orders reflect the discount from #1 to GISD?	Yes	No	Yes	Yes	n/a	n/a	Yes
	If no, will the percentage discount be reflected on the invoice?		Yes		n/a	n/a	n/a	n/a
5)	Is there a specail code number or reference number that must appear on all purchase orders to ensure discounts are applied to the purchase?	No	n/a	n/a	Yes	Yes	No- just district name	n/a

		All Players Network, Inc. Dba Rank One Sport	Atomic Learning, LLC	Cengage Learning, Inc. (Gale Division)	CEV Multimedia, Ltd.	Edgenuity, Inc.	Eduphoria!, Inc.	Facts on File, Inc.
	If yes, indicate the code/reference number here:				CSP 2016-06	RFP Bid #2016-06 or applicable Edgenuity quote number.	District name	
6)	Provide your company website address here:	www.rankonesport.com	www.atomiclearning.com	www.gale.cengage.com	www.icevonline.com	www.edgenuity.com	www.eduphoria.net	www.infobase.com
7)	Account representative for Granbury ISD:							
	Name	All Players Network, Inc. dba Rank One Sport	Laurie Davis	Kathy Tran	CEV Multimedia, Ltd.	Edgenuity, Inc.	Mary Keith	Daniel Rivera
	Address	18400 Creekview Rd. Sanger, TX 76266	15088 22nd Ave NE Little Falls, MN 56345	27500 Drake Rd. Farmington Hills, MI 48331	1020 SE Loop 289 Lubbock, TX 79404	8860 E. Chaparral Road, Ste. 100	1700 Alma Drive, Ste 410 Plano, TX 75075	132 West 31st St. 16th Fl New York, NY 10001
	Phone	940-594-5961	866-259-6890 ext 153	800-877-4253 ext 2278	800-922-9965	480-423-0118	972-478-1527	800-322-8755 ext 4358
	Fax	940-458-7364	603-215-0106	800-414-5043	800-243-6398	480-423-0213	214-291-5255	212-313-9456
	Email	bmann@rankonesport.com	idavis@atomiclearning.com	kathy.tran@cengage.com	accounting@cevmultimedia.com	rfps@edgenuity.com	sales@eduphoria.net	drivera@factsonfile.com
8)	Has your company done business with Granbury ISD in the past?	No	Yes	Yes CSP 2014-16	Yes	Edgenuity has not done business with Granbury ISD in the past.	Yes	Approved but no activity
	How many years?		3		4	n/a	since 2009 (6 yrs)	
	What dollar volume?		$40,000.00		$16,000.00		$10,000.00 year	
9)	Is your copany a Minority Business Enterprise (MBE), WBE, SBE, HUB?	No	No	No	No	No	No	No
	Certificates included:							
10)	Does your company allow product returns?	n/a	n/a	n/a	Yes	Not Applicable	n/a	No

		All Players Network, Inc. Dba Rank One Sport	Atomic Learning, LLC	Cengage Learning, Inc. (Gale Division)	CEV Multimedia, Ltd.	Edgenuity, Inc.	Eduphoria!, Inc.	Facts on File, Inc.
	If yes, is there a restocking fee?		n/a		0. No charge for cancellation within 30 days of receipt of purchase order. No cancellation or refund after 30 days of receipt of purchase order.			

		All Players Network, Inc. Dba Rank One Sport	Atomic Learning, LLC	Cengage Learning, Inc. (Gale Division)	CEV Multimedia, Ltd.	Edgenuity, Inc.	Eduphoria!, Inc.	Facts on File, Inc.
11)	Indicate the online subscription, software or management solutions your company can provide:							
	Online Curriculum Software:				Agriscience; business/marketing; careers; FACS; health science; architecture/construciton; law/public safety	Please see Tab 2 (of proposal) for full Texas Course list and Program Offerings.	All Subjects	
	Database Subscriptions:							All Subjects
	Online Certification Exam Vouchers				Same			
	Online Certification Exams				Same			
	Online Curriculum Assessment					Please see Tab 2 (of proposal) for full Texas Course list and Program Offerings.	All Subjects	
	Web Hosting						All Subjects	
	Online School or College Readiness Programs		On-line College & Career Readiness Courses			Please see Tab 2 (of proposal) for full Texas Course list and Program Offerings.		
	Online Communications							
	Subscriptions for Online Services/Products	Web-based athletic dept. software	On-line instructional practice, engagement & digital literacy, technology use, college & career readiness, student safety awareness, accessible instruction and customized learning.		Same	Please see Tab 2 (of proposal) for full Texas Course list and Program Offerings.	All Subjects	All Subjects
	Assistive Technologies		On-line accessiblity & assistive technology courses.					
	Online Curriculum Delivery					Please see Tab 2 (of proposal) for full Texas Course list and Program Offerings.		
	Online Curriculum						All Subjects	

		All Players Network, Inc. Dba Rank One Sport	Atomic Learning, LLC	Cengage Learning, Inc. (Gale Division)	CEV Multimedia, Ltd.	Edgenuity, Inc.	Eduphoria!, Inc.	Facts on File, Inc.
	Online Tutorials		On-line instructional practice, engagement & digital literacy, technology use, college & career readiness, student safety awarness, accessible instruction and customized learning.			Please see Tab 2 (of proposal) for full Texas Course list and Program Offerings.		All Subjects
	Online Education Curriculum				Same	Please see Tab 2 (of proposal) for full Texas Course list and Program Offerings.		All Subjects
	Online Periodicals							
	Library Database Subscriptions			Content areas cover a wide range of general interest topics and academic disciplines (science, history, government, literature, business, current events, the arts and so on)				All Subjects
	Library Management							
	Textbook Management							
	Other:					Please see Tab 2 (of proposal) for full Texas Course list and Program Offerings.		
	EPCNT:	Yes	Yes	Yes Agencies that wish to participate must still contact with Cengage Learning directly to receive services.	Yes	Yes	Yes	Yes

		All Players Network, Inc. Dba Rank One Sport	Atomic Learning, LLC	Cengage Learning, Inc. (Gale Division)	CEV Multimedia, Ltd.	Edgenuity, Inc.	Eduphoria!, Inc.	Facts on File, Inc.
	DEVIATIONS:	No	No	No A copy of our subscription and hosting services agreement is provided. A copy of the Cengage Learning Virtual Reference Library Terms and Conditions is also provided.	No	Yes Please see attached document for list of standards and deviations. (Tab 1)	No	No

		Follett School Solutions, Inc.	Houghton Mifflin Harcourt	Istation	IXL Learning, Inc.	Learning Bird, Corp.	Peoples Education, Inc. dba Mastery Education	McGraw-Hill School Education, LLC
1)	Indicate the percentage discount from the catalog or published price list that your company will offer Granbury ISD.	0%	0%	0%	0%	15% $16.00 per student per year grades 6-12	0%	0%
2)	If a flat percentage discount is not available for all products/services, provide a list of items/categories that are an exception and indicate the discount percentage for those products/services.	n/a	n/a	n/a	n/a	n/a	N/A 0% Discount	n/a
3)	If your company requires a minimum order amount, indicate that minimum amount:	n/a	$10.00	none	$249.00	$1,500.00	30 qty per subscription of individual student licenses	None
4)	All purchases will be made with a purchase order. Does your company accept purchase orders by							
	By Email	Yes fssorders@follett.com	Yes k12orders@hmhco.com	Yes ssr@istation.com	Yes orders@ixl.com	Yes	Yes bdexter@masteryeducation.com	Yes orders_mhe@mheducation.com
	By Fax	yes 800-852-5458	Yes 800-269-5232	Yes 214-291-5534	Yes 650-372-4301	Yes	Yes 201-712-0045	Yes 800-953-8691
	Online with a PO number?	No	n/a	No	n/a	Yes	Yes	No
	Will online orders reflect the discount from #1 to GISD?	No	Yes	n/a	Yes	Yes	N/A no discount	No
	If no, will the percentage discount be reflected on the invoice?	No	n/a	Yes	n/a	n/a	N/A no discount	No
5)	Is there a specail code number or reference number that must appear on all purchase orders to ensure discounts are applied to the purchase?	n/a	n/a	Yes	n/a	n/a	N/A	No

		Follett School Solutions, Inc.	Houghton Mifflin Harcourt	Istation	IXL Learning, Inc.	Learning Bird, Corp.	Peoples Education, Inc. dba Mastery Education	McGraw-Hill School Education, LLC
	If yes, indicate the code/reference number here:			2016-06	n/a	n/a		
6)	Provide your company website address here:	www.follettlearning.com	http://forms.hmhco.com/virtual-catalog	www.istation.com	www.ixl.com	www.learningbird.com	www.masteryeducation.com	www.mheducation.com/prek-12.com
7)	Account representative for Granbury ISD:							
	Name	Tami Solum	Melissa Ballentine	Istation	Ian Moore	Michael Campbell	Torey Page - Mastery Education	Kim Julius
	Address	1340 Ridgeview Drive McHenry, IL 60050	2700 La Frontera Blvd. Round Rock, TX 78681	8150 North Central Expressway Dallas, TX 75206	777 Mariners Island Blvd. Ste 600 San Mateo, CA 94404	1212 Lincoln Ave. Fox River Grove, IL 60021	299 Market St. 240 Saddle Brook, NJ 07663	C/O 8787 Orion Place Columbus, OH 43240
	Phone	877-899-8550 ext 46452	512-721-7212	866-883-7323	650-372-4042	224-357-8283	817-600-0219	817-988-1857
	Fax	800-852-5458	512-721-7728	214-291-5534	650-372-4301	630-626-4030 x802	201-712-0045	800-953-8691
	Email	tsolum@follett.com	melissa.ballentine@hmhco.com	proposals@istation.com	ianm@ixl.com	michael@learningbird.com	tpage@masteryeducation.com	kim.julius@mheducation.com
8)	Has your company done business with Granbury ISD in the past?	Yes	Yes	Yes	n/a	Zero	Yes	Yes
	How many years?	16	10+	7	n/a		14 yrs	Since at least 2010
	What dollar volume?	$430,962.34		approx. $200,000.00	n/a		2015: $40,782.39	2010-2016: $241,523.00
9)	Is your copany a Minority Business Enterprise (MBE), WBE, SBE, HUB?	No	No	No	No	No	No	No
	Certificates included:							
10)	Does your company allow product returns?	Yes	Yes	Yes	Yes	n/a	Yes	Yes

		Follett School Solutions, Inc.	Houghton Mifflin Harcourt	Istation	IXL Learning, Inc.	Learning Bird, Corp.	Peoples Education, Inc. dba Mastery Education	McGraw-Hill School Education, LLC
	If yes, is there a restocking fee?	n/a	Damaged or wrong products. Please contact customer services regarding returns at 800-228-5425.	No	No		Unopened pkgs in saleable condition may be returned for credit (less S&H) within 30 days of shipment. No partial credits.	No

		Follett School Solutions, Inc.	Houghton Mifflin Harcourt	Istation	IXL Learning, Inc.	Learning Bird, Corp.	Peoples Education, Inc. dba Mastery Education	McGraw-Hill School Education, LLC
11)	Indicate the online subscription, software or management solutions your company can provide:							
	Online Curriculum Software:			Reading, Math, Spanish		Science, math, english, language, arts for grades 6-12	Reading, Math, Science	X
	Database Subscriptions:						Reading, Math, Science	
	Online Certification Exam Vouchers							
	Online Certification Exams							
	Online Curriculum Assessment		Please see attached catalog listing for content areas we provide.	Reading, Math, Spanish			Reading, Math, Science	
	Web Hosting							
	Online School or College Readiness Programs						Reading, Math, Science	X
	Online Communications							
	Subscriptions for Online Services/Products		Please see attached catalog listing for content areas we provide.	Reading, Math, Spanish			Reading, Math, Science	X
	Assistive Technologies			Reading, Math, Spanish				
	Online Curriculum Delivery			Reading, Math, Spanish		TEKS/STAAR aligned curriculum for grade 6-12 w/quizzes		X
	Online Curriculum			Reading, Math, Spanish			Reading, Math, Science	X

		Follett School Solutions, Inc.	Houghton Mifflin Harcourt	Istation	IXL Learning, Inc.	Learning Bird, Corp.	Peoples Education, Inc. dba Mastery Education	McGraw-Hill School Education, LLC
	Online Tutorials		Please see attached catalog listing for content areas we provide.			For grades 6-12 in math, science, and english		
	Online Education Curriculum	Biblionasium		Reading, Math, Spanish		Science, math, english, language, arts for grades 6-12	Reading, Math, Science	X
	Online Periodicals							
	Library Database Subscriptions	ThinkCERCA					Reading, Math, Science	
	Library Management						Reading, Math, Science	
	Textbook Management	Destiny Resource Manager	Please see attached catalog listing for content areas we provide.					
	Other:				Supplemental practice program (online)		Onsite training available for $1500.00 per day, one location. Free webinars available with purchase of product.	We provide online materials in the following areas: SUBJECT: Literacy, math, science, social studies, world languages, fine arts, business, career education, computer & information technology, engineering, family & consumer science, health, fitness & wellness. CURRICULUM FOCUS: AP*/Honors & electives, intervention, supplemental. SCHOOL LEVELS: PreK, elementary, secondary, adult education. DIGITAL PLATFORMS: Engrade, thrive, acuity, aleks, connected, connect, learnsmart, professional learning enviroment. Please visit our webiste for additional information: www.mheducation.com/prek-12
	EPCNT:	Yes	Yes	Yes	Yes	Yes	Yes	Yes

		Follett School Solutions, Inc.	Houghton Mifflin Harcourt	Istation	IXL Learning, Inc.	Learning Bird, Corp.	Peoples Education, Inc. dba Mastery Education	McGraw-Hill School Education, LLC
	DEVIATIONS:	No	Yes HMH current catalog prices are in effect until 9/30/2016 and HMH Assessment catalog prices are in effect until 12/31/2016. Prices in our catalog do not include shipping costs. National shipping and handling charge is 10.5% prices will be those at the then-current catalog period at the time your order is placed. delivery term is no longer than 45 days from receipt of purchase order, barring any unforseen circumstances. We no longer print catalogs, they can be access online at http://forms.hmhco.com/virtual-catalog. Catalog prices already reflect a discount off our list price for the education market. Please refer to our cover letter for further information.	No	No	No	Yes SEE NOTE 1 for returns. 1) Prices are subject to change each year with the release of new catalogs (0% discount) 2) Standard delivery time (in-stock items) is 7-14 business days after receipt of order for print items. Rush delivery fees will be charged to the district. For digital product, delivery time is 7-72 hours.3) Shipping is additional on all products: orders under $259 there is a minimum shipping charge or $25. orders between $259.01 to $999.99 shipping will be charged at 10% orders over $1000 shipping will be charded at 8%. add an additional 4% for drop ships to existing shipping charges. 4) Orders can be placed by calling 700-822-10 for faxed to 201-712-0045, or emailed to cs@masteryeducation.com, or placed by credit card on website (Masteryeducation.com) or by phone. 5) Payment terms net 30. 6) Measuring Up Live 2.0 launches for back-to-school! Free webinars are available!	Yes Multiple exceptions to the Terms and Conditions. Please review the submitted proposal.

JULY 12, 2016 2PM							
		Mitinet, Inc.	Renaissance Learning, Inc.	Teaching Systems, Inc.	Family and Consumer Sciences	Triumph Learning	World Book, Inc.
1)	Indicate the percentage discount from the catalog or published price list that your company will offer Granbury ISD.	0%	0%	0%	0%	2%	0%
2)	If a flat percentage discount is not available for all products/services, provide a list of items/categories that are an exception and indicate the discount percentage for those products/services.	Informational flyers attached to proposal	n/a	n/a	n/a	n/a	District specific pricing for online database products is based on enrollment and number of institutions that are subscribing. Please see attached price list. (Attached to submitted proposal)
3)	If your company requires a minimum order amount, indicate that minimum amount:	0 no minimum	note to see addendum for details. (could not find a minimum amount) Addendum attached to proposal submitted.	n/a	0	Varies depending on product.	See Attached CONFIDENTIAL price list.
4)	All purchases will be made with a purchase order. Does your company accept purchase orders by						
	By Email	Yes wecare@mitinet.com	Yes electronicorders@renaissance.com	Yes kim@teachingsystems.com	Yes becky.martinez@ttu.edu	Yes customerservice@triumphlearning.com	Yes
	By Fax	Yes 660-425-3998	Yes 877-280-7642	Yes 817-465-8184	Yes 806-742-3034	Yes 866-805-5723	Yes
	Online with a PO number?	No	Yes	No	No	No	database is not available.
	Will online orders reflect the discount from #1 to GISD?	No	Yes	Yes	n/a	No	n/a
	If no, will the percentage discount be reflected on the invoice?	No	n/a	n/a	n/a	No	Yes
5)	Is there a specail code number or reference number that must appear on all purchase orders to ensure discounts are applied to the purchase?	No	Yes	n/a	No	Yes MUST Request a QUOTE and use promo code TXRFP	

		Mitinet, Inc.	Renaissance Learning, Inc.	Teaching Systems, Inc.	Family and Consumer Sciences	Triumph Learning	World Book, Inc.
	If yes, indicate the code/reference number here:		Bid #2016-06			TXRFP	Not required; please reference bid number on your order.
6)	Provide your company website address here:	www.mitinet.com	www.renaissance.com	www.teachingsystems.com	www.ccfcs.org	www.triumphlearning.com	www.worldbook.com
7)	Account representative for Granbury ISD:						
	Name	CS: Sherrial Springer Sales Eric Fruhling	Shannon Pryor	Beryl McKinnerney	Becky Martinez	Customer Service	Jon Gregory
	Address	P.O. Box 505 Bethany, MO 64424	P.O. Box 8036/2911 Peach Street Wisconsin Rapids, WI 54495-8036	4601 Hollow Tree Drive, STE 111 Arlington, TX 76018	Texas Tech University Box 41161 Lubbock, TX 79409-1161	3333 Hendricks Avenue Jacksonville, FL 32207	P.O. Box 1033 Columbus, TX 78934
	Phone	800-824-6272	866-846-0762	817-417-7775	806-742-3029	800-338-6519	312-316-1746
	Fax	660-425-3998	866-558-4056	817-465-8184	806-742-3034	866-805-5723	979-314-2893
	Email	wecare@mitinet.com	shannon.pryor@renaissance.com	beryl@teachingsystems.com	becky.martinez@ttu.edu	customerservice@triumphlearning.com	jon.gregory@worldbook.com
8)	Has your company done business with Granbury ISD in the past?	Yes	Yes	Yes	Yes	Yes	Yes
	How many years?	2008	22 years	21	15	Since 2012	25+
	What dollar volume?	$1700.00 10 sites	Confidential information	varies by year	$6,000.00	$7,012.66	
9)	Is your copany a Minority Business Enterprise (MBE), WBE, SBE, HUB?	No	No	No	No	No	No
	Certificates included:						
10)	Does your company allow product returns?	No not applicable	No	Yes	No	Yes	Yes

		Mitinet, Inc.	Renaissance Learning, Inc.	Teaching Systems, Inc.	Family and Consumer Sciences	Triumph Learning	World Book, Inc.
	If yes, is there a restocking fee?		All unopened, undamaged merchandise may be returned at no charge during the first 30 days after invoice date for full refund; Exchanged at no charge during the first 60 days after invoice date; Returned between 31-60 days after invoice date for refund, less a $25.00 restocking fee. Returns and exchanges will be charged actual shipping plus handling, please call 800-338-4204 for details. We no longer accept returns or exchanges more than 60 days after the invoice date.	Depends on quantity ordered and vendor.		The customer is responsible for return shipping charges. No fee for returns within 30 days. 15% restocking fee for returns between 31 and 60 days. No credit for returns received after 60 days of the invoice.	No

		Mitinet, Inc.	Renaissance Learning, Inc.	Teaching Systems, Inc.	Family and Consumer Sciences	Triumph Learning	World Book, Inc.
11)	Indicate the online subscription, software or management solutions your company can provide:						
	Online Curriculum Software:	Organization and maintenance or MARC records for library books		Intelitek-science, math, etc. See attached price list.		Math, Reading, ELA, Science	
	Database Subscriptions:	x		Intelitek-science, math, etc. See attached price list.			arts; Science, social studies; Early learning; eBooks.
	Online Certification Exam Vouchers			Intelitek Learnmate-science, math, etc. See attached price list.			
	Online Certification Exams			Intelitek Learnmate-science, math, etc. See attached price list.			
	Online Curriculum Assessment			Intelitek Learnmate-science, math, etc. See attached price list.			
	Web Hosting			Intelitek Learnmate-science, math, etc. See attached price list.			
	Online School or College Readiness Programs						
	Online Communications						
	Subscriptions for Online Services/Products		Reading, math, science	Intelitek-science, math, etc. See attached price list.			
	Assistive Technologies						
	Online Curriculum Delivery			Intelitek-science, math, etc. See attached price list.			
	Online Curriculum						

		Mitinet, Inc.	Renaissance Learning, Inc.	Teaching Systems, Inc.	Family and Consumer Sciences	Triumph Learning	World Book, Inc.
	Online Tutorials			Intelitek-science, math, etc. See attached price list.			
	Online Education Curriculum			Intelitek-science, math, etc. See attached price list.	Family and Consumer Sciences		
	Online Periodicals						
	Library Database Subscriptions	Organization and maintenance of MARC records for library books.	Reading, math, science				General reference, language arts; Science, social studies; Early learning; eBooks.
	Library Management						
	Textbook Management						
	Other:	Sole Source affidavit is included listing items.	K-12 educational software and assessment tools.				
	EPCNT:	Yes	Yes	Yes	Yes	Yes	No

		Mitinet, Inc.	Renaissance Learning, Inc.	Teaching Systems, Inc.	Family and Consumer Sciences	Triumph Learning	World Book, Inc.
	DEVIATIONS:	Yes We are a sole source provider of our online subscription service and do not have a catalog.	Yes SEE NOTE 2 Prices set forth in the atached bid represent the lowest price the Publisher is currently charging for the same products, services and related support materials anywhere in the continental United States under identical circumstances, quantities, sales terms and conditions, and are subject to change without notice. We reserve the right to correct misprints in prices. Pricing and fees may be adjusted during the contract term. Contracts may be extended upon mutual, written consent of both parties. Prior to placing an order, please contact your account executive at 800-338-4204 to discuss applicable volume discounts, shipping and processing fees, and efficient handling of returns and exchanges, as described herein.	No	No	Yes Shipping and handling charges are not included in the unit prices listed. We invoice at time of shipment. Billing net 30 days. Shipment ARO typically takes 7-10 business days. For orders less than $500.00, add 12% for standard shipping and $5.95 for handling. For orders of $500.00 or more, add 12% for standard shipping and handling. Returns: Damaged, defective and unwanted items may be returned by calling our customer service department at 800-338-6519. Returns must be received within 30 days of the invoice date and all materials must be in clean, saleable condition. Stamped books will not be accepted for return under any circumstances. The customer is responsible for return shipping charges. No fee for returns withing 30 days. 15% restocking fee for returns between 31 and 60 days. No credit for returns received after 60 days of the invoice.	No

GRANBURY INDEPENDENT SCHOOL DISTRICT
INTEROFFICE MEMO
FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 22, 2016
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: August 13, 2016
RE: Grounds Supplies and Equipment and Grounds Equipment Repair Services CSP 2015-14 (1R)

SUMMARY:

Competitive sealed proposal #2015-14 was let September 19, 2105 to provide vendors for grounds supplies and equipment and grounds equipment repair services on an "as needed" basis. Vendors were asked to quote a fixed price on certain items and a percentage discount on supplies. This proposal was a combination of two separate proposals. The original term was from written notification of award through September 30, 2016 with the option to renew for two additional one-year terms at the sole option of the district. The first renewal period will be October 1, 2016 through September 30, 2017.

A summation of the process as well as a copy of the tabulation is attached for your review.

Mr. Randy Leach, Director of Facilities was contacted regarding the option of a new process or a renewal with the current vendors, he requested a renewal. A request for a renewal that contained the EDGAR Certification forms, a Conflict of Interest form and the Texas Ethics Commission From 1295 - Certificate of Interest Parties that became a requirement January 1, 2016. The Home Depot did not return the renewal request. However, we do have access to The Home Depot through a U.S. Communities Contract.

The following is the recommendation of Mr. Leach.

RECOMMENDATION:

It is recommended the Board approve the renewal of CSP 2015-14 for the period of October 1, 2016 through September 30, 2017 with the following vendors. Approximate annual expenditures will be $50,000 - $100,000.

Tom Loftus Inc. dba Austin Turf and Tractor, John Deere Landscapes/Site One Landscape Supply, Leonard's Farm & Ranch dba Lake Lawn Equipment, Horizon Distributors, Inc. dba Metro Irrigation Supply Company (Fort Worth, TX) & Metro Irrigation Supply (Arlington, TX), Texas Multi-Chem, Ltd, Tomlinson Ball Field Material, Zimmerer Kubota & Equipment, Inc.

Respectfully submitted,



L. O. "Dobie" Williams
Asst. Superintendent for Finance and Operations

Staff Person Responsible: Randy Leach
Scott Campbell
Debbie Johnson
Missy Brock
Date Submitted: August 12, 2016

BOARD APPROVAL FORM (Original Award)

Board Meeting Date: October 19, 2015

Bid Number: CSP 2015-14
Grounds Supplies and Equipment and Grounds Equipment Repair Services

1. **Item, material or service (specific or classification):** Maintenance grounds supplies equipment and grounds equipment repair services.

2. **Brief description:** A proposal was let to provide vendors for the purchase of ground supplies and equipment and grounds equipment repair services on an as needed basis. Vendors were asked to quote a fixed rate percentage discount on parts and supplies and a fixed cost on some specific items.

3. **Period of time bid covers:** From written notification of award through September 30, 2016 with the option to renew for two additional one-year periods

4. **Person and title responsible for the expenditure:**

   Randy Leach – Director of Maintenance and Facilities

5. **Number of bid notification letters sent to vendors:** 85

6. **Number of bids received from vendors:** 9

7. **Listing of recommended vendors and total prices**: Purchases will be on an as needed basis so an accurate expense cannot be identified. Recommendation is to the following vendors:

   Tom Loftus Inc. dba Austin Turf and Tractor, John Deere Landscapes, The Home Depot of Granbury #6571, Leonard's Farm & Ranch dba Lake Lawn Equipment, Metro Irrigation Supply Company (Fort Worth, TX), Metro Irrigation Supply (Arlington, TX), Texas Multi-Chem, Ltd, Tomlinson Ball Field Material, Zimmerer Kubota & Equipment, Inc.

8. **Explanation of other than low recommendations:** N/A

9. **Last bid date (bid of comparable nature within last 5 years):** 04/23/2014

10. **Percentage increase or decrease from last bid**: N/A - Prices vary with each brand by line item so an accurate comparison cannot be made.

11. **Budget information:**

    Expenditures for supplies, equipment and services will come from the following budgeted amounts.

199.e.51.6317.00.951.0.99.000 (supplies)	$50,000 - $75,000
199.e.51.6247.00.951.0.99.000 (services)	$14,000 - $25.000

L. O. "Dobie" Williams
Assistant Superintendent for Finance and Operations

Grounds Supplies & Grounds Equipment Repair Services CSP 2015-14 (R1)								
September 9, 2015 @ 2 p.m.								
	Austin Turf & Tractor	**SiteOne Landscape Supply formly John Deere Landscapes**	**Home Depot, The**	**Lake Lawn Equipment**	**Metro Irrigation Supply Co. Fort Worth**	**Texas Multi-Chem, LTD**	**Tomlinson Ball Field Material**	**Zimmerer Kubota & Equipment, Inc.**
Exceptions to the discount:	N/A	All Discounts/Pricing are based off of Texas Buyboard contract 447-14. Please visit buyboard.com for catalogs, specific discounts, price lists, etc.	N/A	Net 30 days, pickup/delivery charges $70 per occurance. Freight Charges Special order parts $10. regular stocking parts Free, Motor freight is freight charges + 10%. Restock fee 15%special order parts and electrical parts not allowed. Shop warranty labor 30 days, fuel related repairs 15 days.			None	1) Pricing for repair parts and small items does not include delivery to GISD facility, parts can be shipped via UPS at prevailing UPS rates or can be picked up via "will call" at no additional charge. Large items picked up/delivered via Zimmerer Kubota truck will incur chares of $3. per loaded mile per MapQuest directions. 2) Zimmerer Kubota will be responsible for damage to GISD equipment if the damage is caused by a Zimmerer Kubota employee. We will not be held responsible for damage or loss due to illegal "break in" after hours.
Percentage discount for catalogs, printed price list and on-line prcing:	JD Equipment 10% JD Parts 0% Stihl hand held 15% Stihl chainsaws 10% Stihl parts 5%	0-70%	0%	0%	0%	0%	0%	10% shelf
Catalog Title/price list name:	www.deere.com golf, commercial, CNP Stihl. Price page date vary.	Please see exceptions to discounts	N/A	attached to bid document		n/a	n/a	Kubota Parts, Scag Parts, Stihl Parts, Echo Parts
Website	www.austinturf.com	www.johndeerelandscapes & www.buyboard.com	www.homedepot.com	www.leonardsfarmstore.com		www.texasmultichem.com		www.zimmererkubota.com
PO number for on-line orders	NO online ordering	Yes, through buyboard	NO	NO	Yes	yes	no	Yes
Pricing posted on web site:	NO online ordering	buyboard	Yes	NO	No	no	no	No
Fuel surcharges:	No	No	No	NO	No	no	no	No
If yes, identify how they will apply:								

Grounds Supplies & Grounds Equipment Repair Services CSP 2015-14 (R1)								
September 9, 2015 @ 2 p.m.								
	Austin Turf & Tractor	**SiteOne Landscape Supply formly John Deere Landscapes**	**Home Depot, The**	**Lake Lawn Equipment**	**Metro Irrigation Supply Co. Fort Worth**	**Texas Multi-Chem, LTD**	**Tomlinson Ball Field Material**	**Zimmerer Kubota & Equipment, Inc.**
Minimum order amount for purchases:	No Minimum	N/A	0	$ 25.00	0	none	n/a	None
Shelf pricing:	No	Offering shelf also	Yes	Yes	No	no	no	Yes
Nearest location to GISD:	5709 Airport Pkwy Haltom City, TX 76117	0-15% based on buyboard contract 447-14	415 E Hwy 377 Granbury, TX 76048	3600 E Hwy 377 Granbury TX 76049	1622 Rogers Rd Fort Worth TX	n/a	n/a	5165 Mark IV Pkwy, Fort Worth, TX 76106 or 2825 N Nolan River Rd Cleburne, TX 76033
Normal business hours:	7:00-4:30 M-F	8 am-4 pm	6am-10pm mon-sat 8am-8pm Sunday	8-5:30 Monday-Friday 8-1 on Saturday	7:30-5 M-F 8-noon Sat. March-Oct.	7:30-4:30 mon-thurs, 7:30-noon Friday	7:00 am-5:00 pm	m-f 7:30-5:00 sat 7:30-12:00
Do you have after hour and weekend supply capabilities?	No	Yes	N/A	No	Yes	no	Yes	Yes
Hot shot deliveries during regular hours:	No	No	No	Yes	Yes	yes	No	No
One hour cost				$ 70.00	$ -			
Three hour cost				$ 210.00	$ -			
Five hour cost				$ 350.00	$ -			
Same day			65.00 orders received by 2pm	$ 75.00	$ -			
Minimum order amount for delivery:				$ 1,000.00	$ -			
Hot shote after hours and weekend supplies?	No	No		No	N/A	no	No	No
One hour cost					$ -			
Three hour cost					$ -			
Five hour cost					$ -			
Same day			65.00 orders received by 2pm		$ -			
Minimum order amount for delivery:					$ -			

Grounds Supplies & Grounds Equipment Repair Services CSP 2015-14 (R1)								
September 9, 2015 @ 2 p.m.								
	Austin Turf & Tractor	**SiteOne Landscape Supply formly John Deere Landscapes**	**Home Depot, The**	**Lake Lawn Equipment**	**Metro Irrigation Supply Co. Fort Worth**	**Texas Multi-Chem, LTD**	**Tomlinson Ball Field Material**	**Zimmerer Kubota & Equipment, Inc.**
What is the guaranteed delivery time for 95% of the orders				N/A				
Next day			Yes					
Two day					x Unless special order		x	x
Other	30 days for equipment. 3-5 days for parts standard ground. Other options available upon request and prices are quoted upon request.	2-10 days aro				14 days		
Describe your method of delivery		BEST						
Company truck	Equipment	x	x	x	x	x		x
UPS	Parts	x			x			x
Other		x			x fedex		Contract carriers	
Does your company have a "will call"	No	No	Yes	Yes	Yes	yes	No	Yes
Average time to place an order into "will call"			2 hours	1-2 days	8 hour	2 days		2 hours
Are you a dealer in equipment/parts for								
Toro	NO	Yes, irrigation	Yes	Yes	yes	no	No	No
John Deere	YES	no	Yes	no	No parts only blades, trimmer line, oil	no	No	No
Snapper	NO	no	NO	no	yes	no	No	No
Mott	NO	no	NO	no	No parts only blades, trimmer line, oil	no	No	yes
Stihl	YES	no	NO	Yes	yes	no	No	yes
Scagg	NO	no	NO	Yes	yes	no	No	yes
Ferris	NO	no	NO	no	yes	no	No	No

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other manufacturers and suppliers for which your company is a distributor	For the NO answers is for OEM parts only. We have after market or will fit parts available for most listed.	Hundreds-see buyboard.com for info on awarded contract 447-14 for all manufacturers.		Kohler, Kawasaki , Honda, Brigg &Stratton engines and parts. Rotary, Stems, Gravely, Billy goat, Dr. Power equipment, Bearcat, Zama, Walbro, Tecumseh, Oregon, Echo, Shindaiwa, McLane, MTD products, Hydro-gear.	Steines	Lely, Broyhill, First Products, Befco		Kubota, Billy Goat, Echo, Aerway, Lely, Rhino, Bush Hog, Landpride, Honda, Shindawa, Trimax
EPCNT Interlocal:	YES	No	N/A	yes	Yes	No	Yes	Yes
Location of shop where work will be performed	2098 Valley View Farmers Branch, TX 75234	N/A we provide products only, no service. We do have local branches	N/A	3600 E Hwy 377 Granbury TX 76049	Do not do any repair work	No equipment repairs	N/A	5165 Mark IV Pkwy, Fort Worth, TX 76106 or 2825 N Nolan River Rd Cleburne, TX 76033
Will any of the work be subcontracted to another company	NO	No	N/A	No			N/A	No
If yes, what is the name of that company			N/A				N/A	
Will your company or will the other company provide insurance coverage when subcontracting repairs			N/A	Insurance provided by my company			N/A	N/A
Number of years in business under current company name		14 years	N/A	6		35	N/A	36
How many other school districts have your repaired equipment for in the past twelve months			N/A	3			N/A	10

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Has your firm been named in any litigation or lawsuit within the last five (5) years	NO	NO	N/A	No	No	No	No	no
If yes, please explain			N/A				N/A	
Do you maintain a stock of replacement parts on hand or will you have to order replacement part from another source	Maintain	Maintain and order replacement parts	N/A	Maintain Stock	Maintain and order blades only		N/A	Maintain and order replacement parts
If you maintain an inventory of replacement parts, identify the size of that inventory	$600,000 Plus	varies based on branch location	N/A	100K	100 of standard blades		N/A	
Can your invoice be broken down to show material cost, labor cost, etc	YES	N/A	N/A	Yes			N/A	Yes
If not explain what information will appear on the invoice		Provide products only. No labor, service, etc. will be performed	N/A		Do not apply to metro as we do not do repair work		N/A	
Materials & Products - prices held firm for contract.								
Top Soil- screened black top soil Price per cubic yard	No Bid	No Bid	N/A	No Quote	0	N/A	No Bid	No Bid
Sand-washed silica sand screened through a #10 mesh screen. Price per cubis yard.	No Bid	No Bid	N/A	No Quote	0	N/A	No Bid	No Bid

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Compost- 50% quality screened sand, 50% compost, nitrate 1013 lbs per acre, zinc at 36 ppm, iron 224 pm, mangancese at 4 ppm, & Polyphosphate 292 lbs per acre. Price per cubic yard.	No Bid	No Bid	N/A	No Quote	0	N/A	$ 32.00	No Bid
Infield clay- reddish brown screened to 1/4 inch 605% sand 20% clay and 20% silt. Placticity index of 8-15%. Price per ton.	No Bid	No Bid	N/A	No Quote	2700.00 ton	N/A	$ 25.00	No Bid
Mound clay- reddish brown screened to 1/2 inch 605% sand 37% clay and 3% silt. Price per 50 lb bag.	No Bid	$20.49 Turface Mound Clay	N/A	No Quote	0	14.05 see notes below	R2 9-9-15 6.75	No Bid
Mulch hardwood. Price per square ft.	No Bid	3.45 cubic foot	N/A	No Quote	2.87 per/ .96 3 cu ft bag	N/A	No Bid	No Bid
Char-Finer clay particles to be used for shot put, discus ring and running tracks. Price per cubic yard.	No Bid	No Bid	N/A	No Quote	0	N/A	Decomposed granite 1/4"minus Ton 20.00	No Bid
Gravel- County approved road base. Price per cubic yard.	No Bid	No Bid	N/A	No Quote	0	N/A	No Bid	No Bid
Asphalt type D hot mix Price per ton	No Bid	No Bid	N/A	No Quote	0	N/A	No Bid	No Bid
Sod- tiff 419 Price per square ft.	No Bid	No Bid	N/A	No Quote	0	call for pricing when needed	No Bid	No Bid

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Sod- Bermuda turf Price per square ft.	No Bid	No Bid	N/A	No Quote	0	call for pricing when needed	No Bid	No Bid
High performance cold in place asphalt Price per ton	No Bid	No Bid	N/A	No Quote	0	N/A	No Bid	No Bid
Pricing should include F.O.B. delivery to Granbury ISD. If delivery is not included above please describe cost.	No Bid	No Bid	N/A	No Quote		Delivery is 80.00 for 1st pallet plus 40.00 for each additional pallet. 40 bags per pallet.	Calcined Clay Infield Conditioner 50lb bag 12.50 delivered. Freight will be charged at the current freight rates.	
Funnel Top – Hand Pump – Sprayer 2-gallon	No Bid	No Bid		No Quote	0	No Bid	N/A	No Bid
Part #			210-739					
Alternate Brand			rl flo master					
Catalog price & page #								
% off								
GISD Cost			$ 9.97					
16” Drain Spade 5-1/ 2” x 16”, 30”D Handle	No Bid	No Bid		No Quote	0	No Bid	N/A	No Bid
Part #			1000-022-986					
Alternate Brand			razorback					
Catalog price & page #								
% off								
GISD Cost			$ 34.97					
Round Point Shovel 8-3/ 4” x 11-1/ 2” Bade, 27”D handle	No Bid	No Bid	No Bid	No Quote	0	No Bid	N/A	No Bid
Part #								
Alternate Brand								
Catalog price & page #								
% off								
GISD Cost								

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Pick/Mattock, Hickory handle 5-lb head, 36" handle	No Bid	No Bid		No Quote	0	No Bid	N/A	No Bid
Part #			682-989					
Alternate Brand			tru-temper					
Catalog price & page #								
% off								
GISD Cost			$ 13.97					
Forged Bow Rake, 16-3/ 4"	No Bid	No Bid		No Quote	0	No Bid	N/A	No Bid
Part #			1000-023-001					
Alternate Brand			Raza-back					
Catalog price & page #								
% off								
GISD Cost			$ 25.97					
Fork Tines, 60" Straight Handle	No Bid	No Bid		No Quote	0	No Bid	N/A	No Bid
Part #			553-152					
Alternate Brand			Ames					
Catalog price & page #								
% off								
GISD Cost			$ 24.97					
4.10 x 4 NHS 4-Ply Tubeless Mower Tire		No Bid	No Bid		0	No Bid	N/A	No Bid
Part #	4.10x3.50-4			7328				
Alternate Brand	Deestowe							
Catalog price & page #	$ 16.99			$ 15.78				
% off	0%			10%				
GISD Cost	$ 16.99			$ 14.20				
Complete head for Stihl Weed Eater Model F S110R		No Bid	No Bid		0	No Bid	N/A	No Bid
Part #	4002-710-2168			4002-710-2191				
Alternate Brand								

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Catalog price & page #	$ 22.99			$ 27.99				
% off	5%			10%				
GISD Cost	$ 21.84			$ 25.19				
5 lb roll of .95 weed-eater line		No Bid	No Bid			No Bid	N/A	
Part #	0000-930-2718		506-560	0000-930-2246	380-642-round 380-243-square			316 095 053 echo
Alternate Brand								n/a
Catalog price & page #	$ 37.99			$ 56.99				54.99 shelf
% off	5%			10%	10%			10%
GISD Cost	$ 36.09		No Bid	$ 51.29	33.00 37.00			$ 49.49
Sprockets for Stihl Chainsaw 025 with 16 inch bar		No Bid	No Bid		0	No Bid	N/A	
Part #	11236402073			1123-640-2074				stihl 11236402006
Alternate Brand								n/a
Catalog price & page #	$ 14.99			$ 14.99				16.86 shelf
% off	5%			10%				10%
GISD Cost	$ 14.24			$ 13.49				$ 15.17
Chain for Stihl Pruning Saw HT75 with 12 inch bar		No Bid	No Bid		0	No Bid	N/A	
Part #	61pmm344			61pmm3-44				Stihl 61pmm344
Alternate Brand								n/a
Catalog price & page #	$ 16.99			$ 16.99				15.99 shelf
% off	5%			10%				10%
GISD Cost	$ 16.14			$ 15.29				$ 14.39
1 set of (3) mower blades for Skag Mower Model STT-72-31BSG		No Bid	No Bid		0	No Bid	N/A	
Part #	bisc2806			482882				3x482880 @42.30 each
Alternate Brand	Sunbelt American Made			rotary 6026				n/a
Catalog price & page #	$ 76.80			$ 75.30				42.30 each shelf

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% off	30%			10%				10%
GISD Cost	$ 53.76			$ 67.77				$ 114.21
Stihl Blower BG 86 C-E		No Bid			0	No Bid	N/A	
Part #	bg86c-e		857-582	bg86c-e				bg86c-e
Alternate Brand			Echo					n/a
Catalog price & page #	$ 259.99		$ 149.00	$ 259.99				$ 259.99
% off	15%			20%				23%
GISD Cost	$ 220.99			$ 207.99				$ 200.19
Stihl Edger FC90		No Bid			0	No Bid	N/A	
Part #	fc90		637-001	fc90				fc90
Alternate Brand			Echo					n/a
Catalog price & page #	$ 349.99		$ 369.00	$ 349.99				$ 349.99
% off	15%			20%				21.50%
GISD Cost	$ 297.49			$ 279.99			N/A	$ 274.74
Stihl Hedge Trimmer HS86R		No Bid			0	No Bid		
Part #	hs86r		1000-023-303	hs86r30				hs86r-30
Alternate Brand			black & decker					n/a
Catalog price & page #	$ 519.99		$ 89.00	$ 519.99				$ 592.79
% off	15%			20%				33%
GISD Cost	$ 441.99			$ 415.99				$ 395.19
Stihl Line Trimmer FS110R		No Bid			0	No Bid	N/A	
Part #	fs110r		306-575	f2110r				fs110r
Alternate Brand			Echo					n/a
Catalog price & page #	$ 369.99		$ 219.00	$ 369.99				$ 369.99
% off	15%			20%				23%
GISD Cost	$ 314.49			$ 295.99				$ 284.89
Additional percentage discount off manufacturer's list price for other equipment items needed and not listed above								

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Part #								
Alternate Brand								
Catalog price & page #								
% off								
GISD Cost								
2” Rain Bird Valve	No Bid		No Bid	No Quote		No Bid	N/A	No Bid
Part #		200pga			200pe			
Alternate Brand								
Catalog price & page #								
% off		40%						
GISD Cost		$ 55.20			$ 104.00			
Rain Bird R-50 Adjustable	No Bid		No Bid	No Quote	0	No Bid	N/A	No Bid
Part #		nla						
Alternate Brand								
Catalog price & page #								
% off		70%						
GISD Cost		no longer available						
Hunter I-25 Full & Adjustable	No Bid		No Bid	No Quote	iz504	No Bid	N/A	No Bid
Part #		i2504						
Alternate Brand								
Catalog price & page #								
% off		buyboard 447-14						
GISD Cost		$ 23.65			$ 27.43			
Hunter Pro-C Controller	No Bid		No Bid	No Quote		No Bid	N/A	No Bid
Part #		pc400i			pc300 out			
Alternate Brand								
Catalog price & page #								
% off		buyboard 447-14						
GISD Cost		$ 73.10			$ 94.68			
Rain Bird Diaphragm 2”	No Bid		No Bid	No Quote		No Bid	N/A	No Bid
Part #		209005p			202615			

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Alternate Brand								
Catalog price & page #								
% off		buyboard 447-14						
GISD Cost		$ 50.50			$ 43.91			
Rain Bird Diaphragm Kit 1”	No Bid		No Bid	No Quote		No Bid	N/A	No Bid
Part #		210746-03			202868			
Alternate Brand								
Catalog price & page #								
% off		buyboard 447-14						
GISD Cost		$ 9.80			$ 14.08			
Rain Bird Solenoid	No Bid		No Bid	No Quote		No Bid	N/A	No Bid
Part #		236239			20692001			
Alternate Brand								
Catalog price & page #								
% off		buyboard 447-14						
GISD Cost		$ 25.02			$ 43.61			
Rain Bird Pop-up Spray Heads	No Bid		No Bid	No Quote		No Bid	N/A	No Bid
Part #		18042			1804 4"			
Alternate Brand								
Catalog price & page #								
% off		buyboard 447-14						
GISD Cost		$ 1.05			$ 1.29			
Hunter Adjustable Pop-up Risers	No Bid		No Bid	No Quote		No Bid	N/A	No Bid
Part #		pr0504			1h 15 a nozzle pro504			
Alternate Brand								
Catalog price & page #								
% off		buyboard 447-14						
GISD Cost		$ 1.10			$ 1.29			

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Hunter Full to ¼" Pop-up Nozzles	No Bid		No Bid	No Quote		No Bid	N/A	No Bid
Part #		h6a,h10a,h12a			1h 15 a			
Alternate Brand								
Catalog price & page #								
% off		buyboard 447-14						
GISD Cost		$ 0.67			$ 0.79			
1" x ½" 90 ST	No Bid		No Bid	No Quote		No Bid	N/A	No Bid
Part #		407-130			407-130			
Alternate Brand								
Catalog price & page #								
% off		buyboard 447-14						
GISD Cost		$ 0.66			$ 0.94			
1" x 1" x ½" Tee SST	No Bid		No Bid	No Quote		No Bid	N/A	No Bid
Part #		402-130			402-130			
Alternate Brand								
Catalog price & page #								
% off		buyboard 447-14						
GISD Cost		$ 0.53			$ 0.81			
6" x 4" Reducer Bushing	No Bid		No Bid	No Quote		No Bid	N/A	No Bid
Part #		437-532			437-532			
Alternate Brand								
Catalog price & page #								
% off		buyboard 447-14						
GISD Cost		$ 9.42			$ 13.43			
4" x 1" Reducer Bushing	No Bid	No Bid	No Bid	No Quote		No Bid	N/A	No Bid
Part #					437-420			
Alternate Brand					437-249			
Catalog price & page #								
% off								
GISD Cost					5.42 1.02			
3" x 3" x 2" Tee SSS	No Bid		No Bid	No Quote		No Bid	N/A	No Bid

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Part #		401-338			401-338			
Alternate Brand								
Catalog price & page #								
% off		buyboard 447-14						
GISD Cost		$ 5.60			$ 8.35			
1” x ¾” 90 ST	No Bid		No Bid	No Quote		No Bid	N/A	No Bid
Part #		402-131			407-131			
Alternate Brand								
Catalog price & page #								
% off		buyboard 447-14						
GISD Cost		$ 0.76			$ 0.98			
1” x ¾” All Thread Reducer Bushing	No Bid		No Bid	No Quote		No Bid	N/A	No Bid
Part #		439-131			439-131			
Alternate Brand								
Catalog price & page #								
% off		buyboard 447-14						
GISD Cost		$ 0.66			$ 0.94			
1” PVC, Schedule 40, 20 foot	No Bid		No Bid	No Quote		No Bid	N/A	No Bid
Part #		1pvcbe			40010			
Alternate Brand					20ft			
Catalog price & page #								
% off		buyboard 447-14						
GISD Cost		6.68 20 ft			.35 ft 7.00 stkk			
1- 1/ 4” PVC, Schedule 40, 20 foot	No Bid		No Bid	No Quote		No Bid	N/A	No Bid
Part #		125pvcbe			40012			
Alternate Brand					20ft			
Catalog price & page #								
% off		buyboard 447-14						
GISD Cost		10.68 20 ft			.46 ft 9.20 stkk			

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2" PVC, Schedule 40, 20 foot	No Bid		No Bid	No Quote		No Bid	N/A	No Bid
Part #		2pvcbe			40020			
Alternate Brand					20ft			
Catalog price & page #								
% off		buyboard 447-14						
GISD Cost		17.48 20 ft			.76 15.20 stkk			
4" PVC, Schedule 40, 20 foot	No Bid		No Bid	No Quote		No Bid	N/A	No Bid
Part #		4pvcbe			40040			
Alternate Brand					20ft			
Catalog price & page #								
% off		buyboard 447-14						
GISD Cost		48.66 20 ft			2.093ft 41.86 stkk			
6" PVC, Schedule 40, 20 foot	No Bid		No Bid	No Quote		No Bid	N/A	No Bid
Part #		6pvcbe			40060			
Alternate Brand					20ft			
Catalog price & page #								
% off		buyboard 447-14						
GISD Cost		94.68 20 ft			3.80ft 76.00 stkk			
3/ 4" Cut-Off Riser	No Bid		No Bid	No Quote		No Bid	N/A	No Bid
Part #		m481-007			m481-007			
Alternate Brand								
Catalog price & page #								
% off		buyboard 447-14						
GISD Cost		$ 0.65			$ 0.69			
1/ 2" Cut-Off Riser	No Bid		No Bid	No Quote		No Bid	N/A	No Bid
Part #		m481-005			m481-005			
Alternate Brand								
Catalog price & page #								

Grounds Supplies & Grounds Equipment Repair Services CSP 2015-14 (R1)								
September 9, 2015 @ 2 p.m.								
	Austin Turf & Tractor	**SiteOne Landscape Supply formly John Deere Landscapes**	**Home Depot, The**	**Lake Lawn Equipment**	**Metro Irrigation Supply Co. Fort Worth**	**Texas Multi-Chem, LTD**	**Tomlinson Ball Field Material**	**Zimmerer Kubota & Equipment, Inc.**
% off		buyboard 447-14						
GISD Cost		$ 0.46			$ 0.40			
50# 20-0-10 Fertilizer	No Bid		No Bid	No Quote	20-10-10		N/A	No Bid
Part #		98623			20-10-10			
Alternate Brand		28-3-10 50% Polyflies						
Catalog price & page #						$ 32.00		
% off		0-10%				0%		
GISD Cost		23.30 50lb bag			$ 19.00	$ 32.00		
50# 20-0-08 Fertilizer	No Bid		No Bid	No Quote	28-3-10 5090		N/A	No Bid
Part #		98638			28-3-10			
Alternate Brand		28-0-0 35% bio 20% polyflies						
Catalog price & page #						$ 28.35		
% off		buyboard 447-14				0%		
GISD Cost		21.60 50lb bag			$ 20.31	$ 28.35		
50# Perennial Rye Grass	No Bid		No Bid	No Quote	royal flush		N/A	No Bid
Part #		32-52-950			royal flush			
Alternate Brand		overseeding eagle						
Catalog price & page #						$ 74.50		
% off		buyboard 447-14				0%		
GISD Cost		69.50lb bag			$ 67.65	$ 74.50		
50# Bermuda Grass-Hulled	No Bid		No Bid	No Quote	25 lb	25# bermuda triangle	N/A	No Bid
Part #		st6240			25 lb			
Alternate Brand		sports field seed w/hulled						
Catalog price & page #						$ 192.50		
% off		buyboard 447-14				0%		
GISD Cost		155.41 50lb bag			$ 112.50	$ 192.50		
50# Annual Rye Grass Seed	No Bid		No Bid	No Quote		No Bid	N/A	No Bid

Grounds Supplies & Grounds Equipment Repair Services CSP 2015-14 (R1)								
September 9, 2015 @ 2 p.m.								
	Austin Turf & Tractor	**SiteOne Landscape Supply formly John Deere Landscapes**	**Home Depot, The**	**Lake Lawn Equipment**	**Metro Irrigation Supply Co. Fort Worth**	**Texas Multi-Chem, LTD**	**Tomlinson Ball Field Material**	**Zimmerer Kubota & Equipment, Inc.**
Part #		20-02-850			Annual rye			
Alternate Brand								
Catalog price & page #								
% off		buyboard 447-14						
GISD Cost		31.24 50lb bag			$ 22.50			
50# 22-0-6 with .75% pecw fertilizer & pre-emergent	No Bid		No Bid	No Quote	3090 uhex		N/A	No Bid
Part #		702044			plodiamine			
Alternate Brand		pre-m 86% 25-2-5 30%polyplus						
Catalog price & page #						$ 45.00		
% off		buyboard 447-14				0%		
GISD Cost		22.89 50lb bag			$ 18.10	$ 45.00		
50# Fertilizer Blend 18-24-12	No Bid		No Bid	No Quote	18-24-12	No Bid	N/A	No Bid
Part #		98627						
Alternate Brand								
Catalog price & page #								
% off		buyboard 447-14						
GISD Cost		23.73 50lb bag			$ 20.79			
Revolver 32 oz.	No Bid		No Bid	No Quote	87 oz if available	87 oz	N/A	No Bid
Part #		79850980			32 oz 87 oz only			
Alternate Brand								
Catalog price & page #						$ 756.00		
% off		buyboard 447-14				0%		
GISD Cost		268.64 1qt			240.15 556.00	$ 756.00		
Amdro, 1#	No Bid		No Bid	No Quote	adyion 2#	No Bid	N/A	No Bid
Part #		53212			2# adyion			
Alternate Brand		advion fire ant bait						
Catalog price & page #								
% off		buyboard 447-14						
GISD Cost		38.73 2lbs			$ 36.56			

Grounds Supplies & Grounds Equipment Repair Services CSP 2015-14 (R1)								
September 9, 2015 @ 2 p.m.								
	Austin Turf & Tractor	**SiteOne Landscape Supply formly John Deere Landscapes**	**Home Depot, The**	**Lake Lawn Equipment**	**Metro Irrigation Supply Co. Fort Worth**	**Texas Multi-Chem, LTD**	**Tomlinson Ball Field Material**	**Zimmerer Kubota & Equipment, Inc.**
Roundup Pro herbicide, 2.5 gallon	No Bid		No Bid	No Quote	ranger plo	ranger pro	N/A	No Bid
Part #		069291, 069289			2.5 gl			
Alternate Brand		prosecuter pro						
Catalog price & page #						$ 93.75		
% off		buyboard 447-14						
GISD Cost		55.29 2.5 gal			$ 43.76	$ 93.75		
Wasp & Hornet Spray, 15 oz. Can	No Bid		No Bid	No Quote	case x12 17.5	No Bid	N/A	No Bid
Part #		10046033			17 oz			
Alternate Brand		Spect wasp/hornet killer						
Catalog price & page #								
% off		buyboard 447-14						
GISD Cost		5.25 20oz can			$ 9.26			
Diazonon, 25# bag	No Bid		No Bid	No Quote	wisdom (bifen)	No Bid	N/A	No Bid
Part #		10059032						
Alternate Brand		crosscheck EZ						
Catalog price & page #								
% off		buyboard 447-14						
GISD Cost		22.81 25lbs			$ 20.72			
					13 caravan insect, ants, grubbs, summfn			
					1 each 30 lb bag			
					70.65			
					Diazonon is no longer being made.			

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 22, 2016
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: August 15, 2016
RE: Utility Costs

SUMMARY:

Board Policy CH(LOCAL) requires board approval on purchases in excess of $50,000. The policy states, "The Board delegates to the Superintendent or designee the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs $50,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place, except as otherwise provided in this policy.

The Superintendent is not required to obtain Board approval for the following types of budgeted purchases costing less than $100,000, but shall subsequently report them to the Board:

1. A purchase made pursuant to a Board-approved interlocal contract, in accordance with law;

2. A purchase made through a cooperative purchasing program or state purchasing program that satisfies the District's obligation for competitive purchasing [see CH(LEGAL)]; or

3. A continuing or periodic purchase under a Board-approved bid or contract."

The district budget covers payment of utilities across the District. Since the cost of these services will exceed $50,000, we are bringing these expenditures to the Board so purchase orders in excess of $50,000 may be issued as needed for utilities during the 2016-2017 fiscal year without additional Board approval.

Anticipated cost for the following utilities is budgeted and is presented for your information and authorization to issue any purchase order that exceeds $50,000 as needed for the 2016—2017 fiscal year.

Electricity -	$1,318,650	(Granbury Municipal Utilities, United Cooperative Services, Tri-County Cooperative)
Water -	183,500	(Granbury Municipal Utilities, Acton Municipal Utility District)
Gas -	173,000	(Atmos Energy)

The following recommendation is that of Mr. Randy Leach and me.

RECOMMENDATION:

It is recommended that the utility purchases described above be approved as presented.

Respectfully submitted,



L. O. “Dobie” Williams, RTSBA
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Mr. Randy Leach
Ms. Karen Johnson

Date Submitted: August 15, 2016

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 22, 2016
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: August 15, 2016
RE: TASB Unemployment Compensation Program - Renewal

SUMMARY:

According to Board Policy CRF (LEGAL), "The District shall contribute to the Unemployment Compensation Fund by choosing one of the following options: (1) Paying a state unemployment compensation tax administered by the Texas Workforce Commission (TWC); (2) Reimbursing the state fund for the amount of any benefits paid to ex-employees of the District; (3) Entering a joint group account with other political subdivisions under which claims handling and cost control may be centralized."

The District has been an active member in the TASB Unemployment Compensation Group Account as a pool member. By being a member of this group, the District has access to resources to assist with this program and in years past have paid considerably less than would be due if the District paid directly to the TWC. TASB UCGA serves as a resource for District employees in the area of unemployment claims processes. In past years, due to the climate of school district funding and the practices of school districts related to RIFs and layoffs, the cost to the program expanded. However, in recent years the staffing levels and employment conditions in the state have stabilized, allowing continued savings for 2016-17 which TASB is passing on to members.

The renewal is a decrease in cost of 5% from last year for the period of October 1, 2016 to September 30, 2017. This decrease follows a 33% decrease last year and a 40% decrease the year before that. The decreases in recent years follow increases in prior years that were due to economic conditions in Texas and specifically public education. The cost for 2016-17 is $33,329 ($1,755 less than last year). Annual cost history is detailed below:

2012-13 Cost	2013-14 Cost	2014-15 Cost	2015-16 Cost	2016-17 Cost
$103,951	$ 77,963	$ 46,778	$ 35,084	$ 33,329

This coverage will be automatically renewed if TASB does not receive written notification of cancellation by September 1, 2016.

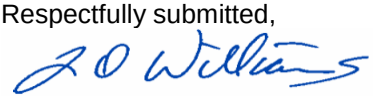
While unemployment expenses in 2016-17 for GISD may not reach the amount identified as cost for this program, the resources available and the unknown of what the future holds are such that it would be in the best interest of GISD to stay in this program this year. However, if unemployment claims continue to be low in relation to the annual contributions paid it may be in the best interest of the district to consider becoming self-insured at some point by reimbursing the state fund directly for the amount of the benefits paid to ex-employees of the District. We will

continue to monitor unemployment claims in relation to program costs, keeping in mind various factors such as state funding uncertainty and the associated unemployment risk.

RECOMMENDATION:

It is recommended that GISD continue participation in the TASB Risk Management Fund Unemployment Compensation program for the period of October 1, 2016 to October 1, 2017.

Respectfully submitted,



Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Wes Jones

Date Submitted: August 15, 2016

TASB RISK MANAGEMENT FUND

12007 Research Blvd. • Austin, Texas 78759-2439 • P.O. Box 301 • Austin, Texas 78767-0301
Tel 512.467.3699 • 800.482.7276 • Fax 800.580.6720 • tasbrmf.org

Administered by the Texas Association of School Boards, Inc.

August 1, 2016

Tamara McIntosh
Granbury ISD
600 W Pearl St
Granbury, TX 76048-2046

Re: TASB Risk Management Fund Renewal Proposal

Dear Ms. McIntosh:

The TASB Risk Management Fund (Fund) is pleased to present your 2016-17 renewal proposal. Your Contribution and Coverage Summary (CCS) is attached. Coverage for 2016-17 includes several enhancements which go into effect on September 1, 2016. A Summary of Coverage Enhancements and Clarifications for auto, liability, and property program members is also attached. The complete Coverage Agreement can be found on the Fund's website at www.tasbrmf.org.

We are very proud of the Fund's 40+ year history of serving the needs of Texas school districts and other educational entities. We believe the Fund is superior to other risk management options in a number of ways. First, the Fund differs from most other risk management providers in its mission, which is solely focused on providing comprehensive risk management solutions to Texas educational entities. The Fund is not in the insurance business. Rather, like our members, we consider ourselves to be in the education business. We understand the needs and challenges of our members and for more than four decades, we have focused on the Fund's **Five S Difference** of **Strength, Savings, Stability, Service and Simplicity**.

- **Strength**
  The Fund's strength is enviable in terms of both financial strength and membership size. With more than 1,000 members, over $350 million in assets and over $200 million in Members' Equity, the Fund's financial strength and membership size is unmatched by other risk management providers. Because risk pools are not governed by regulatory agencies or covered by guarantee associations, financial and membership strength are important considerations when choosing a risk management provider.

- **Savings**
  The Fund has put its considerable financial strength to use to provide savings to members. For a number of years, the Fund Board has subsidized contributions charged to members through investment income and use of Members' Equity. Additionally, the Fund provides numerous member benefit incentives including comprehensive training programs offered at no charge, and a loss prevention grant program which has returned over $8.11M to members since 1998.

- **Service**
  The Fund's partnership with TASB provides a unique service delivery design where both the Fund and TASB are non-profit organizations dedicated to meeting the needs of Texas school districts. TASB's extensive history with its members and commitment to service ensures that service delivery to Fund members meets TASB's high standards. The effectiveness of that approach is evidenced by the fact that over the past three years, 99 percent of Fund members indicate that they are

satisfied or highly satisfied with their membership in and service delivery from the Fund. We take great pride in that high level of approval from our members.

- **Stability**
  The Fund has been serving the needs of Texas school districts continuously since 1974 and is the oldest and largest risk pool serving Texas school districts. The benefit of our strength and history is that you can rest easy that the Fund will be here when an issue arises or a claim needs to get paid.

- **Simplicity**
  As school district and other educational entity budgets get tighter and tighter, we have refocused our efforts to make Fund membership and transactions as simple and efficient as possible. Toward that end, we have eliminated unnecessary forms, processes and other burdens. We see our job as making our members' jobs of educating children easier and more successful.

Please review the attached documents carefully, and let us know if you have any questions. To renew coverage, please date and sign the CCS(s) and return all pages, via email, to tasbrmf@tasbrmf.org or by mail to TASB Risk Management Fund, Program Administration, P.O. Box 301, Austin, TX, 78767-0301. **As a reminder, in accordance with the terms of your Interlocal Participation Agreement, your coverage automatically renews under the new terms and conditions unless we receive a written notice of termination no later than 30 days prior to your renewal date.**

Sincerely,



Scot Parnell, CSRM
Risk Management Consultant
Risk Management Services
Texas Association of School Boards, Inc.

Summary of Coverage Agreement Changes, Enhancements and Clarifications

Effective Sept. 1, 2016

Each year, in an effort to continue to add overall value and simplify documents and processes for members, the TASB Risk Management Fund (Fund) reviews its Coverage Agreements. This year, the Fund is implementing the following coverage changes, enhancements and clarifications, effective September 1, 2016. This is a summary of changes only; please review the full text of all Fund Coverage Agreements carefully.

Property Coverage Changes

- The Notice of Loss requirement will be revised to indicate that a member is required to give notice of any loss within 30 days of when the member knew or should have known of a loss. In particular, this will affect the timeframe for the member to notify the Fund of a loss after a hail event, as the member will have received notification from the Fund of possible hail damage in their area.
- Increase the sublimit for Extra Expense and Loss in Revenue to $500,000 from $250,000.
- More clearly indicate that unregistered mobile equipment is considered Personal Property, and covered from loss.
- Modify the Flood Endorsement to clarify that, for moderate risk flood zones of B and X-shaded, the Fund's coverage and deductible are in excess of any National Flood Insurance Program or similar flood insurance limits and deductible, regardless of whether such policy is in force with the member. The Flood Endorsement continues to be excess over any other flood coverage obtained by the member for low risk flood zones of C and X-unshaded.
- The Equipment Breakdown Endorsement has been updated for clarity, and now includes coverage for losses due to mechanical breakdown that results from failure of computer processors or nano-technology.

School Liability Coverage Changes

- Modification of the Fair Labor Standards Act exclusion language to also exclude similar wage claims under state statutes. Additionally, add language to clarify that retaliation claims under such actions are covered.
- Modify the student exclusion to indicate any student that is within course and scope of employment with the member at the time of the event will be afforded coverage as an employee. However, the overall student exclusion remains.
- Modify the General Liability exclusion to fully exclude all automobiles; this includes a modification of the automobile definition.
- Move the Joint Venture exclusion from the general exclusions to a Professional Legal Liability exclusion only.
- Clarify the breach of contract or agreement exclusion language also excludes unwritten or implied agreements which could result in quantum meruit claims.

Auto Coverage Changes

- Modify the definition for Covered Automobile to include autos loaned to the member.
- Modify the definition of Covered Person to include other governmental entities and their employees while using member Covered Automobiles.

- Replace the 15 passenger van exclusion with new exclusion language to indicate that any use of a vehicle in violation of a state or federal law or regulation related to the transportation of students is excluded.
- Eliminate the Joint Venture exclusion in its entirety.
- Minor language modification to clarify that the Fund coverage is excess over any other coverage available if the Fund does not own or lease the vehicle.
- Add language that indicates more clearly Covered Automobiles leased for 30 days or more are covered under Part C, Automobile Physical Damage coverage, as well as Part B, Auto Liability.

TASB RISK MANAGEMENT FUND

12007 Research Blvd. • Austin, Texas 78759-2439 • P.O. Box 301 • Austin, Texas 78767-0301
Tel 512.467.3699 • 800.482.7276 • Fax 800.580.6720 • tasbrmf.org

Administered by the Texas Association of School Boards, Inc.

Granbury ISD

Contribution & Coverage Summary (CCS)

Participation Period: October 1, 2016 through September 30, 2017

UNEMPLOYMENT COMPENSATION	Contribution
Unemployment Compensation - Pool	$33,329

TOTAL CONTRIBUTION	$33,329

This is not an Invoice.

Unemployment Compensation - Pool

The annual contribution is based on the Fund's overall expected claims costs for next year and each individual member's claims experience. The annual contribution is not adjustable for the participation period due to changes in wages.

Agreement: As part of this Agreement the Fund assumes responsibility for the Fund Member's quarterly claim payments to the Texas Workforce Commission (TWC) for the quarter in which Fund Member begins participation in this Agreement and for the term of this Agreement. Fund Member must be a reimbursing employer pursuant to the Texas Unemployment Compensation Act (TUCA) and must execute a Power of Attorney permitting the Fund to represent Fund Member in its relations with TWC.

Fund Member agrees to comply with the provisions of the TUCA and TWC rules and procedures, and to respond timely to TWC requests and requirements. Fund Member agrees to submit wage reports through electronic reporting to the Fund or TWC according to Fund and TWC requirements. Any fines or penalties imposed for Fund Member's failure to comply with the TUCA will be the sole responsibility of the Fund Member. If the Fund advances payment of any fine or penalty, Fund Member agrees to reimburse the Fund for all such costs. Upon termination of this coverage, Fund Member agrees to assume responsibility for claim payments and reports due to the TWC.

This Agreement provides coverage for the payment of statutory unemployment compensation benefits and assistance with general unemployment compensation matters such as administrative hearings before the TWC and preparation of required TWC reports. Coverage does not extend to any litigation involving unemployment claims or other employment related matters.

Assistance: In the Fund's discretion, the Fund may assist Fund Member at all administrative levels of the TWC. Fund Member's request for assistance constitutes authorization for the Fund to appoint an attorney to provide representation to Fund Member before the TWC and for such attorney and other Fund representatives to have privileged communications with Fund Member regarding claims subject to TWC administrative proceedings. The Fund's assistance of Fund Member under this provision does not extend to litigation involving unemployment claims or other employment related matters.

General Conditions

Coverage: Coverage terms and limits provided are as set out in this CCS and the Fund's Coverage Agreement for this participation period.

Payment: The Fund Member agrees to pay contributions based on a plan developed by the Fund. All contributions are payable upon receipt of an invoice from the Fund. The Fund shall determine the applicable program for each contribution. Termination under this Agreement of any program shall not affect the remaining programs.

Termination: This CCS may be terminated by either party with termination to be effective on any successive renewal date by giving written notice to the other party no later than 30 days prior to automatic renewal in accordance with Section 4(a) of the Interlocal Participation Agreement. If this CCS is not terminated, the renewal CCS becomes effective on the automatic renewal date and the member shall be bound by the terms of the renewal CCS.

Program Coordinators

Coordinator:

The Fund Member is required to designate a Program Coordinator (Coordinator) with express authority to represent and bind the Fund Member in all program matters. Below are the current program coordinators as we have listed.

Unemployment Compensation - Tamara McIntosh

If a Coordinator's name and contact information is not provided above, the current designated Coordinator and contact information will need to be completed below:

Program	Name	Title	Address	Phone	Email
Unemployment Compensation					

Fund Member Authorization:

I approve this Contribution and Coverage Summary (CCS) and certify that this information is correct. I affirm that I am duly authorized to approve this CCS and that I have read and agree to this CCS and the Interlocal Participation Agreement.

Authorized signature	Date
Printed name	Title

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 22, 2106
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: August 13, 2016
RE: GCA K-12 Education Services, Inc. Contract

SUMMARY:

Board Policy CH(LOCAL) requires board approval on purchases in excess of $50,000. The policy states, "The Board delegates to the Superintendent or designee the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs $50,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place."

In June of 2014, Granbury ISD entered into an agreement with GCA K-12 Education Services, Inc. to provide custodial services for the district. The services were initially provided under an interlocal contract through the ESC Region 7 Purchasing Cooperative. The current contract for GCA with Region 7 will expire on August 31, 2016. The new contracts for contracted services will be awarded by ESC Region 7 on August 18, 2016. The Second Addendum to Service Agreement has been presented to Granbury ISD with a 1.1% increase in cost for the 2016-2017 fiscal year.

In the event GCA K-12 Education Services, Inc. is not awarded a new contract by the Region 7 Purchasing Cooperative, the custodial services could remain with GCA under a Buy Board Cooperative available to the district.

RECOMMENDATION:

It is the recommendation of Ms. Linda Williams, Support Services Director, that custodial services for the period of 9/1/16 through 8/31/17 be purchased from GCA K-12 Education Services, Inc. through their contract with the ESC Region 7 Purchasing Cooperative.

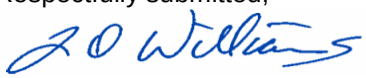
If GCA K-12 Education Services, Inc. is not awarded a contract through the ESC Region 7 Purchasing Cooperative, it is recommended the services of GCA K-12 Education Services, Inc. be used through a contract under the TASB Buy Board.

Expenditures for the period of 9/1/16 through 8/31/17 under the ESC Region 7 Cooperative contract will be $156,410 monthly for the period of September 2016 through December 2016. Due to an increase in square footage, the monthly cost for January 2017 through August 2017 will be $159,590 monthly. Total annual expenditure for monthly service will be $1,902,360. The ESC Region 7 cooperative fee will be paid by GCA.

If the ESC Region 7 contract is not available, the expenditures for the period of 9/1/16 through 8/31/17 under the TASB Buy Board contract will be $156,410 for the period of September 2016 through December 2016. Due to an increase in square footage, the monthly cost for January 2017 through August 2017 will be $159,590 monthly. The expenditure for monthly services will be $1,902,360 with a 2% Buy Board cooperative fee added, resulting in a total annual fee of $1,940,407.

It is recommended the Board of Trustees authorize Mr. L. O. "Dobie" Williams, Assistant Superintendent for Finance and Operations, to execute the Second Addendum to the Service Agreement with GCA K-12 Education Services, Inc. under the ESC Region 7 Cooperative if available. If not, Mr. Williams is authorized to enter into the Second Addendum to Service Agreement under the Buy Board contract. Additional custodial services for activates not covered under the monthly cost, will be processed on an as needed basis based on the hourly rate in the Second Addendum to Service Agreement. The Board of Trustees also authorizes the issuance of any single purchase order in excess of $50,000 without any additional approval as required under CH(LOCAL).

Respectfully submitted,



L. O. "Dobie" Williams, RTSBA
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Ms. Linda Williams
Mr. Dobie Williams
Ms. Debbie Johnson

Date Submitted: August 13, 2016

Second Addendum to Service Agreement

This Second Addendum to that certain SERVICE AGREEMENT ("Contract") dated the 1st day of June 2016, by and between Granbury Independent School District ("GISD") and GCA K12 Education Services, Inc. ("GCA").

Effective the 1st day of September, 2016, ("Effective Date") the following will be made part of the Contract:

I. ADJUSTMENTS TO CONTRACT:

a. The annual rate will increase by the lesser of: (a) three (3) percent, or (b) a percentage equal to the percentage increase in the Consumer Price Index, defined as the US Department of Labor, Bureau of Labor Statistics Consumer Price Index for all Urban Consumer (CPI-U) US City Average Dallas-Ft. Worth. Index Item "All Items", Dallas-Ft. Worth, 12-month, Percent Change. This report is identified by the Bureau of Labor Statistics as Report Code #9410. The CPI will increase for 2016-17 to 1.1 percent.

b. The total square footage for Granbury ISD based on 95% of the total square footage will be adjusted from 1,368,568 square feet to 1,367,461 square feet from September 2016 thru December 2016.

c. Based on this CPI increase, the monthly rate will increase from $0.11314 per square foot to $0.11438 based on the total square footage shown on Exhibit II of 1,367,461 square feet. This will result in a monthly increase of billing from $154,715 to $156,410.

d. The total square footage of Granbury ISD based on 95% of the total square footage will be adjusted from 1,367,461 square feet to 1,395,269 square feet from January 2017 thru August 2017.

e. Based on the CPI increase, the monthly rate will increase from $0.11314 to $0.11438 based on the total square footage shown in Exhibit II of 1,395,269 square feet. This will result in a monthly increase of billing from $157,861 to $159,590.

f. The rate increase per hour for activities not included in the contract will remain $21.00 per hour for weekend school functions, $24.00 per hour for emergency, construction changes, $21.00 per hours for leases and $23.00 per hours for holidays.

-

g. The annual costs of the Affordable Care Act will be passed through to GISD after the cost of participation is finalized. These costs will be established after the open enrollment period for all GCA employees. As referenced in Section 4(c)(ii), the Affordable Care Act costs shall be discussed with the district before being implemented and will be effective only if agreed upon in writing in an addendum signed by both parties, and upon the execution of any such addendum, will be effective from the date such cost changes go into effect.

h. The Region 7 Cooperative fee will be paid by GCA.

Otherwise, all terms and conditions of the Contract remain the same and in full force and effect.

AGREED as of the Effective Date above:

Granbury Independent School District	GCA K-12 Education Services, Inc.
Signature: _____	Signature_____
Print: _____	Print: _____
Title: _____	Title: _____
Date: _____	Date: _____

Second Addendum to Service Agreement

This Second Addendum to that certain SERVICE AGREEMENT ("Contract") dated the 1st day of June 2016, by and between Granbury Independent School District ("GISD") and GCA K12 Education Services, Inc. ("GCA").

Effective the 1st day of September, 2016, ("Effective Date") the following will be made part of the Contract:

I. ADJUSTMENTS TO CONTRACT:

a. The annual rate will increase by the lesser of: (a) three (3) percent, or (b) a percentage equal to the percentage increase in the Consumer Price Index, defined as the US Department of Labor, Bureau of Labor Statistics Consumer Price Index for all Urban Consumer (CPI-U) US City Average Dallas-Ft. Worth. Index Item "All Items", Dallas-Ft. Worth, 12-month, Percent Change. This report is identified by the Bureau of Labor Statistics as Report Code #9410. The CPI will increase by 1.1 percent.

b. The total square footage for Granbury ISD based on 95% of the total square footage will be adjusted from 1,368,568 square feet to 1,367,461 square feet based on the renovations from September 2016 thru December 2016.

c. Based on this CPI increase, the monthly rate will change from $0.11314 per square foot to $0.11438 per square foot based on the total square footage shown on Exhibit II of 1,367,461 square feet. This will result in a monthly change of the billing amount from $154,715 to $156,410.

d. The total square footage for Granbury ISD based on 95% of the total square footage will be adjusted form 1,367461 square feet to 1,395,269 square feet based on the renovations from January 2017 thru August 2017.

e. Based on this CPI increase, the monthly rate will change from $0.11314 per square foot to $0.11438 per square foot based on the total square footage shown on Exhibit of 1,395,269 square feet. This will result in a monthly change of the billing amount from $157,861 to $159,590.

f. The rate increase per hour for activities not included in the contract will remain $21.00 per hour for weekend school functions, $24.00 per hour for emergency, construction changes, $21.00 per hours for leases and $23.00 per hours for holidays.

g. The annual costs of the Affordable Care Act will be passed through to GISD after the cost of participation is finalized. These costs will be established after the open enrollment period for all GCA employees. As referenced in Section 4(c)(ii), the Affordable Care Act costs shall be discussed with the district before being implemented and will be effective only if agreed upon in writing in an addendum signed by both parties, and upon the execution of any such addendum, will be effective from the date such cost changes go into effect.

h. The Service Agreement will be transferred from Region 7 Purchasing Cooperative Agreement to the Buyboard Purchasing Cooperative Agreement. This transfer will result in a 2% fee added to the monthly amount. The 2% buyboard fee will add an additional $38,047 to the total contract cost.

Otherwise, all terms and conditions of the Contract remain the same and in full force and effect.

AGREED as of the Effective Date above:

Granbury Independent School District	GCA K-12 Education Services, Inc.
Signature: _____	Signature:_____
Print: _____	Print:_____
Title: _____	Title:_____
Date: _____	Date:_____

GRANBURY ISD
TECHNOLOGY DEPARTMENT

TO: Dr. James Largent, Superintendent	**FROM**: Amy Wood **DATE**: August 16, 2016 **RE**: Xerox Leases - Continuation

SUMMARY:

Board Policy CH(LOCAL) requires board approval on purchases in excess of $50,000. The policy states "The Board delegates to the Superintendent or designee the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs $50,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place."

The district budget includes the continuation of the leases for Xerox machines across the District. These contracts were entered into as part of our participation in the Texas Comptroller's Office interlocal (TPASS), DIR and the TCPN Interlocal. The purchase has been reviewed and it is determined to be in the best interest of the District to purchase using these methods.

A spreadsheet detailing all contracts is attached for your review.

RECOMMENDATION:

It is recommended that the Xerox leases described in the attached spreadsheet be continued as presented.

Respectfully submitted,



Amy Wood
Director of Technology

XEROX CONTRACT 2016-2017

START DATE	CONTRACT NUMBER	SERIAL NUMBER	MODEL NUMBER	OLD P.O NUMBER	NEW P.O Number	LOCATION	TERM	END DATE	QUARTLY ALLOWANCE	MONTHLY PAYMENT	COPIES	COMMENTS	YEARLY COST	ACCOUNT CODES	CONTRACT TOTAL
11/01/13	TPASS 985-L2	EX7394308	5845APT	7281600048		SPED - RM 14	36	10/18/16	N/A	$211.01	25K	scanning/fax	$2,532.12	199 E 21 6268 00 943 0 23 000	$7,596.36
02/21/14	DIR-SDD-1683	EX7411875	5845 APT	7281600027		TECHNOLOGY	36	02/20/17	N/A	$268.80	10K	scanning/fax	$3,225.60	199 E 53 6268 00 728 0 99 000	$9,676.80
09/05/14	DIR-SDD-1683	A29549186	WC5325PT	7281600028		HIGH SCHOOL (CNG)	36	09/05/17	N/A	$176.54	3.5K	scanning	$2,118.48	199 E 31 6268 00 005 0 99 000	$6,355.44
09/05/14	DIR-SDD-1683	A2M620440	5845APT	7281600019		GMS - Front Office	36	09/05/17	N/A	$268.80	10K	scanning/fax	$3,225.60	199 E 23 6268 00 041 0 11 000	$9,676.80
09/05/14	DIR-SDD-1683	A2M620892	5845APT	7281600020		Administration	36	09/05/17	N/A	$268.80	10K	scanning/fax	$3,225.60	199 E 41 6268 00 730 0 99 000	$9,676.80
09/05/17	DIR-SDD-1683	A2M620500	5845APT	7281600021		BACCUS - Front Office	36	09/05/17	N/A	$268.80	10K	scanning/fax	$3,225.60	199 E 23 6268 00 105 0 11 000	$9,676.80
09/05/14	DIR-SDD-1683	A2M620751	5845APT	7281600022		AMS -Front Office	36	09/05/17	N/A	$268.80	10K	scanning/fax	$3,225.60	199 E 23 6268 00 042 0 11 000	$9,676.80
09/05/14	DIR-SDD-1683	A2M620934	5845APT	7281600023		OAKWOODS - Workroom	36	09/05/17	N/A	$268.80	10K	scanning/fax	$3,225.60	199 E 23 6268 00 106 0 11 000	$9,676.80
09/05/14	DIR-SDD-1683	A2M620867	5845APT	7281600029		CURRICULM	36	09/05/17	N/A	$268.80	10K	scanning/fax	$3,225.60	199 E 13 6268 00 731 0 99 000	$9,676.80
09/05/14	DIR-SDD-1683	A2M620998	5845APT	7281600024		EMMA - Front Office	36	09/05/17	N/A	$268.80	10	scanning/fax	$3,225.60	199 E 23 6268 00 104 0 11 000	$9,676.80
09/05/14	DIR-SDD-1683	A2M620937	5845APT	7281600025		MAMBRINO - Front Office	36	09/05/17	N/A	$268.80	10K	scanning/fax	$3,225.60	199 E 23 6268 00 107 0 11 000	$9,676.80
09/05/14	DIR-SDD-1683	AE9549181	WC5325PT	7281600026		TRANSPORTATION	36	09/05/17	N/A	$193.75	3.5K	scanning/fax	$2,325.00	199 E 34 6268 00 800 0 99 000	$6,975.00
09/05/14	DIR-SDD-1683	AE9140991	WC5325PT	7281600030		MAINTENANCE	36	09/05/17	N/A	$193.75	3.5K	scanning/fax	$2,325.00	199 E 51 6268 00 951 0 99 000	$6,975.00
09/05/14	DIR-SDD-1683	A2M620996	5845APT	7281600031		Child Nutrition	36	09/05/17	N/A	$268.80	10K	scanning/fax	$3,225.60	240 E 35 6268 00 937 0 99 000	$9,676.80
10/17/14	DIR-SDD-1683	AE9551367	WC5335PT	7281600032		GHS Content Mastery	36	10/17/17	N/A	$195.62	5K	scanning	$2,347.44	199 E 11 6268 00 001 0 23 000	$1,956.20
10/17/17	DIR-SDD-1683	MX4205789	W7845PT	7281600033		ADMIN (color/black & white)	36	10/17/17	N/A	$496.90	color10k / bw 4.1k	scanning/fax	$5,962.80	199 E 41 6268 01 730 0 99 000	$17,888.40
03/27/14	TCPN R5008	BG2945776	D95CP	7281600034		AES -Teachers Workrm	48	03/27/18	N/A	$594.92	150K	scanning	$7,139.04	199 E 11 6268 00 102 0 11 000	$28,556.16
03/27/14	TCPN R5008	BG2945575	D95CP	7281600035		AMS - Copy Room#1	48	03/27/18	N/A	$594.92	150K	scanning	$7,139.04	199 E 11 6268 00 042 0 11 000	$28,556.16
03/27/14	TCPN R5008	BG2945842	D95CP	7281600036		AMS - Copy Room#2	48	03/27/18	N/A	$594.92	150K	scanning	$7,139.04	199 E 11 6268 00 042 0 11 000	$28,556.16
03/27/18	TCPN R5008	BG2945836	D95CP	7281600037		BACCUS - Copy Room	48	03/27/18	N/A	$594.92	150K	scanning	$7,139.04	199 E 11 6268 00 105 0 11 000	$28,556.16
03/27/18	TCPN R5008	BG2945566	D95CP	7281600038		BRAWNER - Copy Room	48	03/27/18	N/A	$594.92	150K	scanning	$7,139.04	199 E 11 6268 00 108 0 11 000	$28,556.16
03/27/14	TCPN R5008	BG2945839	D95CP	7281600039		HIGH SCHOOL (CNG)	48	03/27/18	N/A	$594.92	150K	scanning	$7,139.04	199 E 11 6268 00 005 0 11 000	$28,556.16
03/27/14	TCPN R5008	BG2945873	D95CP	7281600040		EMMA - Techers Workrm	48	03/27/18	N/A	$594.92	150K	scanning	$7,139.04	199 E 11 6268 00 104 0 11 000	$28,556.16
03/27/14	TCPN R5008	BG2945231	D95CP	7281600041		GHS Teachers WORKRM#2	48	03/27/18	N/A	$594.92	150K	scanning	$7,139.04	199 E 11 6268 00 001 0 11 000	$28,556.16
03/27/14	TCPN R5008	BG2945833	D95CP	7281600042		GHS Teachers Workrm UPSTAIRS	48	11/09/18	N/A	$594.92	150K	scanning	$7,139.04	199 E 11 6268 00 001 0 11 000	$28,556.16
03/27/14	TCPN R5008	BG2945835	D95CP	7281600043		GMS - Copy Room#1	48	03/27/18	N/A	$594.92	150K	scanning	$7,139.04	199 E 11 6268 00 041 0 11 000	$28,556.16
03/27/14	TCPN R5008	BG2945764	D95CP	7281600044		GMS - Copy Room#2	48	03/27/18	N/A	$594.92	150K	scanning	$7,139.04	199 E 11 6268 00 041 0 11 000	$28,556.16
03/27/14	TCPN R5008	BG2945844	D95CP	7281600045		MAMBRINO -Room 101	48	03/27/18	N/A	$594.92	150K	scanning	$7,139.04	199 E 11 6268 00 107 0 11 000	$28,556.16
03/27/14	TCPN R5008	BG2945741	D95CP	7281600046		OAK WOODS - Workrm	48	03/27/18	N/A	$594.92	150K	scanning	$7,139.04	199 E 11 6268 00 106 0 11 000	$28,556.16
10/19/15	TCPN R5008	BG2950419	D95CP	72816000138		CURRICULUM - Workrm	36	10/19/18	N/A	$1,393.61	unlimited copies	copy/print/scan	$16,723.32	199 E 11 6268 CA XXX 0 11 000	$50,169.96
10/19/15	DIR-TS0-3043	MX0152260	W7830P	7281600139		GHS - Athletics	36	10/19/18	$25.00	$144.81	20K	copy/print/scan	$1,837.72	181 E 36 6268 00 001 0 91 000	$5,513.16
11/09/15	DIR-TS0-3043	MX1216916	W7835PT	7281600141		HUMAN RE	36	11/09/18	$51.00	$200.19	75K	copy/print/scan/fax	$2,606.28	199 E 41 6268 00 727 0 99 000	$7,818.84
11/09/15	DIR-TS0-3043	MX1217033	W7835PT	7281600137		BUSINESS	36	11/09/18	$51.00	$200.19	75K B/W .0456 color	copy/print/scan/fax	$2,606.28	199 E 41 6268 00 726 0 99 00J	$7,818.84
11/09/15	DIR-TS0-3043	AE7173635	WC5325P	7281600140		AMS - Counselor's	36	11/09/18	N/A	$126.63	2.5K	cop/print/scan to email	$1,519.56	199 E 31 6268 00 042 0 99 000	$4,558.68
11/09/15	DIR-TS0-3043	MX1217123	W7835PT	7281600142		GMS - Counselor's	36	11/09/18	$51.00	$174.39	75K	copy/print/scan	$2,296.68	199 E 31 6268 00 041 0 99 000	$6,890.04
06/22/16	DIR-TSO-3043	E1B969553	WC6655X	7281600054		GHS - Counselor's	36	06/22/19	N/A	$121.21	75K B/W .0456 color	cop/print/scan to email	$1,454.52	199 E 31 6268 00 001 0 99 000	$4,363.56
06/22/16	DIR-TSO-3043	MX4468268	W7845PT	7281600052		STARS	36	06/22/19	NA	$220.88	75K B/W .0456 color	cop/print/scan to email	$2,650.56	199 E 11 6268 00 002 0 26 000	$7,951.68
06/22/16	DIR-TSO-3043	MX4472070	W7855PT	7281600051		BRAWNER - Front Office	36	06/22/19	N/A	$223.71	75K B/W .0456 color	cop/print/scan to email	$2,684.40	199 E 23 6268 00 108 0 11 000	$8,053.20
06/22/16	DIR-TSO-3043	MX4468098	W7855PT	7281600293		AES - Front Office (COLOR & B/W)	36	06/22/19	N/A	$223.71	75K B/W .0456 color	cop/print/scan to email	$2,684.40	199 E 23 6268 00 102 0 11 000	$8,053.20
09/01/13	TPASS 985-L2	EX7392017	5845APT	7281600047	MONTH TO MONTH	BTC	36	07/18/16	N/A	$211.01	25K		$2,532.12	199 E 11 6268 00 003 0 28 000	$7,596.36
9/1/2016	DIR-TSO-3043	XXXXXXXXX	XXXXXXX			GHS Student Print Shop	36	9/1/2019	N/A	$1,400.00	unlimited copies	copy/print/scan to email	$16,800.00	199 E 11 6268 00 001 0 11 000	$50,400.00
1/1/2017	DIR-TSO-3043	XXXXXXXXX	XXXXXXX			OFFICE USE	36	1/1/2020	N/A	$270.00	75K	copy/print/scan to email	$3,240.00		$9,720.00
														TOTAL	$694,652.00

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 22, 2016
For: Action

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: August 15, 2016
RE: 2016-17 A.S.A.P. Program Agreement

SUMMARY:

An interlocal agreement between Hood County and GISD authorizes the above program to function. The attached agreement is what has been agreed to this year between Hood County and GISD.

The cost for the 2016-17 school year will remain at $64,648.00, same as last year.

The proposed budget has the full amount included.

RECOMMENDATION:

That the Board approves the agreement as presented.

Respectfully submitted,

D Williams

Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dr. James Largent
Mr. Dobie Williams

Date Submitted: August 15, 2016

County of Hood
State of Texas

Inter-Local Agreement
Granbury ISD and County of Hood
Truancy Program (A.S.A.P.)

This agreement is made on the date of the last party's signature to this agreement and is made between the County of Hood, Texas, hereinafter referred to as "County" and the Granbury Independent School District, hereinafter referred to as "District". The County and the District make the following findings in entering into this agreement.

Whereas, this agreement is made pursuant to the authority of Section 791.001 – 791.029 of the Texas Government Code; and

Whereas, the expense of any payments or performance required by this agreement shall come from current revenues legally available to the parties; and

Whereas, the subject of this contract is necessary for the benefit of the public and each party has the legal authority to perform and to provide the governmental function or service which is the subject matter of this contract; and

Whereas, the parties find that the performance of this agreement is in the common interest of both parties. For and in consideration of the terms set below;

I

The County, through the office of Constable, Pct. 4 will conduct the following activities:

1. The Constable's office will deliver papers provided by the District to person(s) whom the District determines are in need of services regarding truancy from District schools.
2. The Constable's office will deliver the District's papers in person.
3. The Constable's office will perform home visits on students as needed.
4. The Constable's office will provide a report to the District of the outcome of visits with these persons.

II

It is expressly understood and agreed that deputies of the Constable shall be subject to the control and supervision of the Constable to the same extent as other deputies and that such deputies shall have no duty or obligation to the District other than those duties, which the deputies have to the public generally.

III

The District shall provide to the Constable's office:

1. Correct papers with the last known addresses for each delivery requested of the Constable's office.
2. At each school, a staff contact member to serve as liaison with the Constable's office regarding this project.

IV

The District shall absorb the cost of the program with the County providing the training and administrative cost of the truancy project.

V.

The District agrees to pay County the amount of $64,648.00, to be paid in one (1) lump sum not later than 30 days after the date of the execution of this agreement.

VI

It is expressly understood and agreed that employment of the deputy constable shall cease on the date, which the inter-local agreement is terminated.

VII

A. It is expressly understood and agreed that the period or term of this Agreement may be terminated without cause at any time by either party by giving to the other party at least (30) thirty days advance written notice of its intention to do so, specifying therein the effective date of such termination.

B. Notice to the County shall be accomplished by certified mail to the Hood County Judge, 100 East Pearl Street, Granbury, Texas 76048. Likewise notice to the District shall be accomplished by certified mail to the Superintendent at 600 W. Pearl ST, Granbury, Texas 76048.

VIII

It is understood and agreed that the office of the Constable is that of an independent elected official and neither the Constable, Hood County, nor any of its employees, agents or assignees, shall be deemed for any purposes to be employees or agents of the District. The Constable's office assumes full responsibility for the actions of Hood County personnel and volunteers while performing any services incident to this Agreement, and shall remain solely responsible for their supervision, daily direction and control, payment of salary (including withholding of income taxes and social security), workers compensation, disability benefits and like requirements.

IX

The District and County agree that any personal property purchased by County with funds provided by District shall be personal property owned by County.

X

This Agreement is made in Texas and shall be construed, interpreted and governed by the laws of such state. The parties consent to the jurisdiction and venue of the courts of Hood County, Texas for any action under this agreement.

XI

The term of this Agreement represent the 2016-2017 school year.

By entering into this Agreement the parties do not intend to create any rights or obligations other than those specifically set forth herein and this Agreement shall not create rights in persons not party to this Agreement.

The signatures to this agreement warrant that each has the authority to enter into this agreement on behalf of the entity they represent.

IN WITNESS WHEREOF, the parties hereto have executed duplicate counterparts to effectuate these agreements.

Granbury Independent School District

By: _____

_____
Authorized Representative of Granbury ISD

Date: _____

County of Hood, Texas

By: _____
Darrell Cockerham, County Judge

Date: _____

_____
Attest:
County Clerk

_____
Chad Jordan
Constable, Precinct 4

_____
Date

OFFICE OF SUPERINTENDENT

For:	**Board of Trustees**
Date:	**August 22, 2016**
Action:	**Approval**

To:	**Board of Trustees**	**From:**	**Dr. James M. Largent**
		Date:	**August 17, 2016**
		RE:	**Update 105**

SUMMARY: It is recommended that the Board approve Policy Update 105. If you have questions, feel free to call before the meeting or we can discuss at the meeting.

Respectfully submitted,



Dr. James M. Largent
Superintendent

Vantage Points

A Board Member's Guide to Update 105

Please note: *Vantage Points* is an executive summary, prepared specifically for board members, of the TASB Localized Update 105 policy changes. The short descriptions generally appear in the same order as the codes in the policy manual and focus attention on key issues to assist local officials in understanding changes found in the policies. **The description of policy changes in *Vantage Points* is highly summarized and should not substitute for careful attention to the more detailed, district-specific Explanatory Notes and the policies within the localized update packet.**

TASB Policy Service

This information is provided for educational purposes only to facilitate a general understanding of the law or other regulatory matter. This information is neither an exhaustive treatment on the subject nor is this intended to substitute for the advice of an attorney or other professional adviser. Consult with your attorney or professional adviser to apply these principles to specific fact situations.

We welcome your comments or suggestions for improving *Vantage Points*. Please write to us at TASB Policy Service, P.O. Box 400, Austin, TX 78767-0400, e-mail us at policy.service@tasb.org, or call us at 800-580-7529 or 512-467-0222.

For more information about Policy Service, visit our website at http://policy.tasb.org.

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Update 105 includes revisions throughout the policy manual based on the passage of the Every Student Succeeds Act (ESSA), signed into law December 10, 2015. ESSA replaces the previous version of the law—the No Child Left Behind Act (NCLBA)—and reauthorizes the Elementary and Secondary Education Act (ESEA). Recent amendments to the Texas Administrative Code are also addressed throughout this update.

Accountability and Accreditation

ESSA made sweeping changes regarding federal accountability. To reflect those changes, as well as Texas's transition to the accountability requirements outlined by House Bill 2804, revisions have been made to legally referenced policies addressing accountability at AIA, AIB, AIC, and AID.

As a result of Administrative Code rule revisions, AIC(LEGAL) has also been amended to address procedures for when a board of managers transitions back to the elected board.

District Governance

Superintendent Nonrenewal

BJCF(LOCAL) POLICY RECOMMENDATION

This local policy addressing nonrenewal of the superintendent is recommended for revision to make the list of reasons for nonrenewal parallel, where appropriate, to the reasons for term contract nonrenewal at DFBB(LOCAL).

Changes to the list of protected characteristics are to better align with those in legal precedent regarding freedom from discrimination, harassment, and retaliation.

Parent and Family Engagement

BQ(LOCAL) POLICY RECOMMENDATION

Revisions at BQ(LOCAL) are to reflect Title I terminology updated by ESSA, which now refers to a "parent and family engagement policy" rather than the former "parent involvement policy" required as part of district and campus improvement plans. Corresponding legal provisions have been added at EHBD(LEGAL).

District Operations

Purchasing

New Administrative Code rules from the Texas Ethics Commission have been added to CH(LEGAL), addressing the Disclosure of Interested Parties form a district must obtain from a business entity if the contract with the entity requires board action or has a value of at least $1 million.

Integrated Pest Management

CLB(LOCAL) POLICY RECOMMENDATION

Recently amended Texas Department of Agriculture rules prompted recommended revisions to this local policy addressing the district's integrated pest management program. The revised rules have been incorporated at CLB(LEGAL).

Flag Displays

CLE(LOCAL) POLICY RECOMMENDATION

For most districts, this is a new policy recommended for inclusion in the manual to reflect the board's obligation beginning with the 2016–17 school year to ensure that the U.S. and Texas flags are displayed when pledges of allegiance are recited by students in classrooms. The statutory detail has been added at CLE(LEGAL).

Records Management

CPC(LOCAL) POLICY RECOMMENDATION

The Texas State Library and Archives Commission (TSLAC) requires a district to submit its records management policy, including the designation of the records management officer. TASB Policy Service consulted with TSLAC to provide appropriate policy recommendations to meet this obligation. CPC(LEGAL) was also substantially revised to incorporate existing statutory detail for clarification.

Cybersecurity

Information about the Cybersecurity Information Sharing Act, effective December 2015, has been added at CQ(LEGAL) (Technology Resources) and GBA(LEGAL) (Access to Public Information).

Website Postings

CQA(LEGAL) has been updated to include several existing website posting requirements from the Administrative Code.

Personnel Issues

Teacher Certification Standards

At DBA(LEGAL), addressing employee credentials and records, the federal requirement for teachers and paraprofessionals to be "highly qualified" was repealed with the passage of ESSA and replaced with a new federal requirement for teachers to meet state licensure and certification standards. Revisions have also been made at DK(LEGAL) (Assignments and Schedules) and DPB(LEGAL) (Substitute, Temporary, and Part-Time Positions) to remove references to "highly qualified," as prompted by ESSA.

DBA(LOCAL) POLICY RECOMMENDATION

Corresponding changes are recommended to this local policy to remove text regarding parent notification requirements when a teacher is not "highly qualified."

Tuberculosis Testing

DBB(LOCAL) POLICY RECOMMENDATION

For districts with text at DBB(LOCAL) requiring evidence of tuberculosis testing prior to employment with the district, that text is recommended for deletion. In general, evidence of tuberculosis testing is no longer required by the Texas Department of State Health Services.

Termination of Employment

DFBB(LOCAL) POLICY RECOMMENDATION

The repeal of federal "highly qualified" requirements also prompted recommended changes to this local policy on term contract nonrenewal to replace a reference to the term "highly qualified" with a reference to state certification and licensure standards. Other changes are recommended for consistency and compliance with current state law.

DFFA, DFFB, AND DFFC(LOCAL) POLICY RECOMMENDATIONS

These reduction-in-force policies are similarly recommended for revision to reflect the repeal in federal law of the "highly qualified" requirement. Note that not all districts have DFFC(LOCAL), which addresses educators on continuing contracts.

Staff Development

In accordance with new Administrative Code rules, suicide prevention training requirements for staff have been incorporated at DMA(LEGAL). All new employees must receive training during new employee orientation, and all existing employees must be trained by September 30, 2016.

Administrative Code rules addressing adolescent literacy academies have also been incorporated at DMA(LEGAL).

Teacher and Campus Administrator Appraisals

Administrative Code rules regarding teacher appraisal and campus administrator appraisal, effective July 1, 2016, have been added to DNA(LEGAL) and DNB(LEGAL). The state-recommended systems are the Texas Teacher Evaluation and Support System (T-TESS) and the Texas Principal Evaluation and Support System (T-PESS). Local policies will be updated in response to a TASB Policy Service survey sent to the district's policy contact.

Curriculum and Instruction

Fine Arts Instruction

The State Board of Education (SBOE) recently revised its rules to require that students complete at least one fine arts course while enrolled in grades 6–8. EHAB(LEGAL) has been revised to address the requirements when grade 6 classes are on an elementary campus. EHAC(LEGAL) has been amended to reflect the course requirement and that a district must provide students in these grades the opportunity to take fine arts courses in at least three of the four fine arts disciplines.

Special Education

Recently revised commissioner of education rules prompted revisions to legally referenced policies on special education at EHBA, EHBAB, EHBAC, EHBAD, and EHBAE. Changes at EHBAB(LEGAL) and EHBAE(LEGAL) require a district to provide copies of a student's individualized education plan (IEP) and certain notices to parents in the parent's native language.

Title I — Comparability of Services

EHBD(LOCAL) POLICY RECOMMENDATION

For districts that did not previously have a local policy addressing Title I comparability of services, this policy is recommended for inclusion in the manual for compliance purposes. For districts that already had this policy, revisions are recommended to reflect the comparability of services requirement in federal law.

Prekindergarten

New Administrative Code rules regarding the high-quality prekindergarten grant program have been incorporated at EHBG(LEGAL) and address eligibility for funding and requirements for applying and receiving funding for the program.

Dual Credit

EHDD(LEGAL) has been revised to reflect Administrative Code rules adopted by the Texas Higher Education Coordinating Board regarding a student's eligibility to enroll in a dual credit course.

Graduation

New commissioner rules addressing the individual graduation committee (IGC) process have been incorporated at EIF(LEGAL). An IGC must convene on or before June 10 and must make a decision to award a diploma by August 31 for a student to be considered a graduate for that school year.

Student Issues

Homeless Students

Legally referenced policies at FB (Equal Educational Opportunity), FD (Admissions), FDC (Homeless Students), and FFC (Student Support Services) have been revised to incorporate ESSA changes to the McKinney-Vento Homeless Assistance Act.

FDC(LOCAL) POLICY RECOMMENDATION

Recommended revisions to this local policy regarding students who are homeless are prompted by changes from ESSA to the McKinney-Vento Homeless Assistance Act and as a result of ongoing dialogue and communication with TEA regarding the dispute resolution process for students who are homeless.

Gun-Free Schools Act

Legally referenced policies regarding student discipline at FNCG and FOD have been revised to include existing provisions from the federal Gun-Free Schools Act (GFSA), including the definition of "school" and exceptions from the GFSA. A state provision was added to FOC to clarify that educational services must be provided to a student younger than six years of age who has been expelled under provisions of GFSA.

Additional Changes from ESSA

In addition to the policies mentioned above, ESSA also prompted revisions to the following legally referenced policies:

- At CNA(LEGAL), new provisions require procedures to be developed by December 10, 2016, between a district and the Department of Family and Protective Services regarding transportation solutions for students in foster care. Former requirements for districts to transport students to higher performing schools have been deleted.
- Changes at EEB(LEGAL) reflect the revised definition of "migratory child" and related definitions as these terms relate to class size waivers.
- EHBE(LEGAL) (Bilingual Education/ESL) has been revised to update the term now used in federal law for "English learners."
- FDB(LEGAL) and FDE(LEGAL) have been updated to address intra-district transfer rights under the new federal law.
- At FL(LEGAL), revisions clarify that the living situation of a homeless student is considered a student education record and that an opt-in

procedure may not be used for parental consent to the release of student information to military recruiters and institutions of higher education. FNA(LEGAL) (Student Expression) and FNCF(LEGAL) (Alcohol and Drug Use) have been revised to remove now-outdated No Child Left Behind provisions regarding federal funds.

More Information

For more detailed information on these and other policy changes, refer to the policy-by-policy Explanatory Notes—customized for each district's policies—and the policies themselves, found in your district's localized update packet.

OFFICE OF SUPERINTENDENT

For:	**Board of Trustees**
Date:	**August 22, 2016**
Action:	**Information**

To:	**Board of Trustees**	**From:**	**Dr. James M. Largent**
		Date:	**August 17, 2016**
		RE:	**Policy Update 106**

SUMMARY:

Please see attached TASB's Policy Update 106 for review this month. This policy refers to our local procedures for placing cameras in Special Education Classrooms.

Respectfully submitted,



Dr. James M. Largent
Superintendent

Vantage Points

A Board Member's Guide to Update 106

Please note: *Vantage Points* is an executive summary, prepared specifically for board members, of the TASB Localized Update. The topic-by-topic outline and the thumbnail descriptions focus attention on key issues to assist local officials in understanding changes found in the policies. **The description of policy changes in *Vantage Points* is highly summarized and should not substitute for careful attention to the more detailed, district-specific Explanatory Notes and the policies within the localized update packet.**

TASB Policy Service

This information is provided for educational purposes only to facilitate a general understanding of the law or other regulatory matter. This information is neither an exhaustive treatment on the subject nor is this intended to substitute for the advice of an attorney or other professional adviser. Consult with your attorney or professional adviser to apply these principles to specific fact situations.

We welcome your comments or suggestions for improving *Vantage Points*. Please write to us at TASB Policy Service, P.O. Box 400, Austin, TX 78767-0400, e-mail us at policy.service@tasb.org, or call us at 800-580-7529 or 512-467-0222.

For more information about Policy Service, visit our website at http://policy.tasb.org.

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Education Code 29.022 contains a requirement to install and operate video and audio equipment in certain special education classrooms or other special education settings on request of a parent, staff member, or trustee. As authorized in Section 29.022, the commissioner of education has recently adopted rules to assist in the implementation of this requirement. The rules, effective August 15, 2016, require a board to adopt written policy addressing certain items.

Update 106 contains revisions to EHBAF(LEGAL) to incorporate the recently adopted rules and a new recommended local policy at this code to comply with the local policy requirement.

Relevant definitions are included in the commissioner rules, including definitions of “parent,” “staff member,” and “trustee,” as well as the classrooms and other settings subject to a request.

Because these recordings are solely for the promotion of student safety and regular or continual monitoring is prohibited, the rules highlight the limited circumstances by which a recording can be viewed or released for viewing. Among these limited circumstances is when an “incident” is alleged to have occurred, defined in the rule as an event or circumstance occurring in the classroom or setting that involves abuse or neglect as defined by the Texas Family Code.

EHBAF(LOCAL) POLICY RECOMMENDATION

This policy is recommended for inclusion in the district’s policy manual to address the local policy elements required by the commissioner rules.

The rules require that local policy repeat several provisions of the law, such as statements that video surveillance is for the purpose of promoting student safety, that video recordings must be retained for at least six months, and that regular or continual monitoring of the video is prohibited. Procedures for requesting video surveillance, for responding to a request, for providing advance written notice to staff and the affected parents, and for reporting a complaint of an alleged incident must also be addressed in the local policy.

The recommended local policy clarifies the term “instructional day” as referenced in the commissioner rules, describes individuals who may have access to the equipment or recordings for operation and maintenance purposes, and requires that campuses post notice at the entrance of each self-contained classroom or setting in which video cameras are placed stating that such surveillance is conducted.

Details are also included on the importance of timely reports of alleged incidents and the principal's obligations once an incident report is filed.

In late August, Policy Service will publish additional sample forms in Update 52 to the *Regulations Resource Manual*, available to superintendents and policy contacts in the myTASB Policy Service Resource Library, to help district administrators implement this law. Until then, superintendents and policy contacts can also access the forms through the Video Cameras in Special Education Classrooms *Policy Alert*, also on myTASB.

Please note: Because the commissioner rules were effective August 15, 2016, districts in which the local policy adoption process calls for two readings of a proposed policy may wish to implement the process for emergency adoption with one reading. [See BF(LOCAL).]

More Information

For more information on these policy changes, refer to the policy-by-policy Explanatory Notes—customized for each district's policies—and the policies themselves, found in your district's localized update packet.

PARENTAL CONSENT NOT REQUIRED

An employee of a school district is not required to obtain the consent of a child's parent before the employee may make a videotape of a child or authorize the recording of a child's voice if the videotape or voice recording is to be used for a purpose related to the promotion of student safety under Education Code 29.022. *Education Code 26.009(b)*

VIDEO SURVEILLANCE UPON REQUEST TO PROMOTE STUDENT SAFETY

In order to promote student safety on request by a parent, trustee, or staff member, a school district shall provide video equipment to each campus in the district in which a student who receives special education services in a self-contained classroom or other special education setting is enrolled.

Each campus that receives video equipment shall place, operate, and maintain one or more video cameras in self-contained classrooms or other special education settings in accordance with Education Code 29.022 and 19 Administrative Code 103.1301.

The requirements of Education Code 29.022 and 19 Administrative Code 103.1301 apply to video surveillance during the regular school year and during extended school year services.

DEFINITIONS

"PARENT"

"Parent" means a person described in Education Code 26.002, whose child receives special education and related services for at least 50 percent of the instructional day in the self-contained classroom or other special education setting. "Parent" also means a student who receives special education and related services for at least 50 percent of the instructional day in the self-contained classroom or other special education setting and who is 18 years of age or older or whose disabilities of minority have been removed for general purposes under Family Code, Chapter 31, unless the student has been determined to be incompetent or the student's rights have been otherwise restricted by a court order.

"STAFF MEMBER"

"Staff member" means a teacher, related service provider, paraprofessional, or educational aide assigned to work in the self-contained classroom or other special education setting. "Staff member" also includes the principal or an assistant principal of the campus at which the self-contained classroom or other special education setting is located.

"TRUSTEE"

"Trustee" means a member of a school district's board of trustees.

"SELF-CONTAINED CLASSROOM"

"Self-contained classroom" means a classroom on a regular school campus (i.e., a campus that serves students in general education and students in special education) of a school district in which a majority of the students in regular attendance are provided special education and related services and have one of the following in-

structional arrangements/settings described in TEA's *Student Attendance Accounting Handbook* (*SAAH*):

1. Self-contained (mild/moderate/severe) regular campus;
2. Full-time early childhood (preschool program for children with disabilities) special education setting;
3. Residential care and treatment facility—self-contained (mild/moderate/severe) regular campus;
4. Residential care and treatment facility—full-time early childhood special education setting;
5. Off home campus—self-contained (mild/moderate/severe) regular campus; or
6. Off home campus—full-time early childhood special education setting.

"OTHER SPECIAL EDUCATION SETTING" — "Other special education setting" means a classroom on a separate campus (i.e., a campus that serves only students who receive special education and related services) of a school district in which a majority of the students in regular attendance are provided special education and related services and have one of the following instructional arrangements/settings described in TEA's *SAAH*:

1. Residential care and treatment facility—separate campus; or
2. Off home campus—separate campus.

"VIDEO CAMERA" — "Video camera" means a video surveillance camera with audio recording capabilities.

"VIDEO EQUIPMENT" — "Video equipment" means one or more video cameras and any technology and equipment needed to place, operate, and maintain video cameras as required by Education Code 29.022 and 19 Administrative Code 103.1301. "Video equipment" also means any technology and equipment needed to store and access video recordings as required by Education Code 29.022 and 19 Administrative Code 103.1301.

"INCIDENT" — "Incident" means an event or circumstance that:

1. Involves alleged "abuse" or "neglect," as those terms are described in Family Code 261.001, of a student by an employee of the school district or alleged "physical abuse" or "sexual abuse," as those terms are described in Family Code 261.410, of a student by another student; and
2. Allegedly occurred in a self-contained classroom or other special education setting in which video surveillance under

Education Code 29.022 and 19 Administrative Code 103.1301 is conducted.

EXCLUSIONS

A district is not required to provide video equipment to a campus of another district or charter school or to a nonpublic school. The Texas School for the Deaf, the Texas School for the Blind and Visually Impaired, the Texas Juvenile Justice Department, and any other state agency that provides special education and related services to students are not subject to the requirements in Education Code 29.022 and 19 Administrative Code 103.1301.

WRITTEN NOTICE

Before placing a video camera in a classroom or setting, the campus shall provide written notice of the placement to all campus staff and to the parents of a student receiving special education services in the classroom or setting.

DISPUTE RESOLUTION

The special education dispute resolution procedures in 34 C.F.R. 300.151–300.153 and 300.504–300.515 do not apply to complaints alleging that a school district has failed to comply with Education Code 29.022 or 19 Administrative Code 103.1301. Complaints alleging violations of the law or rules must be addressed through the district's local grievance procedures or other dispute resolution channels.

LOCAL POLICY

Each district board of trustees must adopt written policies relating to video surveillance under Education Code 29.022 and 19 Administrative Code 103.1301. At a minimum, the policies must include:

1. A statement that video surveillance is for the purpose of promoting student safety in certain self-contained classrooms and other special education settings;
2. The procedures for requesting video surveillance and the procedures for responding to a request for video surveillance;
3. The procedures for providing advance written notice to the campus staff and the parents of the students assigned to a self-contained classroom or other special education setting that video and audio surveillance will be conducted in the classroom or setting;
4. A requirement that video cameras be operated at all times during the instructional day when students are in the self-contained classroom or other special education setting;
5. A statement regarding the personnel who will have access to video equipment or video recordings for purposes of operating and maintaining the equipment or recordings;

6. A requirement that a campus continue to operate and maintain any video camera placed in a self-contained classroom or other special education setting for as long as the classroom or setting continues to satisfy the requirements in Education Code 29.022(a);

7. A requirement that video cameras placed in a self-contained classroom or other special education setting be capable of recording video and audio of all areas of the classroom or setting, except that no video surveillance may be conducted of the inside of a bathroom or other area used for toileting or diapering a student or removing or changing a student's clothes;

8. A statement that video recordings must be retained for at least six months after the date the video was recorded;

9. A statement that the regular or continual monitoring of video is prohibited and that video recordings must not be used for teacher evaluation or monitoring or for any purpose other than the promotion of student safety;

10. At the district's discretion, a requirement that campuses post a notice at the entrance of any self-contained classroom or other special education setting in which video cameras are placed stating that video and audio surveillance are conducted in the classroom or setting;

11. The procedures for reporting a complaint alleging that an incident occurred in a self-contained classroom or other special education setting in which video surveillance under Education Code 29.022 and 19 Administrative Code 103.1301 is conducted;

12. The local grievance procedures for filing a complaint alleging violations of Education Code 29.022 or 19 Administrative Code 103.1301; and

13. A statement that video recordings made under Education Code 29.022 and 19 Administrative Code 103.1301 are confidential and a description of the limited circumstances under which the recordings may be viewed.

GIFTS, GRANTS, AND DONATIONS

A school district may solicit and accept gifts, grants, and donations from any person to implement the requirements in Education Code 29.022 and 19 Administrative Code 103.1301. A district is not permitted to use Individuals with Disabilities Education Act, Part B, funds or state special education funds to implement these requirements.

NO WAIVER OF IMMUNITY

The requirements described by this policy do not:

1. Waive any immunity from liability of a school district, or of district officers or employees; or
2. Create any liability for a cause of action against a school district or against district officers or employees.

CONFIDENTIALITY

A video recording made under Education Code 29.022 and 19 Administrative Code 103.1301 is confidential and may only be viewed by the following individuals, to the extent not limited by the Family Educational Rights and Privacy Act (FERPA) or other law.

LIMITED RELEASE

A school district shall release a recording for viewing by:

1. A staff member or other school district employee or a parent of a student involved in an incident that is documented by a video recording for which a complaint has been reported to the district, on request of the staff member, employee, or parent, respectively;
2. Appropriate Department of Family and Protective Services (DFPS) personnel as part of an investigation of alleged or suspected abuse or neglect of a child under Family Code 261.406;
3. A peace officer, a school nurse, a district administrator trained in de-escalation and restraint techniques as provided by commissioner of education rule, or a human resources staff member designated by the board in response to a complaint or an investigation of an incident; or
4. Appropriate TEA or State Board for Educator Certification personnel or agents as part of an investigation.

DUTY TO REPORT

If a person described by item 3 or 4 above views a video recording and has cause to believe that the recording documents possible abuse or neglect of a child under Family Code, Chapter 261, the person must submit a report to DFPS or other authority in accordance with FFG.

USE IN DISCIPLINARY ACTIONS AGAINST DISTRICT PERSONNEL

If any person described by item 2, 3, or 4 above views a video recording and believes that it documents a possible violation of district or campus policy, the person may allow access to the recording to appropriate legal and human resources personnel of the district to the extent not limited by FERPA or other law. A recording believed to document a possible violation of district or campus policy may be used in a disciplinary action against district personnel and shall be released in a legal proceeding at the request of a parent of the student involved in the incident documented by the re-

cording. A recording believed to document a possible violation of district or campus policy must be released for viewing by the district employee who is the subject of the disciplinary action at the request of the employee.

FERPA

State law does not limit the access of a student's parent to an educational record of the student under FERPA or other law. To the extent any provisions in Education Code 29.022 and 19 Administrative Code 103.1301 conflict with FERPA or other federal law, federal law prevails.

Education Code 29.022; 19 TAC 103.1301

Note: Unless otherwise noted, the terms "video recording," "video surveillance," and "video monitoring" shall also include any associated audio recordings.

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

REQUESTS AND NOTICE

A parent, Trustee, or staff member making a request for video surveillance under this policy shall submit the request to the campus principal on a form provided by the District, and the principal shall provide a response to the requestor within ten District business days. The principal shall provide advance written notice to staff on the campus and to parents of the students assigned to the classroom or setting that video and audio surveillance will be conducted in the classroom or setting. The Superintendent shall develop administrative regulations as necessary to implement these request, response, and notice provisions.

INSTALLATION AND OPERATION

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

A campus shall continue to operate and maintain any video cameras placed in the classroom or other setting for as long as the classroom or other setting continues to satisfy the requirements in Education Code 29.022(a).

Video cameras must be capable of recording video and audio of all areas of the classroom or setting, except that no video surveillance shall be conducted of the inside of a bathroom or other area used for toileting or diapering a student or removing or changing a student's clothes.

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

RETENTION OF RECORDINGS

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

CONFIDENTIALITY OF RECORDINGS

Video recordings made in accordance with this policy shall be confidential and shall only be accessed or viewed by the individuals and in the limited circumstances permitted by law. Contractors and District personnel with job duties related to the installation, operation, or maintenance of video equipment, or the retention of video recordings, who incidentally view recordings when performing regular job duties such as ensuring the proper functioning of the equipment or pulling specific footage shall not be considered in violation of the confidentiality provisions.

The following individuals shall have authority to view video recordings to the extent permitted by the Family Educational Rights and Privacy Act (FERPA):

1. A District employee or a parent of a student who is involved in an incident documented by a recording for which a complaint has been reported to the District;
2. Appropriate Department of Family and Protective Services (DFPS) personnel as part of an investigation of alleged abuse or neglect of a child;
3. A peace officer, school nurse, District administrator trained in de-escalation and restraint techniques, or human resource staff member in response to a complaint or an investigation of an incident; and
4. Appropriate TEA or State Board for Educator Certification personnel or their agents as part of an investigation.

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

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

REPORTING AN INCIDENT

A person alleging that an incident, as defined by law, has occurred in a classroom or other setting in which video surveillance is conducted shall file a report on the form provided by the District with the principal as soon as possible after the person suspects the alleged incident. If possible, an incident report form shall be filed within 48 hours of the facts giving rise to the allegation. The principal shall promptly view, or direct an authorized individual to view, the video surveillance footage to identify the relevant portion of the recording. No later than ten District business days after the report is filed, the principal or designee shall respond by notifying the person whether the alleged incident was recorded in the District's video surveillance footage and shall initiate other steps as required by law, District policy, or local procedures.

COMPLAINTS

Complaints related to video and audio recordings under this policy shall be filed in accordance with DGBA, FNG, or GF, as applicable.

OFFICE OF SUPERINTENDENT

For:	**Board of Trustees**
Date:	**August 22, 2016**
Action:	**Action**

To:	**Board of Trustees**	**From:**	**Dr. James M. Largent**
		Date:	**August 17, 2016**
	RE:	**Rescind Changes to Policy DNA (LOCAL)**	

SUMMARY:

The regulations were inadvertently adopted as policy DNA (LOCAL) at the July 25, 2016 board meeting.

RECOMMENDATION:

That the changes to policy DNA (LOCAL) be rescinded.

Respectfully submitted,



Dr. James M. Largent
Superintendent

OFFICE OF SUPERINTENDENT

For:	**Board of Trustees**
Date:	**August 22, 2016**
Action:	**Approval**

To:	**Board of Trustees**	**From:**	**Dr. James M. Largent**
		Date:	**August 17, 2016**
		RE:	**Policy Change DNA(LOCAL)**

SUMMARY: It is recommended that the Board adopt Policy DNA (LOCAL) as presented. If you have questions, feel free to call before the meeting or we can discuss at the meeting.

Respectfully submitted,



Dr. James M. Largent
Superintendent

PROPOSED POLICY

T-TESS

The District shall appraise teachers annually using the Texas Teacher Evaluation and Support System (T-TESS) in accordance with law and administrative regulations.

The Board shall approve a list of certified appraisers who can appraise a teacher in place of the teacher's supervisor.

OFFICE OF SUPERINTENDENT

For:	**Board of Trustees**
Date:	**August 22, 2016**
Action:	**Approval**

To:	**Board of Trustees**	**From:**	**Dr. James M. Largent**
		Date:	**August 17, 2016**
		RE:	**Policy Change DNB LOCAL)**

SUMMARY: It is recommended that the Board adopt Policy DNB (LOCAL) as presented. If you have questions, feel free to call before the meeting or we can discuss at the meeting.

Respectfully submitted,



Dr. James M. Largent
Superintendent

PROPOSED POLICY

PRINCIPALS	The District shall appraise principals using the Texas Principal Evaluation and Support System (T-PESS) in accordance with law and administrative regulations.
OTHER CAMPUS ADMINISTRATORS	The appraisal system used for campus administrators other than principals shall be determined by each administrator's position and job responsibilities and shall consist of either a local appraisal system developed in accordance with law and administrative regulations or a modified version of the T-PESS.
FREQUENCY	District principals and other campus administrators shall be appraised annually.

OFFICE OF ASSISTANT SUPERINTENDENT

For:	**Board of Trustees**
Date:	**08/22/2016**
Action:	**Approval**

To: Board of Trustees **From: Ron Holmgreen**
Date: 08/15/16
RE: Pre – K Waiver for 210 Minutes a Day

SUMMARY:

HB 2610 allows us to do a waiver for Pre-K if we are below 210 minutes and a minimum of 120 minutes of instruction per day. We will be requesting a waiver this year as we are attending 180 minutes per day. This is a one-time waiver and next year we will need to extend our day to 210 minutes, unless the law changes.

RECOMMENDATION:

It is recommended the request for waiver be approved.

Respectfully submitted,

Ron Holmgreen
Assistant Superintendent

2016-2017 Pre-Kindergarten Waiver of 210 Minutes School Day

House Bill (HB) 2610, passed by the 84th Texas Legislature, amends Texas Education Code (TEC), §25.081, by striking language requiring 180 days of instruction and replacing this language with language requiring districts and charter schools to provide at least 75,600 minutes of instruction, including intermissions and recess. This one time waiver for the 2016-2017 school year is for pre-k programs that offer less than a 210 minute school day, but offer at least 2 hours (120 minutes) of instruction per day. One-time waivers will only be granted to districts and charter schools that offered pre-k programs that offered less than a 210 minute school day in the 2015-2016 school year.

District/Charter School Name:

Granbury ISD

County District Number:

111901

Date of Board Approval:

8/22/16

Waiver Request:

Specific Campuse

Indicate Specific Campus Number, separated by commas:

111901102,111901105,11190
1104,111901107,111901106

Minutes per School Day:

180

Total Instructional Minutes:

30,960

Waived Minutes:

3,900

"I have verified the information submitted to the Texas Education Agency via this email and attached documentation and certify its truth and accuracy." Additionally, I assure the following:

•The attached bell schedule is the approved/adopted bell schedule from the 2015-2016 school year and the 2016-2017 school year.
•The attached calendar is the adopted calendar from the 2015-2016 school year and the 2016-2017 school year.
•My district will ensure that each campus that provides a pre-k program is receiving at least 2 hours (120 minutes) of instruction per day.

Approving Superintendent Name:

Dr. James Largent

Contact Information:

817 408 4000

Date:

8/22/16

Texas Education Agency

Texas Education Agency, 2016 v.1

OFFICE OF ASSISTANT SUPERINTENDENT

For:	**Board of Trustees**
Date:	**August 22, 2016**
Action:	**Review**

To:	**Board of Trustees**	**From:**	**Ron Holmgreen**
		Date:	**August 17, 2016**
		RE:	**Granbury ISD's Parent Student Handbook**

SUMMARY:

Please see attached Granbury ISD's 2016-17 Parent Student Handbook for review this month.

Respectfully submitted,

Ron Holmgreen
Assistant Superintendent

Parent-Student Handbook
2016-2017

Granbury Independent School District
600 W. Pearl Street
Granbury, Texas 76048
817.408.4000
www.granburyisd.org

DRAFT

La version en español puede obstenerse en la oficina escolar.

GRANBURY INDEPENDENT SCHOOL DISTRICT

GRANBURY, TEXAS 76048

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Rene Jackson ..... Science & Secondary ELA/Foreign Language At Risk Coordinator (817-408-4031)

DRAFT

Wendy Gandy……..Dyslexia/504 Coordinator (817-408-4415)

Amy Gilbert .....Testing/ESL/Bilingual Coordinator (817-408-4041)

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Jodi McClintock.....Instructional Technology Coordinator (817-408-4541)

Becky Strain.....Math & Secondary SS/GT Coordinator (817-408-4144)

Jeremy Ross ..... Principal, Granbury High School (817-408-4600)

Jimmy Dawson.....Principal, Acton Middle School (817-408-4800)

Pat Yelverton .....Principal, Granbury Middle School (817-408-4850)

Jincy Ross .....Principal, Brawner Intermediate School (817-408-4950)

Stacie Brown.....Principal, Mambrino School (817-408-4900)

Donnie Cody .....Principal, Oak Woods School (817-408-4750)

Kellie Lambert .....Principal, Roberson Elementary School (817-408-4500)

Anna Roe .....Principal, Acton Elementary School (817-408-4200)

Robert Herrera .....Principal, Baccus Elementary School (817-408-4300)

Ginna Marks..... Principal, STARS Accelerated High School and
……DAEP (817-408-4450)

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DRAFT

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PREFACE

To Students and Parents:

Welcome to school year 2016–17! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The Granbury ISD Student Handbook is designed to provide basic information that you and your child will need during the school year. The handbook is divided into two sections:

Section I—PARENTAL RIGHTS—with information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook.

Section II—OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS—organized alphabetically by topic, and, where possible, further divided by applicability to ages and/or grade levels, for quick access when searching for information on a specific issue.

Please be aware that the term "parent," unless otherwise noted, is used to refer to the parent, legal guardian, any person granted some other type of lawful control of the student, or any other person who has agreed to assume school-related responsibility for a student.

Both students and parents should become familiar with the Granbury ISD Student Code of Conduct, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found on the district's website at www.granburyisd.org and is available in hard copy upon request.

The Student Handbook is a general reference guide only and is designed to be in harmony with board policy and the Student Code of Conduct. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance.

In case of conflict between board policy (including the Student Code of Conduct) and any provisions of the Student Handbook, the current provisions of board policy and the Student Code of Conduct are to be followed.

Also, please be aware that the Student Handbook is updated yearly, while policy adoption and revision may occur throughout the year. The district encourages parents to stay informed of proposed board policy changes by attending board meetings. Changes in policy or other rules that affect Student Handbook provisions will be made available to students and parents through newsletters or other communications. The district reserves the right to modify provisions of the Student Handbook at any time, whenever it is deemed necessary. Notice of any revision or modification will be given as is reasonably practical under the circumstances.

Although the Student Handbook may refer to rights established through law or district policy, the Student Handbook does not create any additional rights for students and parents. It does not, nor is it intended to, create contractual or legal rights between any student or parent and the district.

If you or your child has questions about any of the material in this handbook, please contact the teacher, the counselor, the assistant principal, or the principal.

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Also, please complete and return to your child's campus the following forms provided in the forms packet distributed at the beginning of the year or upon the student's enrollment:

1. Acknowledgment Form OR Acknowledgment of Electronic Distribution of Student Handbook;
2. Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information form;
3. Parent's Objection to the Release of Student Information to Military Recruiters and Institutions of Higher Education form, if you choose to restrict the release of information to these entities; and
4. Consent/Opt-Out Form.

[See **Objecting to the Release of Directory Information** on page 4 and **Consent Required before Student Participation in a Federally Funded Survey, Analysis, or Evaluation** on page 5 for more information.]

Please note that references to policy codes are included so that parents can refer to current board policy. The district's official policy manual is available for review in the superintendent's office and on-line at www.granburyisd.org.

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SECTION I: PARENTAL RIGHTS

This section of the Granbury ISD Student Handbook includes information related to certain rights of parents as specified in state or federal law.

CONSENT, OPT-OUT, AND REFUSAL RIGHTS

Consent to Conduct a Psychological Evaluation

A district employee will not conduct a psychological examination, test, or treatment without obtaining prior written parental consent unless the examination, test, or treatment is required under state or federal law regarding requirements for special education or by the Texas Education Agency (TEA) for child abuse investigations and reports.

Consent to Display a Student's Original Works and Personal Information

Teachers may display students' work, which may include personally identifiable student information, in classrooms or elsewhere on campus as recognition of student achievement.

However, the district will seek parental consent before displaying students' artwork, special projects, photographs taken by students, original videos or voice recordings, and other original works on the district's website, a website affiliated or sponsored by the district, such as a campus or classroom website, and in district publications, which may include printed materials, videos, or other methods of mass communication.

Consent to Receive Parenting and Paternity Awareness Instruction if Student is Under Age 14

A child under the age of 14 must have parental permission to receive instruction in the district's parenting and paternity awareness program; otherwise, the child will not be allowed to participate in the instruction. This program, developed by the Office of the Texas Attorney General and the State Board of Education (SBOE), is incorporated into the district's health education classes.

Consent to Video or Audio Record a Student When Not Otherwise Permitted by Law

State law permits the school to make a video or voice recording without parental permission for the following circumstances:

- When it is to be used for school safety;
- When it relates to classroom instruction or a co-curricular or extracurricular activity; or
- When it relates to media coverage of the school.

The district will seek parental consent through a written request before making any video or voice recording of your child not otherwise allowed by law.

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Prohibiting the Use of Corporal Punishment

Corporal punishment—spanking or paddling the student—may be used as a discipline management technique in accordance with the Student Code of Conduct and policy FO(LOCAL) in the district's policy manual.

If you do not want corporal punishment to be administered to your child as a method of student discipline, submit a written statement to the campus principal stating this decision. A signed statement must be provided each year if you do not want corporal punishment to be administered to your child.

You may choose to revoke this prohibition at any time during the year by providing a signed statement to the campus principal. However, district personnel may choose to use discipline methods other than corporal punishment even if the parent requests that this method be used on the student.

Please note that if the district is made aware that a student is in temporary or permanent conservatorship (custody) of the state, through foster care, kinship care, or other arrangements, corporal punishment shall not be administered, even when a signed statement prohibiting its use has not been submitted by the student's caregiver or caseworker.

Limiting Electronic Communications with Students by District Employees

Teachers and other approved employees are permitted by the district to communicate with students through the use of electronic media within the scope of the individual's professional responsibilities. For example, a teacher may set up a social networking page or a reminder application for his or her class that has information related to class work, homework, and tests. As a parent, you are welcome to join or become a member of such a page.

An employee described above may also contact a student individually through electronic media to communicate about items such as homework or upcoming tests.

If you prefer that your child not receive any one-to-one electronic communications from a district employee or if you have questions related to the use of electronic media by district employees, please contact the campus principal.

Objecting to the Release of Directory Information

The Family Educational Rights and Privacy Act, or FERPA, permits the district to disclose appropriately designated "directory information" from a child's education records without written consent. "Directory information" is information that is generally not considered harmful or an invasion of privacy if released. This "directory information" will be released to anyone who follows procedures for requesting it.

However, a parent or eligible student may object to the release of a student's directory information. This objection must be made in writing to the principal within ten school days of your child's first day of instruction for this school year. [See the "Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information" included in the forms packet.]

For all other purposes, the district has identified the following as directory information: student name, address, telephone listing, electronic mail address, photograph, date and place of birth,

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major field of study, degrees, honors, and awards received, date of attendance, grade level, most recent educational institution attended, participation in officially recognized activities and sports, and weight and height of members of athletic teams. If you do not object to the use of your child's information for these purposes, the school must release this information when the school receives a request from an outside entity or individual.

Also review the information at **Authorized Inspection and Use of Student Records** on page 8.

Objecting to the Release of Student Information to Military Recruiters and Institutions of Higher Education (Secondary Grade Levels Only)

The district is required by federal law to comply with a request by a military recruiter or an institution of higher education for students' names, addresses, and telephone listings, unless parents have advised the district not to release their child's information without prior written consent. A form included in the forms packet is available if you do not want the district to provide this information to military recruiters or institutions of higher education.

Participation in Third-Party Surveys

Consent Required Before Student Participation in a Federally Funded Survey, Analysis, or Evaluation

Your child will not be required to participate without parental consent in any survey, analysis, or evaluation—funded in whole or in part by the U.S. Department of Education—that concerns:

- Political affiliations or beliefs of the student or the student's parent.
- Mental or psychological problems of the student or the student's family.
- Sexual behavior or attitudes.
- Illegal, antisocial, self-incriminating, or demeaning behavior.
- Critical appraisals of individuals with whom the student has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or parents.
- Income, except when the information is required by law and will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation. [For further information, see policy EF(LEGAL).]

"Opting Out" of Participation in Other Types of Surveys or Screenings and the Disclosure of Personal Information

As a parent, you have a right to receive notice of and deny permission for your child's participation in:

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- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing, selling, or otherwise disclosing that information. Note that 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.
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. [See policies EF and FFAA.]

As a parent, you may inspect a survey created by a third party before the survey is administered or distributed to your child.

REMOVING A STUDENT FROM INSTRUCTION OR EXCUSING A STUDENT FROM A REQUIRED COMPONENT OF INSTRUCTION

Human Sexuality Instruction

As a part of the district's curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) is involved with the selection of course materials for such instruction.

State law requires that any instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus or acquired immune deficiency syndrome must:

- Present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;
- Emphasize that abstinence is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity;
- Direct adolescents to a standard of behavior in which abstinence from sexual activity before marriage is the most effective way to prevent pregnancy and sexually transmitted diseases; and
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

In accordance with state law, below is a summary of the district's curriculum regarding human sexuality instruction:

GISD offers human sexuality instruction in video form to all 5th grade students with boys and girls being in separate settings. In addition, instructional videos are presented to 8th grade in partnership with Brazos Pregnancy Center. Human sexuality instruction is also addressed through Biology, Health and Health Science CTE courses at the high schools.

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As a parent, you are entitled to review the curriculum materials. In addition, you may remove your child from any part of the human sexuality instruction with no academic, disciplinary, or other penalties. You may also choose to become more involved with the development of curriculum used for this purpose by becoming a member of the district's SHAC. Please see the campus principal for additional information.

Reciting a Portion of the Declaration of Independence in Grades 3–12

You may request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the district determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK(LEGAL).]

Reciting the Pledges to the U.S. and Texas Flags

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See **Pledges of Allegiance and a Minute of Silence** on page 62 and policy EC(LEGAL).]

Religious or Moral Beliefs

You may remove your child temporarily from the classroom if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by state law.

Tutoring or Test Preparation

Based on informal observations, evaluative data such as grades earned on assignments or tests, or results from diagnostic assessments, a teacher may determine that a student is in need of additional targeted assistance in order for the student to achieve mastery in state-developed essential knowledge and skills. The schools will always attempt to provide tutoring and strategies for test-taking in ways that prevent removal from other instruction as much as possible. In accordance with state law and policy EC, the school will not remove a student from a regularly scheduled class for remedial tutoring or test preparation for more than ten percent of the school days on which the class is offered, unless the student's parent consents to this removal.

The school may also offer tutorial services, which students whose grades are below 70 will be required to attend.

[Also refer to policies EC and EHBC, and contact your student's teacher with questions about any tutoring programs provided by the school.]

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RIGHT OF ACCESS TO STUDENT RECORDS, CURRICULUM MATERIALS, AND DISTRICT RECORDS

Instructional Materials

As a parent, you have a right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child.

Notices of Certain Student Misconduct to Noncustodial Parent

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her child's misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. [See policy FO(LEGAL) and the Student Code of Conduct.]

Student Records

Accessing Student Records

You may review your child's student records. These records include:

- Attendance records,
- Test scores,
- Grades,
- Disciplinary records,
- Counseling records,
- Psychological records,
- Applications for admission,
- Health and immunization information,
- Other medical records,
- Teacher and school counselor evaluations,
- Reports of behavioral patterns,
- State assessment instruments that have been administered to your child, and
- Teaching materials and tests used in your child's classroom.

Authorized Inspection and Use of Student Records

A federal law, known as the Family Educational Rights and Privacy Act, or FERPA, affords parents and eligible students certain rights with respect to the student's education records. For purposes of student records, an "eligible" student is one who is 18 or older or who is attending an institution of postsecondary education. These rights, as discussed in this section as well as at **Objecting to the Release of Directory Information** on page 4, are:

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- The right to inspect and review student records within 45 days after the day the school receives a request for access.
- The right to request an amendment to a student record the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of FERPA.
- The right to provide written consent before the school discloses personally identifiable information from the student's records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning failures by the school to comply with FERPA requirements. 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 20202-5901

Both FERPA and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from a student's records, the district must verify the identity of the person, including a parent or the student, requesting the information.

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records.

Inspection and release of student records is primarily restricted to an eligible student or a student's parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student's education records.

Federal law requires that, as soon as a student becomes 18, is emancipated by a court, or enrolls in a postsecondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.

FERPA permits the disclosure of personally identifiable information from a student's education records, without written consent of the parent or eligible student, in the following circumstances:

- When district school officials have what federal law refers to as a "legitimate educational interest" in a student's records. School officials would include board members and employees, such as the superintendent, administrators, and principals; teachers, school counselors, diagnosticians, and support staff (including district health or district medical staff); a person or company with whom the district has contracted or allowed to provide a particular institutional service or function (such as an attorney, consultant, third-party vendor that offers online programs or software, auditor, medical consultant, therapist, school resource officer, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. "Legitimate educational interest" in a student's records includes working with the student; considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities; compiling statistical

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data; reviewing an educational record to fulfill the official's professional responsibility to the school and the student; or investigating or evaluating programs.

- To authorized representatives of various governmental agencies, including juvenile service providers, the U.S. Comptroller General's office, the U.S. Attorney General's office, the U.S. Secretary of Education, TEA, the U.S. Secretary of Agriculture's office, and Child Protective Services (CPS) caseworkers or other child welfare representatives, in certain cases.
- To individuals or entities granted access in response to a subpoena or court order.
- To another school, school district/system, or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.
- In connection with financial aid for which a student has applied or which the student has received.
- To accrediting organizations to carry out accrediting functions.
- To organizations conducting studies for, or on behalf of, the school, in order to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.
- To appropriate officials in connection with a health or safety emergency.
- When the district discloses information it has designated as directory information [see **Objecting to the Release of Directory Information** on page 4 for opportunities to prohibit this disclosure].

Release of personally identifiable information to any other person or agency—such as a prospective employer or for a scholarship application—will occur only with parental or student permission as appropriate.

The principal is the custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated.

A parent or eligible student who wishes to inspect the student's records should submit a written request to the records custodian identifying the records he or she wishes to inspect. Records may be inspected by a parent or eligible student during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

A parent or eligible student who provides a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The address of the superintendent's office is 600 West Pearl, Granbury, Texas 76048.

A parent (or eligible student) may inspect the student's records and request a correction or amendment if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the appropriate records custodian. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to

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request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record.

Although improperly recorded grades may be challenged, contesting a student's grade in a course or on an examination is handled through the general complaint process found in policy FNG(LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading policy. [See FINALITY OF GRADES at FNG(LEGAL), **Report Cards/Progress Reports and Conferences** on page 63, and **Complaints and Concerns** on page 24 for an overview of the process.]

The district's policy regarding student records found at policy FL is available from the principal's or superintendent's office or on the district's website at www.granburyisd.org

The parent's or eligible student's right of access to and copies of student records do not extend to all records. Materials that are not considered educational records—such as a teacher's personal notes about a student that are shared only with a substitute teacher—do not have to be made available to the parents or student.

Teacher and Staff Professional Qualifications

You may request information regarding the professional qualifications of your child's teachers, including whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

STUDENTS WITH EXCEPTIONALITIES OR SPECIAL CIRCUMSTANCES

Children of Military Families

Children of military families will be provided flexibility regarding certain district requirements, including:

- Immunization requirements.
- Grade level, course, or educational program placement.
- Eligibility requirements for participation in extracurricular activities.
- Graduation requirements.

In addition, absences related to a student visiting with his or her parent, including a stepparent or legal guardian, who has been called to active duty for, is on leave from, or is returning from a deployment of at least four months will be excused by the district. The district will permit no more than five excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent's return from deployment.

Additional information may be found at http://tea.texas.gov/index2.aspx?id=7995.

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Parental Role in Certain Classroom and School Assignments

Multiple Birth Siblings

As a parent, if your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus, you may request that they be placed either in the same classroom or in separate classrooms. Your written request must be submitted no later than the 14th day after the enrollment of your children. [See policy FDB(LEGAL).]

Safety Transfers/Assignments

As a parent, you may:

- Request the transfer of your child to another classroom or campus if your child has been determined by the district to have been a victim of bullying as the term is defined by Education Code 37.0832. Transportation is not provided for a transfer to another campus. See the principal for information.
- Consult with district administrators if your child has been determined by the district to have engaged in bullying and the board decides to transfer your child to another classroom or campus. Transportation is not provided for a transfer to another campus.

  [See **Bullying** on page 19, policy FDB, and policy FFI.]
- Request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDE.]
- Request the transfer of your child to another district campus or a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. If the victim does not wish to transfer, the district will transfer the assailant in accordance with policy FDE.

Service/Assistance Animal Use by Students

A parent of a student who uses a service/assistance animal because of the student's disability must submit a request in writing to the principal at least ten district business days before bringing the service/assistance animal on campus.

Students in the Conservatorship of the State (Foster Care)

A student who is currently in the conservatorship (custody) of the state and who is moved outside of the district's or school's attendance boundaries, or who is initially placed in the conservatorship of the state and who is moved outside the district's or school's boundaries, is entitled to continue in enrollment at the school he or she was attending prior to the placement or move until the student reaches the highest grade level at the particular school. In addition, if a student in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, the student can request to receive a diploma from the previous district if he or she meets the criteria to graduate from the previous district.

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[See also **Students in Foster Care** on page 70 for more information.]

Students Who Are Homeless

If a student in grade 11 or 12 is homeless and transfers to another school district but does not meet the graduation requirements of the receiving district, the student can request to receive a diploma from the previous district if he or she meets the criteria to graduate from the previous district.

Federal law also allows a homeless student to remain enrolled in what is called the "school of origin" or to enroll in a new school in the attendance area where the student is currently residing.

[See also **Homeless Students** on page 54 for more information.]

Students Who Have Learning Difficulties or Who Need Special Education Services

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 academic or behavior 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 the evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within the timeline prescribed by law once the district receives written consent. The district must give a copy of the evaluation report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with prior written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights, if they disagree with the district. The district is required to give parents the *Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities*. Additional information regarding the Individuals with Disabilities Education Act (IDEA) is available from the school district in a companion document, *A Guide to the Admission, Review, and Dismissal Process*. Both documents may also be found at http://framework.esc18.net/display/Webforms/LandingPage.aspx.

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

- Texas Project First, at http://www.texasprojectfirst.org
- Partners Resource Network, at http://www.partnerstx.org

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is Diane Fullerton at817-408-4063.

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Students Who Receive Special Education Services with Other School-Aged Children in the Home

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. However, the district is not required to provide transportation to the other children in the household. The parent or guardian should speak with the principal of the school regarding transportation needs prior to requesting a transfer for any other children in the home. [See policy FDB(LOCAL).]

Students Who Speak a Primary Language Other than English

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English. If the student qualifies for these extra services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

Students With Physical or Mental Impairments Protected under Section 504

A child determined to have a physical or mental impairment that substantially limits a major life activity, as defined by law, and who does not otherwise qualify for special education services, may qualify for protections under Section 504 of the Rehabilitation Act. Section 504 is a federal law designed to prohibit discrimination against individuals with disabilities. When an evaluation is requested, a committee will be formed to determine if the child is in need of services and supports under Section 504 to receive a free appropriate public education (FAPE), as this is defined in federal law.

The designated person to contact regarding a referral for evaluation applicable to Section 504 is Wendy Gandy at 817-408-4415.

[Also see policy FB.]

SECTION II: OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS

Topics in this section of the Student Handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. Where possible, the topics are also organized to alert you to the applicability of each topic based on a student's age or grade level. Should you be unable to find the information on a particular topic, please contact the campus principal or designee.

ABSENCES/ATTENDANCE

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort

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to avoid unnecessary absences. Two state laws—one dealing with the required presence of school-aged children in school, e.g., compulsory attendance, the other with how a child's attendance affects the award of a student's final grade or course credit—are of special interest to students and parents. They are discussed below.

Compulsory Attendance

Age 19 and Older

A student who voluntarily attends or enrolls after his or her 19th birthday is required to attend each school day until the end of the school year. If a student 19 or older has more than five unexcused absences in a semester, the district may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing. [See policy FEA.]

Between Ages 6 and 19

State law requires that a student between the ages of six and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of a diagnostic reading instrument.

A student will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and/or applicable subject area.

Prekindergarten and Kindergarten

Students enrolled in prekindergarten or kindergarten are required to attend school and are subject to the compulsory attendance requirements as long as they remain enrolled.

Exemptions to Compulsory Attendance

All Grade Levels

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders, if the student comes to school or returns to school on the same day as the appointment. A note from the health-care provider must be submitted upon the student's arrival or return to campus; and

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- For students in the conservatorship (custody) of the state,
    - An activity required under a court-ordered service plan; or
    - Any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.

As listed in Section I at **Children of Military Families**, absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments. Please see page 11 for that section.

Secondary Grade Levels

In addition, a junior or senior student's absence of up to two days related to visiting a college or university will be considered an exemption, provided this has been authorized by the board under policy FEA(LOCAL), the student receives approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed.

Absences of up to two days in a school year will also be considered an exemption for:

- A student serving as an early voting clerk, provided the district's board has authorized this in policy FEA(LOCAL), the student notifies his or her teachers, and the student receives approval from the principal prior to the absences, and
- A student serving as an election clerk, if the student makes up any work missed.

An absence of a student in grades 6–12 for the purpose of sounding "Taps" at a military honors funeral for a deceased veteran will also be excused by the district.

Failure to Comply with Compulsory Attendance

All Grade Levels

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction, termed "accelerated instruction" by the state; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

Age 19 and Older

After a student age 19 or older incurs a third unexcused absence, the district will send the student a letter as required by law explaining that the district may revoke the student's enrollment for the remainder of the school year if the student has more than five unexcused absences in a semester. As an alternative to revoking a student's enrollment, the district may implement a behavior improvement plan.

Between Ages 6 and 19

When a student between ages 6 and 19 incurs unexcused absences for three or more days or parts of days within a four-week period, the school will send a notice to the student's parent, as

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required by law, to remind the parent that it is the parent's duty to monitor his or her child's attendance and to require the student to come to school. The notice will also inform the parent that the district will initiate truancy prevention measures and request a conference between school administrators and the parent. These measures will include a behavior improvement plan, school-based community service, or referrals to either in-school or out-of-school counseling or other social services. Any other measures considered appropriate by the district will also be initiated.

The truancy prevention facilitator for the district is Monica Bernier. If you have questions about your student and the effect of his or her absences from school, please contact the facilitator or any other campus administrator.

A court of law may also impose penalties against a student's parent if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student is absent without excuse from school on ten or more days or parts of days within a six-month period in the same school year.

If a student ages 12 through 18 incurs unexcused absences on ten or more days or parts of days within a six-month period in the same school year, the district, in most circumstances, will refer the student to truancy court.

[See policy FEA(LEGAL).]

A court of law may also impose penalties against a student's parent if the school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student is absent without excuse from school on ten or more days or parts of days within a six-month period in the same school year.

If a student age 12 through age 18, incurs unexcused absences on ten or more days or parts of days within a six-month period in the same school year, the district, in the most circumstances, will refer the student to truancy court.

[See policy FEA(LEGAL).]

Attendance for Credit or Final Grade (Kindergarten through Grade 12)

To receive credit or a final grade in a class, a student in kindergarten–grade 12 must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit or a final grade for the class if he or she completes a plan, approved by the principal that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit or a final grade for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed the plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade lost because of absences. [See policy FEC.]

All absences, whether excused or unexcused, must be considered in determining whether a student has attended the required percentage of days. In determining whether there were

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extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- If makeup work is completed, absences for the reasons listed above at **Exemptions to Compulsory Attendance** will be considered extenuating circumstances for purposes of attendance for credit or the award of a final grade.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will review absences incurred based on the student's participation in board-approved extracurricular activities. These absences will be considered by the attendance committee as extenuating circumstances in accordance with the absences allowed under FM (LOCAL) if the student made up the work missed in each class.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit or a final grade.

The student or parent may appeal the committee's decision to the board by following policy FNG (LOCAL).

The actual number of days a student must be in attendance in order to receive credit or a final grade will depend on whether the class is for a full semester or for a full year.

Official Attendance-Taking Time (All Grade Levels)

The district must submit attendance of its students to the TEA reflecting attendance at a specific time each day.

Official attendance is taken every day at 9:00 a.m. for elementary campuses and at 10:00 a.m. for secondary campuses.

A student absent for any portion of the day, including at the official attendance-taking time, should follow the procedures below to provide documentation of the absence.

Documentation after an Absence (All Grade Levels)

When a student is absent from school, the student—upon arrival or return to school—must bring a note signed by the parent that describes the reason for the absence. A note signed by the

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student, even with the parent's permission, will not be accepted unless the student is 18 or older or is an emancipated minor under state law. A phone call from the parent may be accepted, but the district reserves the right to require a written note.

The campus will document in its attendance records for the student whether the absence is considered by the district to be excused or unexcused. Please note that, unless the absence is for a statutorily allowed reason under compulsory attendance laws, the district is not required to excuse any absence, even if the parent provides a note explaining the absence.

Doctor's Note after an Absence for Illness (All Grade Levels)

Within 2 days, upon returning to school, a student absent for more than 3 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. Otherwise, the student's absence may be considered unexcused and, if so, would be considered to be in violation of compulsory attendance laws.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school in order to determine whether the absence or absences will be excused or unexcused.

[See policy FEC (LOCAL).]

Driver License Attendance Verification (Secondary Grade Levels Only)

For a student between the ages of 16 and 18 to obtain a driver license, written parental permission must be provided for the Texas Department of Public Safety (DPS) to access the student's attendance records and, in certain circumstances, for a school administrator to provide the student's attendance information to DPS. A verification of enrollment (VOE) form may be obtained from the office, which the student will need to submit to DPS upon application for a driver license.

BULLYING (All Grade Levels)

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or -related activity, or in a district operated vehicle, and the behavior:

- Results in harm to the student or the student's property,
- Places a student in reasonable fear of physical harm or of damage to the student's property, or
- Is so severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive educational environment.

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student's education or substantially disrupts the operation of the school.

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Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism. In some cases, bullying can occur through electronic methods, called "cyberbullying."

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The district will also contact the parents of the victim and of the student who was found to have engaged in the bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

Upon the recommendation of the administration, the board may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the student may also be transferred to another campus in the district. The parent of a student who has been determined by the district to be a victim of bullying may request that his or her child be transferred to another classroom or campus within the district. [Also see **Safety Transfers/Assignments** on page 12.]

A copy of the district's policy is available in the principal's office, superintendent's office, and on the district's website, and is included at the end of this handbook in the form of an appendix. Procedures related to reporting allegations of bullying may also be found on the district's website.

A student or parent who is dissatisfied with the outcome of an investigation may appeal through policy FNG(LOCAL).

[Also see **Safety Transfers/Assignments** on page 12, **Dating Violence, Discrimination, Harassment, and Retaliation** on page 28, **Hazing** on page 49, policy FFI, and the district improvement plan, a copy of which can be viewed in the campus office.]

CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS (Secondary Grade Levels Only)

The districts offers career and technical education programs in the following areas: Agriculture, Food, and Natural Resources; Arts, AV Technology and Communications; Business Management and Administration; Education and Training; Finance; Government and Public Administration; Health Science; Hospitality and Tourism; Human Services; Information Technology; Law, Public Safety, Corrections and Security; Marketing; Science, Technology, Engineering and Mathematics; Transportation, Distribution and Logistics.

Admission to these programs is based on grade level and prerequisite or appropriate course completion.

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These programs will be offered without regard to race, color, national origin, sex, or disability. Granbury ISD will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and CTE programs. [Also see **Nondiscrimination Statement** on page 60 for the name and contact information for the Title IX coordinator and Section 504 coordinator, who will address certain allegations of discrimination.]

CELEBRATIONS (All Grade Levels)

Although a parent or grandparent is not prohibited from providing food for a school-designated function or for children in the child's or grandchild's classroom for his or her birthday, please be aware that children in the school may have severe allergies to certain food products. Therefore, it is imperative to discuss this with the child's teacher prior to bringing any food in this circumstance. Occasionally, the school or a class may host certain functions or celebrations tied to the curriculum that will involve food. The school or teacher will notify students and parents of any known food allergies when soliciting potential volunteers for bringing food products.

[Also see **Food Allergies** on page 51.]

CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN (All Grade Levels)

The district has established a plan for addressing child sexual abuse and other maltreatment of children, which may be accessed at FFG/EXHIBIT. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

A child who has experienced sexual abuse or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse and neglect, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

As a parent, if your child is a victim of sexual abuse or other maltreatment, the school counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see

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http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp.

The following websites might help you become more aware of child abuse and neglect:

- https://www.childwelfare.gov/pubs/factsheets/whatiscan.pdf
- http://kidshealth.org/parent/positive/talk/child_abuse.html
- http://taasa.org/resources-2/
- http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml
- http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml

Reports of abuse or neglect may be made to:

The CPS division of the TDFPS (1-800-252-5400 or on the web at http://www.txabusehotline.org).

CLASS RANK / HIGHEST RANKING STUDENT (Secondary Grade Levels Only)

The valedictorian and salutatorian shall be the eligible students with the highest and second highest ranking, respectively. To be eligible for such recognition, a student must:

1. Have been continuously enrolled in the District high school for the two full school years immediately preceding graduation;
2. Have completed the Recommended Program or the Advanced/Distinguished Achievement Program for graduation or the Foundation Plan with Endorsements ; and
3. Be graduating after exactly eight semesters of enrollment in high school.

Class rank is calculated after 5th Six Weeks.

For further information, see policy EIC.

Beginning with students who entered grade 9 in the 2014–15 school year, a new graduation program is in effect. Therefore, class ranking procedures may be adjusted by the district based on the new graduation plan. As these decisions are made, the district will make the information available to the students affected by these changes.

CLASS SCHEDULES (Secondary Grade Levels Only)

All students are expected to attend school for the entire school day and maintain a class/course schedule to fulfill each period of the day. Exceptions may be made occasionally by the campus principal for students in grades 9–12 who meet specific criteria and receive parental consent to enroll in less than a full-day's schedule.

[See **Schedule Changes** on page 66 for information related to student requests to revise their course schedule.]

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COLLEGE AND UNIVERSITY ADMISSIONS (Secondary Grade Levels Only)

For two school years following his or her graduation, a district student who graduates in the top ten percent and, in some cases, the top 25 percent, of his or her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student:

- Completes the Recommended or Advanced/Distinguished Achievement Program*; or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

*Beginning with ninth graders in the 2014–15 school year, to be eligible for automatic admission to a Texas four-year college or university, a student must be on track to graduate with the distinguished level of achievement under the foundation graduation program. This means that a student must graduate with at least one endorsement and must have taken Algebra II as one of the four required math courses.

In addition, the student must submit a completed application for admission in accordance with the deadline established by the college or university. The student is ultimately responsible for ensuring that he or she meets the admission requirements of the university or college to which the student submits an application.

The University of Texas at Austin may limit the number of students automatically admitted to 75 percent of the University's enrollment capacity for incoming resident freshmen. For students who are eligible to enroll in the University of Texas at Austin during the summer or fall 2016 term, the University will be admitting the top eight percent of the high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through a holistic review process.

Each institution of higher education shall admit an applicant for admission to the institution as an undergraduate student if the applicant:

1) Is the child of a public servant listed in Section 615.003, Government Code, who was killed or sustained a fatal injury in the line of duty; and

2) Meets the minimum requirement, if any, established for purposes of this subsection by the governing board of the institution for high school or prior college level grade point average and performance on standardized tests.

Should a college or university adopt an admissions policy that automatically accepts the top 25 percent of a graduating class, the provisions above will also apply to a student ranked in the top 25 percent of his or her class.

Students and parents should contact the school counselor for further information about automatic admissions, the application process, and deadlines.

[See also **Class Rank/Highest Ranking Student** on page 22 for information specifically related to how the district calculates a student's rank in class and **Graduation Requirements** on page 40 for information associated with the foundation graduation program].

COLLEGE CREDIT COURSES (Secondary Grade Levels Only)

Students in grades 9–12 have opportunities to earn college credit through the following methods:

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- Certain courses taught at the high school campus, which may include courses termed dual credit, Advanced Placement (AP), International Baccalaureate (IB), or college preparatory;
- Enrollment in an AP or dual credit course through the Texas Virtual School Network;
- Enrollment in courses taught in conjunction and in partnership with Weatherford College, which may be offered on or off campus;
- Enrollment in courses taught at other colleges or universities; and
- Certain CTE courses.

All of these methods have eligibility requirements and must be approved prior to enrollment in the course. Please see the school counselor for more information. Depending on the student's grade level and the course, a state-mandated end-of-course assessment may be required for graduation.

It is important to keep in mind that not all colleges and universities accept credit earned in all dual credit or AP courses taken in high school for college credit. Students and parents should check with the prospective college or university to determine if a particular course will count toward the student's desired degree plan.

COMPLAINTS AND CONCERNS (All Grade Levels)

Usually student or parent complaints or concerns can be addressed informally by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the board has adopted a standard complaint policy at FNG(LOCAL) in the district's policy manual. A copy of this policy may be obtained in the principal's or superintendent's office or on the district's website at granburyisd.org.

Should a parent or student feel a need to file a formal complaint, the parent or student should file a district complaint form within the timelines established in policy FNG(LOCAL). In general, the student or parent should submit the written complaint form to the campus principal. If the concern is not resolved, a request for a conference should be sent to the superintendent. If still unresolved, the district provides for the complaint to be presented to the board of trustees.

CONDUCT (All Grade Levels)

Applicability of School Rules

As required by law, the board has adopted a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus as well as on district vehicles—and consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules. During any periods of instruction during the summer months, the Student Handbook and Student Code of Conduct in place for the year immediately preceding the summer period shall apply, unless the district amends either or both documents for the purposes of summer instruction.

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Campus Behavior Coordinator

By law, each campus has a campus behavior coordinator to apply discipline management techniques and administer consequences for certain student misconduct, as well as provide a point of contact for student misconduct. The campus behavior coordinator may be contacted at each campus.

Disruptions of School Operations

Disruptions of school operations are not tolerated and may constitute a misdemeanor offense. As identified by law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.
- Disruption of classes or other school activities while on district property or on public property that is within 500 feet of district property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.
- Interference with the transportation of students in vehicles owned or operated by the district.

Social Events

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest.

A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

Please contact the campus principal if you are interested in serving as a chaperone for any school social events.

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COUNSELING

Academic Counseling

Elementary and Middle/Junior High School Grade Levels

The school counselor is available to students and parents to talk about the importance of postsecondary education and how best to plan for postsecondary education, including appropriate courses to consider and financial aid availability and requirements.

In either grade 7 or 8, each student will receive instruction related to how the student can best prepare for high school, college, and a career.

High School Grade Levels

High school students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures. Each year, high school students will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and CTE opportunities, as well as information on the importance of postsecondary education.

The school counselor can also provide information about entrance exams and application deadlines, as well as information about automatic admission, financial aid, housing, and scholarships as these relate to state colleges and universities. The school counselor can also provide information about workforce opportunities after graduation or technical and trade school opportunities, including opportunities to earn industry-recognized certificates and licenses.

Personal Counseling (All Grade Levels)

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional or mental health issues, or substance abuse. A student who wishes to meet with the school counselor should make a request through their campus office. As a parent, if you are concerned about your child's mental or emotional health, please speak with the school counselor for a list of resources that may be of assistance.

[Also see **Substance Abuse Prevention and Intervention** on page 72 and **Suicide Awareness** on page 72.]

COURSE CREDIT (Secondary Grade Levels Only)

A student in grades 9–12, or in a lower grade when a student is enrolled in a high school credit-bearing course, will earn credit for a course only if the final grade is 70 or above. For a two-semester (1 credit) course, the student's grades from both semesters will be averaged and credit will be awarded if the combined average is 70 or above. Should the student's combined average be less than 70, the student will be required to retake the semester in which he or she failed.

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CREDIT BY EXAM—If a Student Has Taken the Course/Subject (All Grade Levels)

A student who has previously taken a course or subject—but did not receive credit or a final grade for it—may, in circumstances determined by the principal or attendance committee, be permitted to earn credit by passing an exam approved by the district's board of trustees on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, or coursework by a student transferring from a nonaccredited school. The opportunity to take an examination to earn credit for a course or to be awarded a final grade in a subject after the student has had prior instruction is sometimes referred to as "credit recovery."

The school counselor or principal would determine if the student could take an exam for this purpose. If approval is granted, the student must score at least 70 on the exam to receive credit for the course or subject.

The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an exam.

[For further information, see the school counselor and policy EHDB(LOCAL).]

CREDIT BY EXAM FOR ADVANCEMENT/ACCELERATION—If a Student Has Not Taken the Course/Subject

A student will be permitted to take an exam to earn credit for an academic course or subject area for which the student has had no prior instruction, i.e., for advancement or to accelerate to the next grade level. The exams offered by the district are approved by the district's board of trustees, and state law requires the use of certain exams, such as College Board Advanced Placement (AP) and College Level Examination Program (CLEP) tests, when applicable. The dates on which exams are scheduled during the 2015–16 school year will be published in appropriate district publications and on the district's website. The only exceptions to the published dates will be for any exams administered by another entity besides the district. In this case, a student and the district must comply with the testing schedule of the other entity. During each testing window provided by the district, a student may attempt a specific exam only once.

If a student plans to take an exam, the student (or parent) must register with the school counselor no later than 30 days prior to the scheduled testing date. [For further information, see policy EHDC.]

Students in Grades 1–5

A student in elementary school will be eligible to accelerate to the next grade level if the student scores at least 80 on each exam in the subject areas of language arts, mathematics, science, and social studies, a district administrator recommends that the student be accelerated, and the student's parent gives written approval of the grade advancement.

Students in Grades 6–12

A student in grade 6 or above will earn course credit with a passing score of at least 80 on the exam, a scaled score of 60 or higher on an exam administered through the CLEP, or a score of 3 or higher on an AP exam, as applicable. A student may take an exam to earn high school course

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credit no more than twice. If a student fails to achieve the designated score on the applicable exam before the beginning of the school year in which the student would need to enroll in the course according to the school's high school course sequence, the student must complete the course.

DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION (All Grade Levels)

The district believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect, to avoid behaviors known to be offensive, and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law. A copy of the district's policy is available in the principal's office and in the superintendent's office or on the district's website. [See policy FFH.]

Dating Violence

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 the other 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. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults; name-calling; put-downs; threats to hurt the student, the student's family members, or members of the student's household; destroying property belonging to the student; threats to commit suicide or homicide if the student ends the relationship; threats to harm a student's current dating partner; attempts to isolate the student from friends and family; stalking; or encouraging others to engage in these behaviors.

Discrimination

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law, that negatively affects the student.

Harassment

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an

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intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

In addition to dating violence as described above, two other types of prohibited harassment are described below.

Sexual Harassment and Gender-Based Harassment

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited.

Examples of sexual harassment may include, but not be limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature, such as comforting a child with a hug or taking the child's hand. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

Gender-based harassment includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender.

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

Retaliation

Retaliation against a person who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline.

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

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Reporting Procedures

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, school counselor, principal, or other district employee. The report may be made by the student's parent. [See policy FFH(LOCAL) for other appropriate district officials to whom to make a report.]

Upon receiving a report of prohibited conduct as defined by policy FFH, the district will determine whether the allegations, if proven, would constitute prohibited conduct as defined by that policy. If not, the district will refer to policy FFI to determine if the allegations, if proven, would constitute bullying, as defined by law and that policy. If the alleged prohibited conduct, if proven, would constitute prohibited conduct and would also be considered bullying as defined by law and policy FFI, an investigation of bullying will also be conducted.

The district will promptly notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the district. In the event alleged prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy FFH.

Investigation of Report

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated.

If a law enforcement or other regulatory agency notifies the district that it is investigating the matter and requests that the district delay its investigation, the district will resume the investigation at the conclusion of the agency's investigation.

During the course of an investigation and when appropriate, the district will take interim action to address the alleged prohibited conduct.

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary action, and, in some cases, corrective action, will be taken to address the conduct. The district may take disciplinary and corrective action even if the conduct that is the subject of the complaint was not unlawful.

All involved parties will be notified of the outcome of the district investigation within the parameters and limits allowed under the Family Educational Rights and Privacy Act (FERPA).

A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy FNG(LOCAL).

DISCRIMINATION

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 28.]

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DISTANCE LEARNING

All Grade Levels

Distance learning and correspondence courses include courses that encompass the state-required essential knowledge and skills but are taught through multiple technologies and alternative methodologies such as mail, satellite, Internet, video-conferencing, and instructional television.

The distance learning opportunities that the district makes available to district students are Odysseyware.

If a student wishes to enroll in a correspondence course or a distance learning course that is not provided through the Texas Virtual School Network (TxVSN), as described below, in order to earn credit in a course or subject, the student must receive permission from the principal prior to enrolling in the course or subject. If the student does not receive prior approval, the district may not recognize and apply the course or subject toward graduation requirements or subject mastery.

Texas Virtual School Network (TxVSN) (Secondary Grade Levels)

The Texas Virtual School Network (TxVSN) has been established by the state as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TxVSN to earn course credit for graduation.

Depending on the TxVSN course in which a student enrolls, the course may be subject to the "no pass, no play" rules. [Also see **Extracurricular Activities, Clubs, and Organizations** on page 37.] In addition, for a student who enrolls in a TxVSN course for which an end-of-course (EOC) assessment is required, the student must still take the corresponding EOC assessment.

If you have questions or wish to make a request that your child be enrolled in a TxVSN course, please contact the school counselor. Unless an exception is made by the district, a student will not be allowed to enroll in a TxVSN course if the school offers the same or a similar course.

A copy of policy EHDE will be distributed to parents of middle and high school students at least once each year. If you do not receive a copy or have questions about this policy, please contact the counselor.

DISTRIBUTION OF LITERATURE, PUBLISHED MATERIALS, OR OTHER DOCUMENTS (All Grade Levels)

School Materials

Publications prepared by and for the school may be posted or distributed, with the prior approval of the principal, sponsor, or teacher. Such items may include school posters, brochures, flyers, etc.

The school newspaper and the yearbook are available to students.

All school publications are under the supervision of a teacher, sponsor, and the principal.

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Non-school Materials

From Students

Students must obtain prior approval from the campus principal before selling, posting, circulating, or distributing more than 25 copies of written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made within two school days.

The principal has a designated location for approved non-school materials to be placed for voluntary viewing or collection by students. [See policy FNAA.]

A student may appeal a decision in accordance with policy FNG(LOCAL). Any student who sells, posts, circulates, or distributes non-school material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without approval will be removed.

From Others

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the district or by a district-affiliated school-support organization will not be sold, circulated, distributed, or posted on any district premises by any district employee or by persons or groups not associated with the district, except as permitted by policy GKDA. To be considered for distribution, any nonschool material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the Superintend for prior review. The Superintendent will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies at DGBA or GF.]

Each campus has designated areas as the location for approved non-school materials to be places for voluntary viewing or collection.

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD(LOCAL) or a noncurriculum-related student group meeting held in accordance with FNAB(LOCAL).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

All nonschool materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.

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DRESS AND GROOMING (All Grade Levels)

There is a close relationship between high standards of dignity and pride and proper grooming. Personal appearance is important. The student and parents share in the responsibility for proper grooming of the student. The District's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teaches respect for authority. Students should be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. Modesty will be the dominant feature in all clothing. Behavior, attitude and community standards take precedence over individual clothing and hairstyle. While the enforcement of the student dress code rests with the principal, teachers and other staff should be familiar with the dress code and be cognizant of student dress and grooming, referring violations to the principal. **The campus principal is the final authority concerning propriety of clothes, hairstyle, and jewelry.**

The following dress code will be enforced:

Pants

- Pants/Jeans/Shorts must be appropriately sized, fitting in the waist, crotch, and leg; not baggy, oversized or excessively tight.
- Leggings, yoga pants, or tights are prohibited, except when the over garment is at least fingertip length or worn under shorts or skirts.
- No holes, rips or tears exposing under garments or skin more than 3 inches above the knee.

Shirts

- Shirts will be short or long sleeve in grades 4 – 12. The standard to be used to determine if a shirt is sleeveless or not will be: 3 visible seams (neck, shoulder and hem)
- Shirts must be appropriately sized in the shoulders, sleeves, and length; not baggy or excessively tight in grades 4-12
- The shirt/top must cover the midriff at all times (e.g., standing, sitting, stretching and bending)
- Exposure of breast cleavage and/or midriff is prohibited
- The shirt/top cannot be oversized/undersized and may not extend below the natural crotch on boys and girls

The following will not be permitted:

- Muscle shirts (includes undershirts)
- Tank tops
- Garments with spaghetti straps
- Crop tops
- Halters
- Midriffs

Shorts or Skirts

- Shorts are permitted in grades Pre K – 3 (2)
- In grades 3-12, shorts are allowed as follows:
  - No shorter than 3 inches above the top of the knee
  - May not be oversized, wide-legged, full thigh or wind shorts

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- Dress and skirt length must be no shorter than 3 inches above the top of the kneecap
- Dress and skirt slit must not exceed 3 inches above the top of the kneecap

Shoes

- Shoes must be worn at all times
- No house shoes or slippers
- No shoes with wheels

Hair

- **Neatly trimmed facial hair is permitted.**
- Must wear hair in such a way that it does not obstruct the view of the eyes
- Must wear or groom hair in such a way that the style is not distracting to the school environment

Miscellaneous

- Clothing items must be free of pictures, emblems and/or writings that are lewd or obscene
- Clothing items must not advertise or depict tobacco products, alcoholic beverages, drugs, violence, vulgarity, gang symbolism, sexual symbolism and/or substance prohibited under policy FNCF (LOCAL)
- Clothing items or style may not be construed as gang related or indicative of gang identification, including bandannas
- No trench coats or dusters
- Attire must be gender appropriate
- **All clothing and grooming should conform to standards that may not, in the principal's opinion, cause disruption of or interference with normal school operations or safety**.

The Following Will Not Be Permitted:

- Tight fitting dresses, pants, or skirts
- See "through" or see "in" garments
- Any clothing that reveals skin or undergarments
- Bathing Suits
- Excessively torn or ripped attire
- Cut-off clothing
- Any visible belt chain that may (or may not) be attached to a pocket item
- Cleats
- Headgear will not be worn or carried during school hours in any building or gymnasium to include hats caps, bandanas, sweatbands, ear muffs, toboggans, kerchiefs, wraps, scarves, turbans, nets. Etc.
- Sunglasses will not be worn during school hours
- Obvious pajamas or sleep wear
- Chains or jewelry that have the potential to be used as a weapon (Examples; heavy neck chains, double or triple rings, wallet chains, chain belts, safety pins, etc.)

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- Leather collars or collars intended for use on animals may not be worn on school property
- Gloves on hands
- Decorative facial art
- Shoes with pop out rollers
- Writing or drawing on the skin is prohibited.

Spirit Days:

The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students who violate these standards may be removed or excluded from the activity for a period determined by the principal or sponsor and may be subject to other disciplinary action. [See FNCA (LOCAL)] A sponsor, coach, or other person in charge, with the principal's approval, may establish dress standards for students who participate in these activities.

The dress and grooming code may be modified with administrative consent to accommodate extracurricular activities and special events.

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student will be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES (All Grade Levels)

Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones

For safety purposes, the district permits students to possess personal mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. A student must have approval to possess other telecommunications devices such as netbooks, laptops, tablets, or other portable computers.

The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. The student/parent may pick up the confiscated telecommunications device from the principal's office for a fee of $10.

Confiscated telecommunications devices that are not retrieved by the student or the student's parents will be disposed of after the notice required by law. [See policy FNCE.]

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See **Searches** on page 68 and policy FNF.]

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Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for damaged, lost, or stolen telecommunications devices.

Possession and Use of Other Personal Electronic Devices

Except as described below, students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school, unless prior permission has been obtained. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel. [See **Searches** on page 68 and policy FNF.]

Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for any damaged, lost, or stolen electronic device.

Instructional Use of Personal Telecommunications and Other Electronic Devices

The full AUP is available at the following site:

http://www.granburyisd.org/acceptableuse

Internet safety Policy is located at:

http://www.granburyisd.org/page/477

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook). When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Acceptable Use of District Technology Resources

To prepare students for an increasingly technological society, the district has made an investment in the use of district-owned technology resources for instructional purposes; specific resources may be issued individually to students. Use of these technological resources, which include the district's network systems and use of district equipment, is restricted to approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Unacceptable and Inappropriate Use of Technology Resources

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school

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property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child http://beforeyoutext.com, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

In addition, any student who engages in conduct that results in a breach of the district's computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of expulsion.

END-OF-COURSE (EOC) ASSESSMENTS

[See **Graduation** on page 40 and **Standardized Testing** on page 69.]

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS (All Grade Levels)

Participation in school-sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

Participation in some of these activities may result in events that occur off-campus. When the district arranges transportation for these events, students are required to use the transportation provided by the district to and from the events. Exceptions to this may only be made with the approval of the activity's coach or sponsor. [Also see **Transportation** on page 73.]

Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. Students involved in UIL athletic activities and their parents can access the UIL Parent Information Manual at https://www.uiltexas.org/athletics/manuals; a hard copy can be provided by the coach or sponsor of the activity on request. To report a complaint of alleged noncompliance with required safety training or an alleged violation of safety rules required by law and the UIL, please contact the curriculum division of TEA at (512) 463-9581 or curriculum@tea.texas.gov.

[See http://www.uiltexas.org for additional information on all UIL-governed activities.]

Student safety in extracurricular activities is a priority of the district. The equipment used in football is no exception. As a parent, you are entitled to review the district's records regarding the age of each football helmet used by the campus, including when a helmet has been reconditioned.

In addition, the following provisions apply to all extracurricular activities:

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- A student who receives at the end of a grading period a grade below 70 in any academic class—other than an Advanced Placement or International Baccalaureate course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or language other than English—may not participate in extracurricular activities for at least three school weeks.
- A student who receives special education services who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse but may not participate in any competitive activity.
- Student absent for extracurricular allowed. See FM/LOCAL
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

Standards of Behavior

Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by board policy will apply in addition to any consequences specified by the organization's standards of behavior.

FEES (All Grade Levels)

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.

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- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that require use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school. [See **Buses and Other School Vehicles** on page 73.]
- A fee not to exceed $50 for costs of providing an educational program outside of regular school hours for a student who has lost credit or has not been awarded a final grade because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.
- In some cases, a fee for a course taken through the Texas Virtual School Network (TxVSN).

Any required fee or deposit may be waived if the student and parent are unable to pay. [For further information, see policy FP.]

FUNDRAISING (All Grade Levels)

Student groups or classes and/or parent groups may be permitted to conduct fundraising drives for approved school purposes. An application for permission must be made to the campus principal at least 14 days before the event. [For further information, see policies FJ and GE.]

GANG-FREE ZONES (All Grade Levels)

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

GENDER-BASED HARASSMENT

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 28.]

GRADE LEVEL CLASSIFICATION (Grades 9–12 Only)

After the ninth grade, students are classified according to the number of credits earned toward graduation.

Credits Earned	Classification
6	Grade 10 (Sophomore)
12	Grade 11 (Junior)
17	Grade 12 (Senior)

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GRADING GUIDELINES (All Grade Levels)

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents by the campus. These guidelines have been reviewed by each applicable curriculum department and have been approved by the campus principal. Guidelines establish the minimum number of assignments, projects, and examinations required for each grading period at the campus level. In addition, these guidelines establish how the student's mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.). Grading guidelines also outline in what circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade. Procedures for a student to follow after an absence will also be addressed.

[Also see **Report Cards/Progress Reports and Conferences** on page 65 for additional information on grading guidelines.]

GRADUATION (Secondary Grade Levels Only)

Requirements for a Diploma for a Student Enrolled in High School Prior to the 2014–15 School Year

To receive a high school diploma from the district, a student who was enrolled in high school prior to the 2014–15 school year must successfully:

- Complete the required number of credits established by the state and any additional credits required by the district;
- Complete any locally required courses in addition to the courses mandated by the state; and
- Achieve passing scores on certain end-of-course (EOC) assessments or approved substitute assessments, unless specifically waived as permitted by state law.

[Also see **Standardized Testing** on page 69 for more information.]

Requirements for a Diploma Beginning with the 2014–15 School Year

Beginning with students who entered grade 9 in the 2014–15 school year, as well as any currently enrolled high school student who decides to graduate under the foundation graduation program, a student must meet the following requirements to receive a high school diploma from the district:

- Complete the required number of credits established by the state and any additional credits required by the district;
- Complete any locally required courses in addition to the courses mandated by the state;
- Achieve passing scores on certain end-of-course (EOC) assessments or approved substitute assessments, unless specifically waived as permitted by state law; and
- Demonstrate proficiency, as determined by the district, in the specific communication skills required by the State Board of Education.

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Beginning with students who entered grade 9 in the 2011–2012 school year, EOC assessments are administered for the following courses and replace the exit-level test mentioned above: English I, English II, Algebra I, Biology, and United States History. Students graduating under the Minimum Program must take EOC assessments only for courses in which they are enrolled and for which there is an EOC assessment. Each student will be required to achieve certain scores on the applicable EOC assessments to graduate, depending on the graduation program in which the student is enrolled. A student who has not achieved sufficient scores on the EOC assessments to graduate will have opportunities to retake the assessments. State law and state rules also provide for certain scores on norm-referenced national standardized assessments to substitute for the requirement to meet satisfactory performance on an applicable EOC assessment should a student choose this option. See the school counselor for more information on the state testing requirements for graduation.

If a student fails to perform satisfactorily on an EOC assessment, the district will provide remediation to the student in the content area for which the performance standard was not met. This may require participation of the student before or after normal school hours or at times of the year outside normal school hours or at times of the year outside normal school operations

Testing Requirements for Graduation

Students are required, with limited exceptions and regardless of graduation program, to perform satisfactorily on the following EOC assessments: English I, English II, Algebra I, Biology, and United States History. A student who has not achieved sufficient scores on the EOC assessments to graduate will have opportunities to retake the assessments. State law and state rules also provide for certain scores on norm-referenced national standardized or on the state-developed assessment used for entrance into Texas public universities to substitute for the requirement to meet satisfactory performance on an applicable EOC assessment should a student choose this option. See the school counselor for more information on the state testing requirements for graduation.

If a student fails to perform satisfactorily on an EOC assessment, the district will provide remediation to the student in the content area for which the performance standard was not met. This may require participation of the student before or after normal school hours or at times of the year outside normal school operations.

In limited circumstances, a student who fails to demonstrate proficiency on two or fewer of the required assessments may still be eligible to graduate if an individual graduation committee, formed in accordance with state law, unanimously determines that the student is eligible to graduate.

[Also see **Standardized Testing** on page 69 for more information.]

Minimum, Recommended, and Advanced/Distinguished Achievement Graduation Programs

For students who were enrolled in high school prior to the 2014–15 school year, the district offers the graduation programs listed in this section. Students enrolled in high school prior to the 2014–15 school year also have the option to pursue the foundation graduation program as described below. Note that permission to enroll in the Minimum Program as described in this section will be granted only if a written agreement is reached among the student, the student's

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parent or person standing in parental relation, and the school counselor or appropriate administrator. In order for a student to take courses under the Minimum Program, the student must be at least 16 years of age; have completed at least two credits each in English language arts, math, science, and social studies courses that are required for graduation; or have failed grade 9 one or more times. [See policy EIF(LEGAL).]

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All students who were enrolled in high school prior to the 2014–15 school year must meet the following credit and course requirements for graduation under the programs listed or may choose to pursue the foundation graduation program as described on page 44:

Current Graduation Requirements

Discipline	Foundation Program (HB 5 2014-15)	Minimum HS Program * (Current)	Recommended High School Program (Current)*	Distinguished Achievement Program (Current)*
English Language Arts	**Four credits:** • English I • English II • English III • An advanced English course	**Four credits:** • English I • English II • English III • English IV or approved alternate course	**Four credits:** • English I • English II • English III • English IV	**Four credits:** • English I • English II • English III • English IV
Mathematics	**Three credits:** • Algebra I • Geometry • An Advanced math course	**Three credits:** • Algebra I • Geometry • SBOE approved math course	**Four credits:** • Algebra I • Algebra II • Geometry • An additional math credit	**Four credits:** • Algebra I • Algebra II • Geometry • An additional math credit
Science	**Three credit:** • Biology • IPC or an advanced science course • Any advanced science course	**Two credits:** • Biology • IPC or Chemistry and Physics (one of the two serves as an academic elective)	**Four Credits:** • Biology • Chemistry • Physics • An additional science credit	**Four credit:** • Biology • Chemistry • Physics • An additional science credit
Social Studies	**Three credits:** • U.S. History • U.S. Government (one-half credit) • Economics (one-half credit) • World History or World Geography	**Three Credits:** • World History Studies (one credit) or • World Geography Studies (one credit) • U.S. History Studies Since 1877 (one credit) • U.S. Government (one-half credit) • Economics (one-half credit)	**Four Credits:** • World History Studies(one credit) • World Geography Studies (one credit) • U. S. History Studies Since 1877 (one credit) • U.S Government (one-half credit) • Economics (one-half credit)	**Four Credits:** •World History Studies(one credit) •World Geography Studies (one credit) •U. S. History Studies Since 1877 (one credit) •U.S Government (one-half credit) •Economics (one-half credit)
PE	**One credit**	**One credit**	**One credit**	**One credit**
Language Other than English	**Two credits in the same language** Two credits in same language(other substitutions)	**None**	**Two credits in the same language**	**Three credits in the same language**
Fine Arts	**One Credit**	**One Credit**	**One Credit**	**One Credit**
Speech	None	**One-half credit from either of the following:** •Communication Applications •Professional Communications (CTE)	**One-half credit from either of the following:** •Communication Applications •Professional Communications (CTE)	**One-half credit from either of the following:** •Communication Applications •Professional Communications (CTE)
Electives	Five credits	**Six and one half credits (one must be an academic elective)**	**Five and one-half credits**	**Four and one-half credits**
Total Credits	**22**	**22**	**26**	**26**

* Only available for students who entered grade 9 before the 2014-2015 school year

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Endorsements	**A student may earn an endorsement by successfully completing** • **curriculum requirements for the endorsement** • **a total of four credits in mathematics** • **a total of four credits in science** • **two additional elective credits**
STEM	A coherent sequence or series of courses selected from one of the following: • CTE courses with a final course from the STEM career cluster • Computer science • Mathematics • Science • A combination of no more than two of the categories listed above
Business and Industry	A coherent sequence or series of courses selected from one of the following: • CTE courses with a final course from the Agriculture, Food, & Natural Resources; Architecture & Construction; Arts, Audio/Video, Technology & Communications; Business Management & Administration; Finance; Hospitality & Tourism; Information Technology; Manufacturing, Marketing; Transportation, or Distribution & Logistics CTE career cluster • The following English electives: public speaking, debate, advanced broadcast journalism including newspaper and yearbook • Technology applications • A combination of credits from the categories listed above
Public Services	A coherent sequence or series of courses selected from one of the following: • CTE courses with a final course from the Education & Training; Government & Public Administration; Health Science, Human Services; or Law, Public Safety, Corrections, and Security career cluster • JROTC
Arts and Humanities	A coherent sequence or series of courses selected from one of the following: • Social studies • The same language in Languages Other Than English • Two levels in each of two language in Languages Other Than English • American Sign Language (ASL) • Courses from one or two categories (art, dance, music, and theater) in fine arts • English electives that are not part of Business and Industry
Multidisciplinary Studies	A coherent sequence or series of courses selected from one of the following: • Four advanced courses that prepare a student to enter the workforce successfully or postsecondary education without remediation from within one endorsement area or among endorsement areas that are not in a coherent sequence • Four credits in each of the four foundation subject areas to include English IV and chemistry and/or physics • Four credits in AP, IB, or dual credit selected from English, mathematics, science, social studies, economics, languages other than English, or fine arts
	Total Credits w/endorsement - 26
Distinguished Level of Achievement	• A total of four credits in math, including credit in Algebra II • A total of four credits in science • Completion of curriculum requirements for at least one endorsement

Performance Acknowledgments	▪ For outstanding performance
	  • in a dual credit course
	  • in bilingualism and biliteracy
	  • on an AP test or IB exam
	  • on the PSAT, the ACT-Plan, the SAT, or the ACT
	▪ For earning a nationally or internationally recognized business or industry certification or license

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* A student who is unable to participate in physical activity due to a disability or illness may be able to substitute a course in English language arts, mathematics, science, or social studies for the required credit of physical education. This determination will be made by the student's ARD committee, Section 504 committee, or other campus committee, as applicable.

** State rules prohibit a student from combining a half-credit of a course for which there is an EOC assessment with another half-credit of an elective credit course to satisfy an elective credit requirement. However, the district will allow a student to satisfy a graduation requirement for which there are multiple options with one-half credit of one allowable option and one-half credit of another allowable option, if neither course has an EOC assessment.

*** A student graduating under the Advanced/Distinguished Achievement Program must also achieve a combination of four of the following advanced measures:

1. An original research project or other project that is related to the required curriculum. These projects must be judged by a panel of professionals or conducted under the direction of a mentor and reported to an appropriate audience. Please note that no more than two of the four advanced measures may be received from this option.
2. Test data where a student receives:
    a. A score of three or above on an Advanced Placement (AP) exam;
    b. A score of four or above on an International Baccalaureate (IB) exam; or
    c. A score on the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) that qualifies the student for recognition as a commended scholar or higher by the College Board and National Merit Scholarship Corporation, as part of the National Hispanic Recognition Program (NHRP) of the College Board, or as part of the National Achievement Scholarship Program of the National Merit Scholarship Corporation. The PSAT/NMSQT score will count as only one advanced measure regardless of the number of honors received by the student.
3. College academic courses, including those taken for dual credit, and advanced technical courses, including locally articulated courses, provided the student scores the equivalent of a 3.0 or higher.

Foundation Graduation Program

Every student in a Texas public school who entered grade 9 in the 2014–15 school year and thereafter will graduate under the "foundation graduation program." Within the foundation graduation program are "endorsements," which are paths of interest that include Science, Technology, Engineering, and Mathematics (STEM); Business and Industry; Public Services; Arts and Humanities; and Multidisciplinary Studies. Endorsements earned by a student will be noted on the student's transcript. The foundation graduation program also involves the term "distinguished level of achievement," which reflects the completion of at least one endorsement and Algebra II as one of the required advanced mathematics credits. A personal graduation plan will be completed for each high school student, as described on page 43.

State law and rules prohibit a student from graduating solely under the foundation graduation program without an endorsement unless, after the student's sophomore year, the student and

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student's parent are advised of the specific benefits of graduating with an endorsement and submit written permission to the school counselor for the student to graduate without an endorsement. A student who anticipates graduating under the foundation graduation program without an endorsement and who wishes to attend a four-year university or college after graduation must carefully consider whether this will satisfy the admission requirements of the student's desired college or university.

Graduating under the foundation graduation program will also provide opportunities to earn "performance acknowledgments" that will be acknowledged on a student's transcript. Performance acknowledgments are available for outstanding performance in bilingualism and biliteracy; in a dual credit course; on an AP or IB exam, on certain national college preparatory and readiness or college entrance exams, or for earning a state recognized or nationally or internationally recognized license or certificate. The criteria for earning these performance acknowledgments are prescribed by state rules, and the school counselor can provide more information about these acknowledgments.

A student enrolled in high school prior to the 2014–15 school year has the option of graduating under the foundation graduation program rather than the programs identified above that would otherwise be applicable to that student. See the school counselor for additional information.

The foundation graduation program requires completion of the following credits:

Course Area	Number of credits Foundation Graduation Program	Number of credits Foundation Graduation Program with an Endorsement
English/Language Arts	4	4
Mathematics	3	4*
Science	3	4
Social Studies, including Economics	3	3
Physical Education**	1	1
Language other than English***	2	2
Fine Arts	1	1
Locally required courses	0	0
Electives	5	7
Miscellaneous		Available Endorsements*: Science, Technology, Engineering, and Math Business and Industry Public Services Arts and Humanities Multidisciplinary
TOTAL	22 credits	26 credits

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* In order to obtain the distinguished level of achievement under the foundation graduation program, which will be denoted on a student's transcript and is a requirement to be considered for automatic admission purposes to a Texas four-year college or university, a student must complete an endorsement and take Algebra II as one of the four mathematics credits.

** A student who is unable to participate in physical activity due to a disability or illness may be able to substitute a course in English language arts, mathematics, science, social studies, or another locally determined credit-bearing course for the required credit of physical education. This determination will be made by the student's ARD committee, Section 504 committee, or other campus committee, as applicable.

*** Students are required to earn two credits in the same language other than English to graduate. Any student may substitute computer programming languages for these credits. In limited circumstances, a student may be able to substitute this requirement with other courses, as determined by a district committee authorized by law to make these decisions for the student.

**** A student must specify upon entering grade 9 the endorsement he or she wishes to pursue.

Personal Graduation Plans for Students Under The Foundation Graduation Program

A personal graduation plan will be developed for each high school student who is subject to the requirements of the foundation graduation program. The district encourages all students to pursue a personal graduation plan that includes the completion of at least one endorsement and to graduate with the distinguished level of achievement. Attainment of the distinguished level of achievement entitles a student to be considered for automatic admission to a public four year college or university in Texas, depending on his or her rank in class. The school will review personal graduation plan options with each student entering grade 9 and his or her parent. Before the end of grade 9, a student and his or her parent will be required to sign off on a personal graduation plan that includes a course of study that promotes college and workforce readiness and career placement and advancement, as well as facilitates the transition from secondary to postsecondary education. The student's personal graduation plan will denote an appropriate course sequence based on the student's choice of endorsement.

Please also review TEA's Graduation Toolkit, available here: http://tea.texas.gov/communications/brochures.aspx.

A student may, with parental permission, amend his or her personal graduation plan after the initial confirmation.

Available Course Options for all Graduation Programs

Information regarding specific courses required or offered in each curriculum area will be distributed to students each spring in order to enroll in courses for the upcoming school year. Note that the district may require the completion of certain courses for graduation even if these courses are not required by the state for graduation.

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Certificates of Coursework Completion

A certificate of coursework completion will not be issued to a student who has successfully completed state and local credit requirements for graduation but has not yet demonstrated satisfactory performance on the state-mandated tests required for graduation.

Students with Disabilities

Upon the recommendation of the admission, review, and dismissal (ARD) committee, a student with a disability who receives special education services may be permitted to graduate under the provisions of his or her IEP and in accordance with state rules.

A student who receives special education services and has completed four years of high school, but has not met the requirements of his or her IEP, may participate in graduation ceremonies and receive a certificate of attendance. Even if the student participates in graduation ceremonies to receive the certificate of attendance, he or she may remain enrolled to complete the IEP and earn his or her high school diploma; however, the student will only be allowed to participate in one graduation ceremony.

[See policy FMH(LEGAL).]

Please also be aware that if an ARD committee places a student with a disability on a modified curriculum in a subject area, the student will be automatically placed in the Minimum Program, if that program is applicable based on the school year in which the student entered high school, in accordance with state rules.

If a student receiving special education services is scheduled to graduate under the Minimum Program or in accordance with the provisions of his or her IEP, the student's ARD committee will determine whether the general EOC assessment is an accurate measure of the student's achievement and progress and, if so, whether successful performance is required for graduation, or whether an alternative assessment is more appropriate. STAAR Alternate 2 is the alternative assessment currently allowed by the state. [See **Standardized Testing, on page 68,** for additional information.]

ARD committees for students with disabilities who receive special education services and who are subject to the foundation graduation program will make instructional and assessment decisions for these students in accordance with state law and rules. In order to earn an endorsement under the foundation program, a student must perform satisfactorily on the EOC assessments and receive no modified curriculum in the student's chosen endorsement area. A student may still be awarded an endorsement when the student fails to perform satisfactorily on no more than two EOC assessments but meets the other requirements for graduation under state law.

Graduation Speakers

Certain graduating students will be given an opportunity to have speaking roles at graduation ceremonies.

A student must meet local eligibility criteria, which may include requirements related to student conduct, to have a speaking role. Students eligible for speaking roles will be notified by the principal and given an opportunity to volunteer.

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[See FNA(LOCAL) and the Student Code of Conduct. For student speakers at other school events, see **Student Speakers** on page 70.]

Graduation Expenses

Because students and parents will incur expenses in order to participate in the traditions of graduation—such as the purchase of invitations, senior ring, cap and gown, and senior picture—both the student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year.

Scholarships and Grants

- Students who have a financial need according to federal criteria and who complete the Recommended Program or Advanced/Distinguished Achievement Program, for as long as those programs are in place, or who complete the foundation graduation program, may be eligible under the T.E.X.A.S. Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions.
- Contact the school counselor for information about other scholarships and grants available to students.

HARASSMENT

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 28.]

HAZING (All Grade Levels)

Hazing is defined as any intentional, knowing, or reckless act occurring on or off campus directed against a student that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated to, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students.

Hazing will not be tolerated by the district. If an incident of hazing occurs, disciplinary consequences will be handled in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal or superintendent.

[Also see **Bullying** on page 19 and policies FFI and FNCC.]

HEALTH-RELATED MATTERS

Student Illness (All Grade Levels)

When your child is ill, please contact the school to let us know he or she won't be attending that day. It is important to remember that schools are required to exclude students with certain illnesses from school for periods of time as identified in state rules. For example, if your child has a fever over 100 degrees, he or she must stay out of school until fever free for 24 hours without fever-reducing medications. In addition, students with diarrheal illnesses must stay home until they are diarrhea free without diarrhea-suppressing medications for at least 24 hours. A full

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list of conditions for which the school must exclude children can be obtained from the school nurse.

If a student becomes ill during the school day, he or she must receive permission from the teacher before reporting to the school nurse. If the nurse determines that the child should go home, the nurse will contact the parent.

The district is also required to report certain contagious (communicable) diseases or illnesses to the Texas Department of State Health Services (TDSHS) or our local/regional health authority. The school nurse can provide information from TDSHS on these notifiable conditions.

Contact the school nurse if you have questions or if you are concerned about whether or not your child should stay home.

Bacterial Meningitis (All Grade Levels)

State law requires the district to provide information about bacterial meningitis:

- What is meningitis?

  Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is common and most people recover fully. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

- What are the symptoms?

  Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

  Children (over 2 years old) and adults with bacterial meningitis commonly have a severe headache, high fever, and neck stiffness. Other symptoms might include nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

  The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

- How serious is bacterial meningitis?

  If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

- How is bacterial meningitis spread?

  Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. They are spread when people exchange respiratory or throat secretions (such as by kissing, coughing, or sneezing).

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The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

- How can bacterial meningitis be prevented?

  Maintaining healthy habits, like getting plenty of rest, can help prevent infection. Using good health practices such as covering your mouth and nose when coughing and sneezing and washing your hands frequently with soap and water can also help stop the spread of the bacteria. It's a good idea not to share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

  There are vaccines available to offer protection from some of the bacteria that can cause bacterial meningitis.* The vaccines are safe and effective (85–90 percent). They can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

- What should you do if you think you or a friend might have bacterial meningitis?

  You should seek prompt medical attention.

- Where can you get more information?

  Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the websites for the Centers for Disease Control and Prevention, http://www.cdc.gov, and the Department of State Health Services, http://www.dshs.state.tx.us.

* Please note that the TDSHS requires at least one meningococcal vaccination for a student ages 11 to 12 or for a student enrolling in grades 7 through 12, and state guidelines recommend this vaccination be administered between age 11 and 12, with a booster dose at 16 years of age. Also note that entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

[Also refer to **Immunizations** on page 54 for more information.]

Food Allergies (All Grade Levels)

The district requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

The district has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the district receives

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information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The district's food allergy management plan can be accessed through Sharon Williams, Director of Curriculum.

[Also see policy FFAF and **Celebrations** on page 21.]

Head Lice (All Grade Levels)

Head lice, although not an illness or a disease, is very common among children and is spread very easily through head-to-head contact during play, sports, or nap time and when children share things like brushes, combs, hats, and headphones. If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to determine whether the child will need to be picked up from school and to discuss a plan for treatment with an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student has undergone one treatment, the parent should check in with the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments and how best to get rid of lice and prevent their return.

More information on head lice can be obtained from the TDSHS website at http://www.dshs.state.tx.us/schoolhealth/lice.shtm.

Physical Activity Requirements

Elementary School

In accordance with policies at EHAB, EHAC, EHBG, [and FFA], the district will ensure that students in full-day prekindergarten through grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week.

For additional information on the district's requirements and programs regarding elementary school student physical activity requirements, please see the principal.

Junior High/Middle School

In accordance with policies at EHAB, EHAC, EHBG, and FFA, the district will ensure that students in middle or junior high school will engage in 30 minutes of moderate or vigorous physical activity per day for at least four semesters OR at least 225 minutes of moderate or vigorous physical activity within each two-week period for at least four semesters.

For additional information on the district's requirements and programs regarding junior high and middle school student physical activity requirements, please see the principal.

School Health Advisory Council (SHAC) (All Grade Levels)

During the preceding school year, the district's School Health Advisory Council (SHAC) held 4 meetings. Additional information regarding the district's SHAC is available from the district website at www.granburyisd.org

The duties of the SHAC range from recommending curriculum to developing strategies for integrating curriculum into a coordinated school health program encompassing issues such as

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school health services, counseling services, a safe and healthy school environment, recess recommendations, improving student fitness, mental health concerns, and employee wellness.

[See policies at BDF and EHAA. See **Human Sexuality Instruction** on page 6 for additional information.]

Student Wellness Policy/Wellness Plan (All Grade Levels)

Granbury ISD is committed to encouraging healthy students and therefore has developed a board-adopted wellness policy at FFA(LOCAL) and corresponding plans and procedures to implement the policy. You are encouraged to contact Linda Williams, Director of Support Services, or Sharon Williams, Director of Curriculum, with questions about the content or implementation of the district's wellness policy and plan.

Other Health-Related Matters

Physical Fitness Assessment (Grades 3–12)

Annually, the district will conduct a physical fitness assessment of students in grades 3–12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to the campus principal to obtain the results of his or her child's physical fitness assessment conducted during the school year.

Vending Machines (All Grade Levels)

The district has adopted and implemented the state and federal policies and guidelines for food service, including the guidelines to restrict student access to vending machines. For more information regarding these policies and guidelines, you may contact our Support Services department at 817-408-4085. [See policies at CO and FFA.]

Tobacco and E-Cigarettes Prohibited (All Grade Levels and All Others on School Property)

Students are prohibited from possessing or using any type of tobacco product, electronic cigarettes (e-cigarettes) or any other electronic vaporizing device, while on school property at any time or while attending an off campus school-related activity.

The district and its staff strictly enforce prohibitions against the use of all tobacco products, e-cigarettes or any other electronic vaporizing device, by students and all others on school property and at school-sponsored and school-related activities. [See the Student Code of Conduct and policies at FNCD and GKA.]

Asbestos Management Plan (All Grade Levels)

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's Asbestos Management Plan is available in the superintendent's office. If you have any questions or would like to examine the district's plan in more detail, please contact the district's maintenance department at 817-408-4170.

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Pest Management Plan (All Grade Levels)

The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free school environment.

All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who have further questions or who want to be notified prior to pesticide application inside their child's school assignment area may contact Kevin Cummings, the district's IPM coordinator, at 817-408-4170.

HOMELESS STUDENTS (All Grade Levels)

You are encouraged to inform the district if you or your child is experiencing homelessness. District staff can share resources with you that may be able to assist you and your family.

Please also check the campus website for information related to services available in the area that can help families who are homeless.

For more information on services for homeless students, contact the district's homeless education liaison, Misty Walters, at 817-408-4170.

[See also **Students Who Are Homeless** on page 13.]

HOMEWORK (All Grade Levels)

ILLNESS

[See **Student Illness** under **Health-Related Matters** on page 49.]

IMMUNIZATION (All Grade Levels)

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (TDSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the TDSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at https://corequest.dshs.texas.gov/. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are: diphtheria, tetanus, and pertussis; measles, mumps, and rubella; polio; hepatitis A; hepatitis B; varicella (chicken pox); and meningococcal. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the TDSHS. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

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If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. registered and licensed physician stating that, in the doctor's opinion, the immunization required is medically contraindicated or poses a significant risk to the health and well-being of the student or a member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

As noted at **Bacterial Meningitis**, entering college students must also, with limited exception, furnish evidence of having received a bacterial meningitis vaccination within the five years prior to enrolling in and attending classes at an institution of higher education. A student wanting to enroll in a dual credit course taken off campus may be subject to this requirement.

[For further information, see policy FFAB(LEGAL) and the TDSHS website: http://www.dshs.state.tx.us/immunize/school/default.shtm.]

LAW ENFORCEMENT AGENCIES (All Grade Levels)

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation. In other circumstances:

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

Students Taken Into Custody

State law requires the district to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.
- To comply with a properly issued directive to take a student into custody.

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Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

The principal will immediately notify the superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student's release to a law enforcement officer, any notification will most likely be after the fact.

Notification of Law Violations

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been taken into custody, arrested, or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who is thought to have committed certain offenses or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.
- All appropriate district personnel in regards to a student who is required to register as a sex offender.

[For further information, see policies FL(LEGAL) and GRAA(LEGAL).]

LEAVING CAMPUS (All Grade Levels)

Please remember that student attendance is crucial to learning. We ask that appointments be scheduled outside of school hours as much as reasonably possible. Also note that picking up a child early on a regular basis results in missed opportunities for learning. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the school day.

State rules require that parental consent be obtained before any student is allowed to leave campus for any part of the school day. The district has put the following procedures in place in order to document parental consent:

- For students in elementary and middle school, a parent or otherwise authorized adult must come to the office and sign the student out. Please be prepared to show identification. Once an identity is verified, a campus representative will then call for the student or collect the student and bring him or her to the office. For safety purposes and stability of the learning environment, we cannot allow you to go to the classroom or other area unescorted to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student's return. Documentation regarding the reason for the absence will also be required.
- For students in high school, the same process will be followed. If the student's parent will authorize the student to leave campus unaccompanied, a note provided by the parent must

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be submitted to the main office in advance of the absence, no later than two hours prior to the student's need to leave campus. A phone call received from the parent may be accepted, but the school may ultimately require a note to be submitted for documentation purposes. Once the office has received information that the student's parent consents to the student leaving campus, a pass will be issued to the student to hand to his or her teacher with the necessary information. The student must sign out through the main office and sign in upon his or her return, if the student returns the same day. If a student is 18 years of age or is an emancipated minor, the student may produce a note on his or her own behalf. Documentation regarding the reason for the absence will be required.

- If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from school. Unless directed by the parent to release the student unaccompanied, the parent or other authorized adult must follow the sign-out procedures as listed above. If a student is allowed to leave campus by himself or herself, as permitted by the student's parent, or if the student is age 18 or is an emancipated minor, the nurse will document the time of day the student was released. Under no circumstances will a child in elementary or middle school be released unaccompanied by a parent or adult authorized by the parent.

During Lunch

Students are not allowed to leave the campus during lunch without a parent.

At Any Other Time During the School Day

Students are not authorized to leave campus during regular school hours for any other reason, except with the permission of the principal.

Students who leave campus in violation of these rules will be subject to disciplinary action in accordance with the Student Code of Conduct.

LIMITED ENGLISH PROFICIENT STUDENTS (All Grade Levels)

A student with limited English proficiency (LEP), sometimes referred to as an English language learner (ELL) in certain state statutes and state rules, is entitled to receive specialized services from the district. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student's parent must consent to any services recommended by the LPAC for a LEP student. However, pending the receipt of parental consent or denial of services, an eligible student will receive the services to which the student is entitled and eligible.

In order to determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services and once a level of proficiency has been established, the LPAC will then designate instructional accommodations or additional special programs the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program.

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The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR-L, as mentioned at **Standardized Testing** on page 69, may be administered to a LEP student, or, for a student up to grade 5, a Spanish version of STAAR. In limited circumstances, a student's LPAC may exempt the student from an otherwise required state-mandated assessment or may waive certain graduation requirements related to the English I end-of-course (EOC) assessment. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to LEP students who qualify for services.

If a student is considered LEP and receives special education services because of a qualifying disability, the student's ARD committee will make instructional and assessment decisions in conjunction with the LPAC.

LOST AND FOUND (All Grade Levels)

A "lost and found" collection box is located in the campus office. If your child has lost an item, please encourage him or her to check the lost and found box. The district discourages students from bringing to school personal items of high monetary value, as the district is not responsible for lost or stolen items. The campus will dispose of lost and found items at the end of each semester.

MAKEUP WORK

Makeup Work Because of Absence (All Grade Levels)

For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

A student is encouraged to speak with his or her teacher if the student knows of an absence ahead of time, including absences for extracurricular activities, so that the teacher and student may plan any work that can be completed before or shortly after the absence. Please remember the importance of student attendance at school and that, even though absences may be excused or unexcused, all absences account for the 90 percent threshold in regards to the state laws surrounding "attendance for credit or final grade." [See also **Attendance for Credit or Final Grade** on page 17.]

A student involved in an extracurricular activity must notify his or her teachers ahead of time about any absences.

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.

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DAEP Makeup Work

Elementary and Middle/Junior High School Grade Levels

Grades 9–12

A high school student removed to a disciplinary alternative education program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, a foundation curriculum course in which the student was enrolled at the time of removal. The district may provide the opportunity to complete the course through an alternative method, 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. [See policy FOCA(LEGAL).]

In-school Suspension (ISS) Makeup Work (All Grade Levels)

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. 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. [See policy FO(LEGAL).]

MEDICINE AT SCHOOL (All Grade Levels)

Medication that must be administered to a student during school hours must be provided by the student's parent. All medication, whether prescription or nonprescription, must be kept in the nurses office and administered by the nurse or another authorized district employee, unless the student is authorized to possess his or her own medication because of asthma or severe allergy as described below or as otherwise allowed by law.

The district will not purchase nonprescription medication to give to a student. District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

Only authorized employees, in accordance with policy FFAC, may administer:

- Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
- Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
- Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

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Students whose schedules provide for regular time spent outdoors, including for recess and physical education classes, should apply sunscreen before coming to school.

For students at the elementary level, the student's teacher or other district personnel will apply sunscreen to a student's exposed skin if the student brings the sunscreen to school and requests assistance with the application of the sunscreen. Nothing prohibits a student at this level from applying his or her own sunscreen if the student is capable of doing so.

For students at the secondary level, a student may possess and apply sunscreen when necessary. If the student will need assistance with this application, please address the need for assistance with the school nurse.

Whether a student is at the elementary or secondary level, if sunscreen needs to be administered to treat any type of medical condition, this should be handled through communication with the school nurse so that the district is made aware of any safety and medical issues.

A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider and to the school nurse the ability to use the prescribed medication, including any device required to administer the medication.

If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal.

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse or principal for information. [See policy FFAF(LEGAL).]

Psychotropic Drugs

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. [For further information, see policy FFAC.]

NONDISCRIMINATION STATEMENT (All Grade Levels)

In its efforts to promote nondiscrimination and as required by law, Granbury ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, disability, age, or any other basis prohibited by law, in providing education services, activities, and programs, including CTE programs, and provides equal access to the Boy Scouts and other designated youth groups. The following district representatives have been designated to coordinate compliance with these legal requirements:

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- Title IX Coordinator, for concerns regarding discrimination on the basis of sex, including sexual harassment or gender-based harassment: Ron Holmgreen, Assistant Superintendent, 600 W. Pearl St., Granbury, Texas 76048, 817-408-4035. ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Ron Holmgreen, Assistant Superintendent, 600 W. Pearl St., Granbury, Texas 76048, 817-408-4035.
- All other concerns regarding discrimination: See the superintendent, Dr. James Largent, 600 W. Pearl St., Granbury, Texas 76048, 817-408-4035. [See policies FB(LOCAL) and FFH(LOCAL).]

NONTRADITIONAL ACADEMIC PROGRAMS (All Grade Levels)PARENTAL INVOLVEMENT (All Grade Levels)

Working Together

Both experience and research tell us that a child's education succeeds best when there is good communication and a strong partnership between home and school. Your involvement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the school counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements and options for graduation with your child in middle school and again while your child is enrolled in high school.
- Monitoring your child's academic progress and contacting teachers as needed. [See **Academic Counseling** on page 25.]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, school counselor, or principal, please call the school office for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page 65.]
- Becoming a school volunteer. [For further information, see policy GKG and **Volunteers** on page 75.]
- Participating in campus parent organizations. Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact the campus principal.

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- Serving on the School Health Advisory Council (SHAC), assisting the district in ensuring local community values are reflected in health education instruction and other wellness issues. [See policies at BDF, EHAA, FFA, and information in this handbook at **School Health Advisory Council** on page 52.]
- Serving on a committee to determine criteria to be used to evaluate the overall performance of the district and each campus in community and student engagement. For further information, please contact the campus principal.
- Being aware of the school's ongoing bullying and harassment prevention efforts.
- Contacting school officials if you are concerned with your child's emotional or mental well-being.
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

Parent Involvement Coordinator

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Trisha Suitt and may be contacted at 817-408-4070.

PHYSICAL EXAMINATIONS / HEALTH SCREENINGS

Athletics' Participation (Secondary Grade Levels Only)

A student who wishes to participate in, or continue participation in, the district's athletics program governed by the UIL must submit certification from a health-care provider authorized under UIL rules that the student has been examined and is physically able to participate in the athletic program. This does not apply to 6th graders, as they do not participate in UIL athletic programs.

This examination is required to be submitted annually to the district.

Other Exams and Screenings (All Grade Levels)

Students are required to undergo a risk assessment for type 2 diabetes at the same time the district screens students for hearing and vision issues, or for abnormal spinal curvatures.

[Also see policy FFAA.]

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE (All Grade Levels)

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. [See **Reciting the Pledges to the U.S. and Texas Flags** on page 61.]

State law requires that one minute of silence follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. In addition, state law requires that each campus provide for the observance of one minute of silence at the beginning of the first

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class period when September 11 falls on a regular school day in remembrance of those who lost their lives on September 11, 2001.

[See policy EC for more information.]

PRAYER (All Grade Levels)

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not encourage, require, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

PROMOTION AND RETENTION

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's teacher, the score received on any criterion-referenced or state-mandated assessment, and any other necessary academic information as determined by the district.

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the State of Texas Assessments of Academic Readiness (STAAR), if the student is enrolled in a public Texas school on any day between January 1 and the date of the first administration of the STAAR.

Elementary and Middle/Junior High Grade Levels

In grades 1-8, promotion is based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in language arts, mathematics, and either science or social studies.

In grades 9-12, promotion is based on earned by course credits. [See EI]

In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessment in English or Spanish.

In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessment in English.

If a student in grade 5 or 8 is enrolled in a course that earns high school credit and for which an end-of-course (EOC) assessment will be administered, the student will not be subject to the promotion requirements described above for the relevant grade 5 or 8 assessment.

If a student in grades 3–8 is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state-mandated assessment, the student will be required to take an applicable state mandated assessment only for the course in which he or she is enrolled, unless otherwise required to do so by federal law.

[See **Standardized Testing** on page 68.]

A student in grade 5 or 8 will have two additional opportunities to take a failed assessment. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can

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appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous and the student must complete additional special instruction before beginning the next grade level. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policy EIE.]

Certain students—some with disabilities and some with limited English proficiency—may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal, school counselor, or special education director.

Parents of a student at or above grade level 3 who does not perform satisfactorily on his or her state-mandated exams will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year. Failure of a student to attend these programs may result in violations of required school attendance as well as the student not being promoted to the next grade level.

A Personal Graduation Plan (PGP) will be prepared for any student at the middle school or junior high level who did not perform satisfactorily on a state-mandated assessment or is determined by the district as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented by a school counselor, teacher, or other staff member designated by the principal. The plan will, among other items, identify the student's educational goals, address the parent's educational expectations for the student, and outline an intensive instruction program for the student. [For additional information, see the school counselor or principal and policy EIF(LEGAL).] For a student receiving special education services, the student's IEP may serve as the student's PGP and would therefore be developed by the student's ARD committee.

[For information related to the development of personal graduation plans for high school students, see **Personal Graduation Plans for Students Under the Foundation Graduation Program** on page 47.]

High School Grade Levels

To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

A student in grades 9–12 will be advanced a grade level based on the number of course credits earned. [Also see **Grade Level Classification** on page 39.]

Students will also have multiple opportunities to retake EOC assessments. [See **Graduation** on page 40 and **Standardized Testing** on page 69 for more information about EOC assessments.]

RELEASE OF STUDENTS FROM SCHOOL

[See **Leaving Campus** on page **56**.]

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REPORT CARDS / PROGRESS REPORTS AND CONFERENCES (All Grade Levels)

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every 6 weeks.

At the end of the first three weeks of a grading period, parents will be given a written progress report if their child's performance in any course/subject area is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. [See **Working Together** on page 61 for how to schedule a conference.]

Teachers follow grading guidelines that have been approved by the principal pursuant to the board-adopted policy and are designed to reflect each student's relative mastery of each assignment for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. [See policy EIA(LOCAL) and **Grading Guidelines** on page 40.]

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG(LOCAL).

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject.

RETALIATION

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 28.]

SAFETY (All Grade Levels)

Student safety on campus, at school-related events, and on district vehicles is a high priority of the district. Although the district has implemented safety procedures, the cooperation of students is essential to ensuring school safety. A student is expected to:

- Avoid conduct that is likely to put the student or others at risk.

Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the principal, campus behavior coordinator teachers, or bus drivers.

- Remain alert to and promptly report to a teacher or the principal any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

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Accident Insurance

Soon after the school year begins, parents will have the opportunity to purchase low-cost accident insurance that would help meet medical expenses in the event of injury to their child.

Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies

From time to time, students, teachers, and other district employees will participate in preparedness drills of emergency procedures. When the command is given or alarm is sounded, students need to follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school may have to rely on previously provided written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

Emergency School-Closing Information

Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early or opening is delayed because of severe weather or another emergency, or if the campus must restrict access due to a security threat.

If the campus must close, delay opening, or restrict access to the building because of an emergency, the district will alert the community in the following ways: GISD website, social media, and/or automated phone message/email.

SAT, ACT, AND OTHER STANDARDIZED TESTS

[See **Standardized Testing** on page 69.]

SCHEDULE CHANGES (Middle/Junior High and High School Grade Levels)

SCHOOL FACILITIES

Use by Students Before and After School (All Grade Levels)

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

Unless the teacher or sponsor overseeing an activity gives permission, a student will not be permitted to go to another area of the building or campus.

After dismissal of school in the afternoon, unless a student is involved in an activity under the supervision of a teacher or other authorized employee or adult, or unless students are granted

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permission to remain on campus in accordance with policy FNAB, students must leave campus immediately.

Conduct Before and After School (All Grade Levels)

Teachers and administrators have full authority over student conduct at before- or after-school activities on district premises and at school-sponsored events off district premises, such as play rehearsals, club meetings, athletic practices, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter standards of behavior established by the sponsor for extracurricular participants.

Use of Hallways During Class Time (All Grade Levels)

Loitering or standing in the halls during class is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the Student Code of Conduct.

Cafeteria Services (All Grade Levels)

The district participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily in accordance with standards set forth in state and federal law.

Free and reduced-price meals are available based on financial need or household situation. Information about a student's participation is confidential; however, disclosure of a student's eligibility may be made without prior notice or consent to programs, activities, and individuals that are specifically authorized access under the National School Lunch Act (NSLA), which is the law that sets forth the disclosure limits for the district's child nutrition programs. A student's name, eligibility status, and other information may be disclosed to certain agencies as authorized under the NSLA to facilitate the enrollment of eligible children in Medicaid or the state children's health insurance program (CHIP) unless the student's parent notifies the district that a student's information should not be disclosed. A parent's decision will not affect the child's eligibility for free and reduced price meals or free milk. See campus designee to apply for free or reduced price meal services.

Please also note a website: http://www.fns.usda.gov/healthierschoolday/tools-schools-focussing-smart-snacks

Parents are strongly encouraged to continually monitor their child's meal account balance. When a student's meal account is depleted, the district will notify the parent. The student will be allowed to continue purchasing meals for up to 2 days or up to $9.00, whichever occurs first, and the district will present the parent with a schedule of repayment for any outstanding account balance. If the district is unable to work out an agreement with the student's parent on replenishment of the student's meal account and payment of any outstanding balance, the student will receive an alternate meal.

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Library (All Grade Levels)

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for independent student use during specific times set by the campus with a teacher permit.

Meetings of Noncurriculum-Related Groups (Secondary Grade Levels Only)

Student-organized, student-led noncurriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of policy FNAB(LOCAL).

A list of these groups is available in the principal's office.

SEARCHES

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 and as permitted by law.

Students' Desks and Lockers (All Grade Levels)

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.

Students are fully responsible for the security and contents of their assigned desks and lockers. Students must be certain that their lockers are locked, and that the combinations are not available to others.

Searches of desks or lockers may be conducted at any time there is reasonable suspicion to believe that they contain articles or materials prohibited by policy, whether or not a student is present.

The parent will be notified if any prohibited items are found in the student's desk or locker.

Telecommunications and Other Electronic Devices (All Grade Levels)

Use of district-owned equipment and its network systems is not private and will be monitored by the district. [See policy CQ for more information.]

Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

[See policy FNF(LEGAL) and **Electronic Devices and Technology** Resources on page 35 for more information.]

Vehicles on Campus (Secondary Grade Levels Only)

A student has full responsibility for the security and content of his or her vehicle parked on district property and must make certain that it is locked and that the keys are not given to others. [See also the Student Code of Conduct.]

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Vehicles parked on district property are under the jurisdiction of the district. School officials may search any vehicle any time there is reasonable suspicion to do so, with or without the permission of the student. If a vehicle subject to search is locked, the student will be asked to unlock the vehicle. If the student refuses, the student's parent will be contacted. If a search is also refused by the student's parent, the district will turn the matter over to law enforcement. The district may, in certain circumstances, contact law enforcement even if permission to search is granted.

Trained Dogs (All Grade Levels)

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used around lockers and the areas around vehicles parked on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. An item in a classroom, a locker, or a vehicle to which a trained dog alerts may be searched by school officials.

Metal Detectors (All Grade Levels)[For further information, see policy FNF(LOCAL).]

Drug-Testing (Secondary Grade Levels Only)

[For further information, see policy FNF(LOCAL).

SEXUAL HARASSMENT

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 28.]

SPECIAL PROGRAMS (All Grade Levels)

The district provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency or who are English language learners, students diagnosed with dyslexia, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact Sharon Williams at 817-408-4035.

STANDARDIZED TESTING

Secondary Grade Levels

SAT/ACT (Scholastic Aptitude Test and American College Test)

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the school counselor early during their junior year to determine the appropriate exam to take; these exams are usually taken at the end of the junior year. The Preliminary SAT (PSAT) and ACT-Aspire are the corresponding preparatory and readiness assessments for the SAT and ACT, and more information can be obtained on these assessments from the school counselor.

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Note that participation in these assessments may qualify a student to receive a performance acknowledgment on his or her transcript under the foundation graduation program and may qualify as a substitute for an end-of-course testing requirement in certain circumstances. A student's performance at a certain level on the SAT or ACT also makes the student eligible for automatic admission to a Texas public institution of higher education.

TSI (Texas Success Initiative) Assessment

Prior to enrollment in a Texas public college or university, most students must take a standardized test called the Texas Success Initiative (TSI) assessment. The purpose of the TSI assessment is to assess the reading, mathematics, and writing skills that entering freshmen-level students should have if they are to perform effectively in undergraduate certificate or degree programs in Texas public colleges and universities. This assessment may be required before a student enrolls in a dual-credit course offered through the district as well. Achieving certain benchmark scores on this assessment for college readiness may also waive certain end-of-course assessment requirements in limited circumstances.

STAAR (State of Texas Assessments of Academic Readiness)

Grades 3–8

In addition to routine tests and other measures of achievement, students at certain grade levels are required to take the state assessment, called STAAR, in the following subjects:

- Mathematics, annually in grades 3–8
- Reading, annually in grades 3–8
- Writing, including spelling and grammar, in grades 4 and 7
- Science in grades 5 and 8
- Social Studies in grade 8

Successful performance on the reading and math assessments in grades 5 and 8 is required by law, unless the student is enrolled in a reading or math course intended for students above the student's current grade level, in order for the student to be promoted to the next grade level. [See **Promotion and Retention** on page 63 for additional information.]

STAAR-A will be available for an eligible student with a Section 504 accommodation plan who has been identified with dyslexia or a related disorder, as well as for a student receiving special education services, if the student meets state-established criteria and requires certain instructional and assessment accommodations on a routine basis.

STAAR Alternate 2, for students receiving special education services who meet certain state-established criteria, will be available for eligible students, as determined by the student's ARD committee.

STAAR-L is a linguistically accommodated assessment that is available for certain limited English proficient (LEP) students, as determined by the student's Language Proficiency Assessment Committee (LPAC). A Spanish version of STAAR is also available to students through grade 5 who need this accommodation.

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High School Courses—End-of-Course (EOC) Assessments

STAAR end-of-course (EOC) assessments are administered for the following courses:

- Algebra I
- English I and English II
- Biology
- United States History

Satisfactory performance on the applicable assessments will be required for graduation, unless otherwise waived or substituted as allowed by state law and rules.

There are three testing windows during the year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months. If a student does not meet satisfactory performance, the student will have additional opportunities to retake the assessment.

STAAR-A will be available for an eligible student with a Section 504 accommodation plan who has been identified with dyslexia or a related disorder, as well as for a student receiving special education services, if the student meets state-established criteria and requires certain instructional and assessment accommodations on a routine basis.

STAAR Alternate 2, for students receiving special education services who meet certain criteria established by the state, will be available for eligible students, as determined by the student's ARD committee.

A student's ARD committee for students receiving special education services will determine whether successful performance on the EOC assessments will be required for graduation within the parameters identified in state rules and the student's personal graduation plan.

STAAR-L, which is a linguistically accommodated assessment, will be available for students who have been determined to be limited English proficient (LEP) and who require this type of testing accommodation.

[Also see **Graduation** on page 40 for additional information.]

STEROIDS (Secondary Grade Levels Only)

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

STUDENTS IN FOSTER CARE (All Grade Levels)

In an effort to provide educational stability, the district strives to assist any student who is currently placed or newly placed in foster care (temporary or permanent custody of the state) with the enrollment and registration process, as well as other educational services throughout the student's enrollment in the district.

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Please contact Sharon Williams, who has been designated as the district's foster care liaison, at 817-408-4035, with any questions.

STUDENT SPEAKERS (All Grade Levels)

The district provides students the opportunity to introduce the following school events:

1. High school assemblies where students speak;
2. Pep rallies;
3. Student election speeches;
4. Banquet and award gatherings; and
5. Other activities identified by campus principals

If a student meets the eligibility criteria and wishes to introduce one of the school events listed above, the student should submit his or her name in accordance with policy FNA(LOCAL).

[See policy FNA (LOCAL) regarding other speaking opportunities and **Graduation** on page 39 for information related to student speakers at graduation ceremonies.]

SUBSTANCE ABUSE PREVENTION AND INTERVENTION (All Grade Levels)

If you are worried that your child may be using or is in danger of experimenting, using, or abusing illegal drugs or other prohibited substances, please contact the school counselor. The school counselor can provide you with a list of community resources that may be of assistance to you. The TDSHS maintains information regarding children's mental health and substance abuse intervention services on its website: http://www.dshs.state.tx.us/mhsa-child-adolescent-services/.

SUICIDE AWARENESS (All Grade Levels)

The district is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please access http://www.texassuicideprevention.org or contact the school counselor for more information related to suicide prevention services available in your area.

SUMMER SCHOOL (All Grade Levels)

Granbury ISD provides summer school for students on an acceleration plan who did not meet passing standards on the STAAR in 5th, 8th, or high school End of Course. High school students are also given the opportunity to recover credit on failed coursework or acquire credit on courses to get ahead with their graduation plan. Limited English Proficient students entering Kindergarten or 1st grade are offered summer school as well. For further information, please contact Sharon Williams, Director of Curriculum and Instruction, at 817-408-4035.

TARDIES (All Grade Levels)

Tardiness will be addressed through the student code of conduct by each campus in accordance with the Student Code of Conduct.

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TEXTBOOKS, ELECTRONIC TEXTBOOKS, TECHNOLOGICAL EQUIPMENT, AND OTHER INSTRUCTIONAL MATERIALS (All Grade Levels)

Textbooks and other district-approved instructional materials are provided to students free of charge for each subject or class. Any books must be covered by the student, as directed by the teacher, and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage paid for by the parent; however, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

TRANSFERS (All Grade Levels)

The principal is authorized to transfer a student from one classroom to another.

[See **Safety Transfers/Assignments**, on page 12, Bullying, on page 19, and **Students Who Have Learning Difficulties or Who Need Special Education Services**, on page 13, for other transfer options.]

TRANSPORTATION (All Grade Levels)

School-Sponsored Trips

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. As approved by the principal, a coach or sponsor of an extracurricular activity may establish procedures related to making an exception to this requirement when a parent requests that the student be released to the parent or to another adult designated by the parent.

Buses and Other School Vehicles

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted on the district's Web site www.granburyisd.org.

A parent may also designate a child-care facility or grandparent's residence as the regular pick-up and drop-off location for his or her child. Each child will only be allowed one regular pick-up and one regular drop-off. Alternative pick-up and drop-off locations must be approved by the principal or their designee. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops, you may refer to the GISD website or contact the Transportation Department at 817-408-4150.

See the Student Code of Conduct for provisions regarding transportation to the DAEP.

Students are expected to assist district staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding in district vehicles, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- Follow the driver's directions at all times.
- Enter and leave the bus or van in an orderly manner at the designated stop.

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- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the bus, van, or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus or van.
- Not possess or use any form of tobacco on school buses.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten their seat belts, if available.
- Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.

Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding privileges may be suspended.

VANDALISM (All Grade Levels)

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended—both this year and for years to come—littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

VIDEO CAMERAS (All Grade Levels)

For safety purposes, video and audio recording equipment is used to monitor student behavior, including on buses and in common areas on campus. Students will not be told when the equipment is being used.

The principal will review the video and audio recordings routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

VISITORS TO THE SCHOOL (All Grade Levels)

General Visitors

Visitors should bring a valid photo ID.

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the main office and must comply with all applicable district policies and procedures. When arriving on campus, all parents and other visitors should be prepared to show identification.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Even if the visit is approved prior to the visitor's arrival, the individual must check in at the main office first.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

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Visitors Participating in Special Programs for Students

On Career Day, the district invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

VOLUNTEERS (All Grade Levels)

We appreciate so much the efforts of parent and grandparent volunteers that are willing to serve our district and students. If you are interested in volunteering, please contact the campus for more information and to complete an application.

VOTER REGISTRATION (Secondary Grade Levels Only)

A student who is eligible to vote in any local, state, or federal election may obtain a voter registration application at the main campus office.

WITHDRAWING FROM SCHOOL (All Grade Levels)

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. The parent may obtain a withdrawal form from the principal's office.

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book and equipment clearance; to the librarian to ensure a clear library record; to the clinic for health records; to the school counselor for the last report card and course clearance; and finally, to the principal. A copy of the withdrawal form will be given to the student, and a copy will be placed in the student's permanent record.

A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor may withdraw without parental signature.

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Glossary

Accelerated instruction is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level and/or as a result of a student not meeting the passing standard on a state-mandated assessment.

ACT-Aspire refers to an assessment that took the place of ACT-Plan and is designed as a preparatory and readiness assessment for the ACT. This is usually taken by students in grade 10.

ACT refers to one of the two most frequently used college or university admissions exams: the American College Test. The test may be a requirement for admission to certain colleges or universities.

ARD is the admission, review, and dismissal committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student and his or her parents are members of the committee.

Attendance review committee is responsible for reviewing a student's absences when the student's attendance drops below 90 percent, or in some cases 75 percent, of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit or a final grade lost because of absences.

DAEP stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct.

EOC assessments are end-of-course tests, which are state-mandated, and are part of the STAAR program. Successful performance on EOC assessments are required for graduation. These exams will be given in English I, English II, Algebra I, Biology, and United States History.

FERPA refers to the federal Family Educational Rights and Privacy Act that grants specific privacy protections to student records. The law contains certain exceptions, such as for directory information, unless a student's parent or a student 18 or older directs the school not to release directory information.

IEP is the written record of the individualized education program prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains several parts, such as a statement of the student's present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services to be provided, and program modifications or support by school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; accommodations for state or districtwide tests; whether successful completion of state-mandated assessments is required for graduation, etc.

ISS refers to in-school suspension, a disciplinary technique for misconduct found in the Student Code of Conduct. Although different from out-of-school suspension and placement in a DAEP, ISS removes the student from the regular classroom.

NCLB Act is the federal No Child Left Behind Act of 2001.

PGP stands for Personal Graduation Plan, which is required for high school students beginning with ninth graders in the 2014–15 school year, and for any student in middle school who fails a

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section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

PSAT is the preparatory and readiness assessment for the SAT.

SAT refers to one of the two most frequently used college or university admissions exams: the Scholastic Aptitude Test. The test may be a requirement for admissions to certain colleges or universities.

SHAC stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to assist the district in ensuring that local community values and health issues are reflected in the district's health education instruction, along with providing assistance with other student and employee wellness issues.

Section 504 is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

STAAR is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments, effective beginning with certain students for the 2011–2012 school year.

STAAR-A is an accommodated version of the STAAR that is available for certain students who receive special education services or students who have been identified as dyslexic.

STAAR Alternate 2 is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student's ARD committee.

STAAR Linguistically Accommodated (STAAR L) is an alternative state-mandated assessment with linguistic accommodations designed for certain recent immigrant English language learners.

State-mandated assessments are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion, and passing the STAAR EOC assessments is a condition of graduation. Students have multiple opportunities to take the tests if necessary for promotion or graduation.

Student Code of Conduct is developed with the advice of the district-level committee and adopted by the board and identifies the circumstances, consistent with law, when a student may be removed from a classroom, campus, or district vehicle. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP. It outlines conditions for out-of-school suspension and for expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

TELPAS stands for the Texas English Language Proficiency Assessment System, which assesses the progress that English language learners make in learning the English language, and is administered for those who meet the participation requirements in kindergarten–grade 12.

TSI assessment is the Texas Success Initiative assessment designed to measure the reading, mathematics, and writing skills that entering college-level freshmen students should have if they are to be successful in undergraduate programs in Texas public colleges and universities.

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TxVSN is the Texas Virtual School Network, which provides online courses for Texas students to supplement the instructional programs of public school districts. Courses are taught by qualified instructors, and courses are equivalent in rigor and scope to a course taught in a traditional classroom setting.

UIL refers to the University Interscholastic League, the statewide voluntary nonprofit organization that oversees educational extracurricular academic, athletic, and music contests.

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APPENDIX I: ADDITIONAL ELEMENTARY GENERAL INFORMATION

Grading

All grades and assignments are based on the Texas Essential Knowledge and Skills (TEKS) and/or the 21st Century Competencies.

Pre-Kindergarten

The District shall utilize report cards based on TEA Pre-kindergarten Curriculum Guidelines. There will be an adjustment period for academic skills for the 1st six weeks. Additionally, teachers should schedule a parent conference during that time period. Teachers will use the grading system key on the report card for academics and social and emotional behavior.

Kindergarten

The District shall utilize report cards based on Texas Essential Knowledge & Skills (TEKS). Teachers will use the key on the report card for academics, social development and work habits. PE and Fine Arts will use E (Excellent), S (Satisfactory), N (Needs Improvement) and U (Unsatisfactory). There will be an adjustment period for academic skills for the 1st six weeks. Teachers will use the grading system key on the report card for academics and social and emotional behavior.

1st – 5th Grades

Numerical scores shall be used for reporting grades in all six weeks in all academic content areas. Grades for physical education and fine arts will be reported in E (Excellent), S (Satisfactory), N (Needs Improvement), and U (Unsatisfactory). Six weeks grades on the report card shall not be recorded in excess of 100.

Conduct Grades: The conduct grade will be entered on the report card in a separate category. The conduct grade is not intended to reflect any part of the student's academic grade or A, A/B honor roll.

Late Work Students who do not turn in work on time may be required to attend before or after school tutoring, lunch tutorials, or miss recess if necessary.

Make-up Work: Students may make up assignments and tests if the absence is excused, or have prior approval from the principal, or is the result of school-sponsored activities. Students have the number of days absent, plus one day, to finish makeup work. Long term assignments or projects, assigned well before the absence, and may be due upon return.

Minimum Number of Grades Per Grading Period: The teacher will document a minimum of two (2) grades per week in the content areas of Reading, Written Language, and Mathematics. In Science and Social Studies, the teacher will document at least one grade per week with a minimum of eight (8) grades per grading period. In Music and PE the teacher will document a minimum of one grade per three-week grading period.

Other

DISCIPLINE: A list of classroom/campus rules will be sent home. Disciplinary action shall be taken at the teacher's discretion in accordance with set classroom rules (e.g. loss of privileges,

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time-out, lunch detention and recess detention). The teacher shall make contact with the parent either by phone or in person when discipline problems arise.

Referral to office will be made only after other discipline techniques have failed. Corrective action is made at the principal's discretion. (e.g., removal from class for a specified time, emergency removal from class, referral to outside agencies, behavior contracts, assigned work tasks, detention, I.S.S. - length of stay to be determined by principal, or corporal punishment.)

EARLY ARRIVALS AND LATE PICK-UPS: Before and after school childcare will not be provided. Elementary school students arriving fifteen minutes before and/or staying fifteen minutes after school will be supervised. However, students arriving more than fifteen minutes early or staying more than fifteen minutes late will need to be registered for the extended day program on campus at the parent's expense. Students not picked up in a timely manner may be turned over to local law enforcement officials and/or be place in a supervised detention until their ride or guardian arrives.

NOTE: This section does not pertain to students utilizing school transportation to get to and from school. Bus students will be supervised from the time the bus arrives at the school until the time the bus departs from the school.

FORMS: Please read and respond to any notes sent home with the child. Keep the school informed of current address and telephone numbers where parents can be reached.

LOCKERS: Locks are not to be placed on lockers at the elementary grade levels. No valuables should be placed or left in lockers. Backpacks must fit in the locker.

LUNCH: Please have the child bring his/her lunch or buy it at school every day. It is disruptive for parents to bring lunches to students after class has started. A parent may eat lunch with their child only. Parents cannot provide outside food to anyone but their own child. The parent must report to the front office to sign-in and receive a temporary ID.

PARTIES: There will be three parties during the year in each classroom. These parties are for students in the class. Please make other arrangements for younger siblings. Parents are at times asked for donations of party items. **Baked goods must be store bought** and brought to school in store packaging. For safety reasons, no home baked goods should be brought to school.

SUPPLIES: Parents shall provide all school supplies necessary for each student to do the best possible work in school. Occasionally, teachers may request additional items.

PERSONAL ITEMS: The child's name should be put on all supplies, lunches, coats, sweaters, etc. Each year many items, which lack identification, are left by students and never claimed by their owners. At the end of each semester, unclaimed items may be donated to a local charity.

FIELD TRIPS: Chaperones must have a completed Criminal History Check on file with the district for the school sponsored trips.

TELEPHONE USAGE AND MESSAGES: Parents should make different transportation or after school arrangements with children before they arrive at school. **Campuses cannot assume responsibility for delivery of messages.** Classes will not be interrupted after 2:00 p.m. to deliver messages, except in cases of emergency.

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APPENDIX II: ADDITIONAL MIDDLE SCHOOL GENERAL INFORMATION

Grading Policy:

All grades and assignments will be based on the Texas Essential Knowledge Skills (TEKS).

Philosophy:

Frequent and comprehensive measurement of student achievement is a critical element of both student and school success. That measurement is gained through teacher-designed tests, informal teacher observations, projects, demonstrated skills, daily work, and criterion-referenced and norm-referenced tests and through other means. The results of evaluation are used to provide feedback to students and their parents, to determine what must be learned and to improve student performance and instruction.

Core Courses:

The following guidelines will be used in core academic courses (English, Mathematics, Science, and Social Studies) in student evaluation:

- Major evaluations consist of exams, projects involving significant time and effort, important performances, demonstrations of skills and other assessments of a comprehensive nature. Major evaluations will be 35% of a six weeks grade. There must be a minimum of two major evaluations during each six weeks.

- Minor evaluations consist of homework, daily work, minor quizzes or tests, brief demonstrations of skills, oral or board work, daily performances or other assessments of a limited nature. Minor evaluations will be 65% of a six weeks grade. There must be a minimum of ten (10) minor evaluations during each six weeks

- Common Assessments will be given periodically at the discretion of the grade level and subject content. Common Assessments will count as one of the major evaluations.

- All recorded grades during the six weeks will be entered as major or minor evaluations.

- The semester average will be the average of the three six weeks grades.

- Six weeks grades on the report card shall not be recorded in excess of 100.

- All middle school grades are only weighted on a 4 point scale. A weighted GPA will not be calculated until a student completes 8 Advanced Academic Credit Courses.

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Elective/Other Courses:

The following guidelines will be used in all other courses:

- In all other content areas, including electives such as Art, Athletics, Band, Choir, Career Explorations, Technology Applications, PE, and others, the teacher will document at least one grade per week. No single grade will count more than 30% of the six weeks average.
- The semester average will be the average of the three six weeks grades.
- Six weeks grades on the report card shall not be recorded in excess of 100.

Academic Dishonesty:

Students engage in academic dishonesty (e.g., cheating, copying, plagiarism or unauthorized communication during an exam) will receive a zero on that evaluation based on the judgment of the classroom teacher. Students who have repeatedly engaged in academic dishonesty may receive discipline consequences by the teacher or administrator.

Homework:

Homework deserves special attention to ensure its value in the learning process and to avoid frustration for the student, teacher, or parent. The assignment should serve as reinforcement of learning at the level of independent practice. The review or grading of the work should provide immediate feedback to the student and inform the teacher of student progress toward mastery. Homework may be used to reinforce classroom learning, evaluate student understanding, improve knowledge and skills, validate results of class work, improve understanding of instruction, progress toward completion of a project, or for other reasons contributing directly to student success. To be of optimum value, homework should be frequently checked or graded, with the results recorded and computed in the student's six weeks grade. Students in advanced courses may expect differentiated assignments that could require more time outside the classroom.

Incomplete Grades:

Students who receive an Incomplete (I) for the six weeks are ineligible until the Incomplete is cleared. If the work results in a passing grade, the student becomes eligible. If the work results in a failing grade, the student remains ineligible for the rest of that grading period.

Late Work Policies:

Students who are unable to maintain their responsibility to classroom studies often find themselves dealing with failure issues throughout the year. All students are required to turn their assignments in by the due dates set by the classroom teacher. If students fail to comply, the student will be assigned tutorials. The highest possible grade on a late

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assignment is 80. Extreme violations of the late work policy may result in disciplinary action.

Schedule Changes: (9-12):

Student schedules are developed (and staffing decisions are made) based on the student requests in the spring semester. For these reasons, schedule changes after the fifth class day will be considered only after the following criteria have been met:

- Student has good attendance for the class.
- Student has adequately attempted all work for the class.
- Student (and parent, if appropriate) has visited with the teacher.
- Student has attended tutorials.
- Administrator or counselor has intervened and determined a change is appropriate.
- There is an appropriate class available for which the student can credit.

All schedule changes must be approved by an administrator.

Limited English Proficient Students:

In assessing students of limited English proficiency for mastery of the TEKS, the District shall be flexible in determining the methods to allow the student to demonstrate knowledge or competency independent of their English language skills in the following ways:

- Assessment in primary language
- Assessment using ESL methodologies
- Assessment with multiple varied instruments

Make-up Work Policy:

Students who have been absent shall complete make-up work and exams. Students will normally have one day for each day absent, plus one additional day to make up missed work. If the student knew the assignment well in advance of the absence, it may be due immediately upon return as determined by the teacher.

Re-teaching and Retesting:

The goal of Granbury I. S. D. is for every student to master all the Texas Essential Knowledge and Skills (TEKS) specified for each grade level and the TAKS Exit Level. Each student should be provided instruction that allows for application and practice of the concepts and skills mandated in the TEKS, and assessed for mastery. If a student does not demonstrate mastery of concepts and skills as specified in the TEKS and necessary for future learning, re-teaching and retesting (or reassessment) should be provided for the student. The following guidelines should be followed:

- If 20% or more of students in a class do not demonstrate mastery of TEKS on a major assessment, the teacher will provide an opportunity for re-teaching and retesting. Students who do not demonstrate mastery will be given the opportunity

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for re-teach and retest. The higher of the two grades will be recorded in the grade book. Students who wish to retest must take advantage of the reteaching and retesting opportunity within ten days of the original assessment. The highest grade attainable on a retest is 70.

- Re-teaching should employ instructional strategies different from the original instruction.

- Retesting or re-assessment may include, but is not limited to: oral examination, additional practice activities, an essay or paper, a report or presentation, test corrections, revision of a paper or project, or a formal test.

- Retesting provisions do not apply to common assessments. Any student not meeting standards on GISD common assessments and/or benchmark exams will be required to be in individual tutoring, small group tutoring, and/or classes.

Other:

Early Arrivals and Late Pick-ups: Before and after school childcare **will not** be provided. Middle school facilities will be open at 8:00 a.m. Students arriving at 8:00 a.m. will need to enter at the designated area. Once inside students will be required to stay in the designated area until the bell rings. Students arriving after 8:00 will be supervised until school begins. At the end of the day, students will be supervised for 15 minutes. Students should not be at school facilities before or after these times unless they are involved in an approved, supervised activity. Students not picked up in a timely manner may be turned over to local law enforcement officials and/or be place in a supervised detention until their ride or guardian arrives.

NOTE: This section does not pertain to students utilizing school transportation to get to and from school. Bus students will be supervised from the time the bus arrives at the school until the time the bus departs from the school.

Buses & Transportation

A Yellow Bus Rider form must be completed if any student plans to ride a different bus with a friend or relative. Both parents must have a documented note on file in the front office in order for a Yellow Bus Rider form to be completed.

Bullying

For anonymous reporting of Bullying situations, you may refer to the AMS/GMS website for the online reporting form.

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ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES (All Grade Levels)

Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones

For safety purposes, the district permits students to possess personal mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. A student must have approval to possess other telecommunications devices such as netbooks, laptops, tablets, or other portable computers.

The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. The student or parent may pick up the confiscated telecommunications device from the principal's office for a fee of $10.

Confiscated telecommunications devices that are not retrieved by the student or the student's parents will be disposed of after the notice required by law. [See policy FNCE.]

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel.

Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for damaged, lost, or stolen telecommunications devices.

Possession and Use of Other Personal Electronic Devices

Except as described below, students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school, unless prior permission has been obtained. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel. Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for any damaged, lost, or stolen electronic device.

Food and Drink:

Food and drink are not to be taken into the classroom. Bottled water may be allowed in the classroom at the teacher's discretion. Powder supplements may NOT be allowed with the bottled water. The only exceptions to this rule are special teacher-directed activities, which must be cleared by the principal.

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Fundraising:

Student clubs or classes, outside organizations, and/or parent groups may occasionally be permitted to conduct fund-raising activities for approved school purposes. An application for permission to conduct a fund-raising event must be made to the principal. These events must also be approved by the Assistant Superintendent. Except as approved by the process indicated, fund-raising is not permitted on school property. No door-to-door or brochure sales will be approved.

National Junior Honor Society:

Please see the campus sponsor for National Junior Honor Society handbook information.

Picture Identification Cards:

All students are recommended to have a school identification card in their possession each day at school.

Telephone Usage and Messages:

Parents should make special transportation or after school arrangements with children before they arrive at school. Campuses cannot assume responsibility for delivery of messages.

Classes will not be interrupted to deliver messages except in cases of emergency.

No Deliveries to School:

Flowers, balloons, or other mementos for students should **NOT** be delivered to school for distribution. If a delivery occurs, the student will not be allowed to take possession of the item until leaving campus at the end of the day. Items will remain in an office until that time, but school personnel will not be responsible for their safety.

Visitors to Campus:

Parents are encouraged to be involved and visit our schools. In an effort to keep all students safe and secure, procedures are in place to ensure the integrity of your child's educational process.

The procedure for admittance to the building includes:

- **Admittance via front door only**
- **Driver's license must be scanned in the front office**
- **Temporary ID Badge is issued indicating time, date and allowed location.**

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APPENDIX III: ADDITIONAL GRANBURY HIGH SCHOOL and CROSSLAND NINTH GRADE CENTER GENERAL INFORMATION

Absences and Extra-Curricular Activities:

A student must be in attendance at least one-half day to participate in school-related activities on that day or evening. An administrator may approve exceptions to this guideline based on extenuating circumstances.

Advanced Placement (AP)/Pre-AP Classes:

Advanced Placement, Pre-AP, and some upper-level Career and Technical Education (CTE) courses present a more difficult curriculum and require increased work, both in terms of depth and difficulty. These courses require students to create "sophisticated products and/or performances that are targeted to an audience outside of the classroom," as required by the Texas Administrative Code, Chapter 42 (Foundation School Program).

Class Ranking:

The valedictorian and salutatorian will have completed the Recommended High School Program, the Foundation Program with Endorsements, or the Distinguished Achievement Program and have been enrolled in Granbury High School for both their junior and senior years. The senior class will be ranked scholastically at the end of the 5th six weeks. If a tie of two or more students exists for the top places after grades have been averaged, then the total score achieved on the single highest Scholastic Aptitude Test will be used to determine rank.

Grades in all state approved courses taken for credit in grades 9-12 only will be used in computing GPA and class rank. These courses must be taken in residence, which excludes the use of credit by exam and correspondence courses in ranking.

In the case of transfer students, only weighted courses offered at Granbury High School will be weighted when figuring GPA.

College/Military Visits:

Seniors and Juniors are authorized to incur a maximum of two (2) excused visits to a campus or institution of higher education (e.g., colleges, vocational schools, art institutes) or military (e.g. MEPS) over two years. All visits must be scheduled prior to April 15th. Prior to the visits the following is required: 1) Student should pick up required paperwork in the GHS Counseling Center. 2) Student must submit completed paperwork through the GHS Counseling Center five school days prior to the visit.

Upon return the student must provide a letter or admit slip on official letterhead with the date of the visit with an official's signature from the college/military office to the GHS Attendance Clerk or office.

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Dual Enrollment:

Students who have passed the TSI or are TSI Exempt may register for concurrent college and high school credit in selected courses offered by cooperating colleges. The student is responsible for paying tuition, books, and any fees which are required by the college for credit. Dual credit courses will be offered pending arrangements with colleges for on-site instructors and the number of course requests by students. *If a student drops a dual credit course after the semester has begun, he/she must contact the college to make the drop official.* A dual credit course dropped after the college designated final drop date will be recorded as an "F" on the student's high school transcript. Every student in a dual credit course must be enrolled with the college. No dual credit college course may be taken as an audit in lieu of college credit. If the student drops the college course after the first 10 days of the class, the student risks losing the high school credit.

It is the responsibility of the student to show registration and acceptance by the college for dual enrollment courses before August 15th. Failure to do so will result in a schedule change.

Early Graduation:

Students may graduate at the end of three years of high school if they accomplish the following:

- Submit an application to the counselor, signed by the parent, agreeing to an early graduation. Pass all STAAR EOC exams.
- Complete all graduation requirements.

Students who have declared their intent to graduate in three years shall be included in senior year ranking/GPA after they have completed 17 credits. No three-year graduate shall be eligible for the position of valedictorian or salutatorian.

Elections and Student Leadership (10-12):

The Student Council and class leaders will be selected through student elections held once each year. The Student Council sponsor will be responsible for coordinating the election(s) to include the slate of candidates, date and time of election, campaign coordination, voting procedures, vote tallies and dissemination of election results.

All students running for class officer must meet the following requirements:

- cannot have failed any courses during the previous semester
- cannot have been denied credit for excessive absences the previous semester
- cannot have been assigned to DAEP during the previous school year
- President and vice-president must be enrolled in the leadership class during their term of office.

In addition to the requirements listed above, Student Council officers must:

- be a member of the Student Council at least one year prior to holding office
- not have been removed from Student Council for disciplinary reasons

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- be a senior to be eligible to be elected to President of the Student Council
- be passing all classes at the time of the election and must have passed all classes during the previous six weeks
- Must be enrolled in the leadership class during their term of office.

Students who fail a course, are denied credit for excessive absences, or are assigned to DAEP during the time they hold office will immediately be dismissed from office. The position of a vacant office will be assumed by the other elected students in accordance with Student Council bylaws or, in the case of class officers, by the next elected person in seniority order of President, Vice President, Secretary, and Treasurer.

Excessive Absences:

At the end of each regular semester, the Attendance Review Committee (ARC) will evaluate the status of each student's absences and make a decision as to whether credits will be denied because of excessive absences. Parents must petition the ARC before the end of the semester by contacting the assistant principal's office @ 817-408-4643. Parents will be notified of the decision and may appeal, within the time indicated, to the Principal. If the parents desire to continue the appeal process, they may request action by the Superintendent and, subsequently, the Board of Trustees.

Students who are denied credit or have excessive absences **will not be issued the TEA Attendance Verification Form for driver's license issue or renewal**. Students may request an Attendance Verification Form as soon as they have demonstrated compliance with the Texas Compulsory Attendance Law as determined by the principal or designee.

Food and Drink:

FOODS OF MINIMAL NUTRITIONAL VALUE (FMNV):

High schools may not serve or provide access to FMNV during the school day until 30 minutes after the last school day.

COMPETITIVE FOODS:

High schools may not serve or provide access to competitive foods during meal periods in areas where reimbursable meals are served and/or consumed. This does not pertain to food items made available by the school food service department. A parent may eat lunch with their child but cannot provide outside food to anyone but their child.

Food or drink is not to be taken into the classroom. Bottled water may be allowed in the classroom at the teacher's discretion.

Any student involved in a food fight could be ticketed and will be disciplined according to the GISD Code of Conduct.

Homework, Make-Up Work, Late Work:

Homework may be used to reinforce classroom learning, evaluate student understanding, improve knowledge and skills, validate results of class work, improve understanding of instruction,

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progress toward completion of a project, or for other reasons contributing directly to student success.

Students who have been absent shall complete make-up work and exams. Students will normally have one day for each day absent, plus one additional day to make up missed work. If the student knew of the assignment well in advance of the absence, the assignment may be due immediately upon return as determined by the teacher. Teachers may also assign additional work to ensure students have sufficient opportunity to master the essential knowledge and skills or to meet course requirements.

Late work policies shall be determined by each teacher and made known to each student, in writing, at the beginning of the course.

Grade Weights:

(Students who entered 9th grade **before** 2014-15)

In order to compute a student's Grade Point Average (GPA), semester grades are given numerical weights. Regular courses will be weighted on a 4-point scale. Pre-advanced placement and honors credit courses will be weighted on a 5-point scale. Dual Credit and Advanced Placement courses will receive weight based on a 6-point scale.

Advanced Placement or Dual Credit		**Honors/Pre-Advanced Placement**	
100	= 6 0 grade pts.	100	= 5.0 grade pts.
90–99	= 5.0–5.9	90–99	= 4.0–4.9
80–89	= 4.0–4.9	80–89	= 3.0–3.9
70–79	= 3.0–3.9	70–79	= 2.0–2.9
69 and below	= 0	69 and below	= 0

Regular

100	= 4.0 grade pts.
90–99	= 3.0–3.9
80–89	= 2.0–2.9
70–79	= 1.0–1.9
69 and below	= 0

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Weighted Classes for Seniors 2016-2017

Pre-Advanced English 2
AP English 3
Dual Credit English 3 (1301 & 1302)
AP English 4
DC English 4 (1301 & 1302)

DC British Literature (2322)
DC Tech Writing (2311)

Pre AP Geometry
Pre AP Algebra 2
Pre AP Calculus
AP Calculus
AP Statistics
DC College Algebra (1314)
DC Contemporary Math (1332)

Anatomy and Physiology
Aviation
Pre AP Biology
AP Biology
Pre AP Chemistry
AP Chemistry
AP Environmental Science
Forensics
AP Physics 1
AP Physics 2
DC Botany (1411)
DC Zoology (1413)

Pre AP World Geography
AP World History
AP US History
DC US History (1301 & 1302)
AP Government
DC Government (2305 & 2306)
AP Macroeconomics
AP European History

Pre AP Spanish 3
AP Spanish 4
AP Spanish 5

Pre AP French 3
AP French 4
AP French 5

Art 3 Advanced Print Design
Pre AP Art 3 Portfolio
AP Art 3 Drawing
AP Art 4 Two-Dimensional Design Portfolio

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Intro to Engineering and Design (IED)
Principles of Engineering (POE)
Civil Engineering and Architecture (CEA)
Engineering Design and Development (EDD)
Engineering Mathematics

* Students should see their counselor for the most current list, as classes change from year-to-year

(Students who entered 9th grade in **2014-15 or after**)

In order to compute a student's Grade Point Average (GPA), semester grades are given numerical points. Students have an opportunity to receive a 1.1 multiplier as stated below under Students Graduating Beginning in 2018.

Grade Point Average Scale

100	= 4.0 grade pts.
90–99	= 3.0 - 3.9
80–89	= 2.0 - 2.9
70–79	= 1.0 - 1.9
69 and below	= 0

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Advanced Academic Courses and Fidelity Courses Checklist

Below is a list of courses that count toward the 16 Advanced Academic Courses (AACs). Upon completion of eight advanced credits, the student shall have a 1.1 multiplier applied to his or her cumulative GPA. Upon the completion of grade 12, a student who has earned 16 AACs shall have a 1.1 multiplier applied to his or her cumulative GPA. **A student who had not completed 16 advanced credits shall have his or her GPA reverted back to unweighted status.**

A student vying for Salutatorian or Valedictorian MUST have successfully completed the 16 Advanced Academic Courses in order to be considered for the highest class honors. This checklist is intended to serve as a means to tabulate your progress toward achieving the 16 Advanced Academic Courses.

1. **ENGLISH LANGUAGE ARTS** - successful completion of each full year class awards (1) AAC

   Pre-AP English 2, AP English 3, AP English 4, DC English 3, DC English 4

2. **MATHEMATICS** - Successful completion of each full year class awards (1) AAC

   Pre-AP Geometry, Pre-AP Algebra 2, Pre-AP Precalculus, AP Calculus,

AP Statistics, DC Contemporary Math & College Algebra

3. **SCIENCE** - Successful completion of each full year class awards (1) AAC

   Anatomy and Physiology, Pre-AP Biology, AP Biology, DC Zoology and DC Botany, Pre-AP Chemistry, AP Chemistry AP Environmental Science, Forensics, AP Physics1, AP Physics 2

4. **SOCIAL STUDIES** - Successful completion of each full year class awards (1) AAC

   Pre-AP World Geography, AP World History, AP U.S. History, DC U. S. History AP European History, AP Government DC Government 2305 and DC Government 2305 and AP Macroeconomics, DC Government 2306, and AP Macroeconomics

5. **FOREIGN LANGUAGE** - Successful completion of each full year class awards (1) AAC

   American Sign Language 3, Pre-AP French 3, AP French 4, AP French 5, Pre-AP Spanish 3, AP Spanish, AP Spanish 5

6. **ART** - Successful completion of each full year class awards (1) AAC

   Pre-AP Art 3 Drawing, AP Art 3 Drawing, AP Art 4 Two-dimensional Design

7. **MUSIC** - Successful completion of each full year class awards (1) AAC

   AP Music Theory

8. **FIDELITY COURSES** - Limit of (2) counted toward the 16 AACs
   A student may count two (2) of his/her 16 AACs utilizing Fidelity Courses

   Athletics - 4 yrs/grades 9-12, Band - 4 yrs/grades 9-12,Dance - 4 yrs/grades 9-12,ROTC - 4 yrs/grades 9-12, Cheerleading - 4 yrs/Grades 9-12, Student Council - 3 yrs/Grades 10-12Theater/Tech Theater - 4 yrs/grades 9-12, Debate - 4 yrs/grades 9-12, Choir - yrs/Grades 9-12 , Advanced Journalism Yearbook - 4 yrs/ grades 9-12 (For the 2018 and 2019,Choir - 4 yrs/Grades 9-12 cohorts. Yearbook 3 or 4 will count as an AAC as long as it is taken in grade 12)

9. **AGRICULTURE - CAREER AND TECHNOLOGY COURSES**
   Student must meet prerequisite standards in order to take courses listed below. Student is awarded AAC(s) upon the successful completion of the course.

   Practicum in Agriculture (2 AACs), Practicum in Welding (2 AACs)

10. **AUDIO AND VIDEO - CAREER AND TECHNOLOGY COURSES**

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Student must meet prerequisite standards in order to take courses listed below. Student is awarded AAC(s) upon the successful completion of the course.

Advanced Audio Video Production (2 AACs), Audio Video Production Practicum (2 AACs)

11. **COMPUTER TECHNOLOGY - CAREER AND TECHNOLOGY COURSES**
Student must meet prerequisite standards in order to take classes listed below. Student is awarded AAC(s) upon the successful completion of a course.

Advanced Computer Programming (1 AAC), Research in IT (2 AACs)

12. **EDUCATION AND TRAINING - CAREER AND TECHNOLOGY COURSES**
Student must meet prerequisite standards in order to take classes listed below. Student is awarded AAC(s) upon the successful completion of a course

Practicum in Education and Training (2 AACs)

13. **ENGINEERING - CAREER AND TECHNOLOGY COURSES**
Student must meet prerequisite standards in order to take classes listed below. Student is awarded AAC(s) upon the successful completion of a course

Introduction to Engineering (1 AAC), Principles of Engineering (1 AAC), Civil Engineering (1 AAC), Engineering Design and Development (1 AAC)

14. **GRAPHIC DESIGN - CAREER AND TECHNOLOGY COURSES**
Student must meet prerequisite standards in order to take classes listed below. Student is awarded AAC(s) upon the successful completion of a course.

Animation (1 AAC), Advanced Graphic Design and Illustration (2 AACs)

15. **HEALTH SCIENCE - CAREER AND TECHNOLOGY COURSES**
Student must meet prerequisite standards in order to take classes listed below. Student is awarded AAC(s) upon the successful completion of a course.

Anatomy and Physiology (1 AAC), Health Science 1 (2 AACs), Emergency Medical Technician Practicum (2 AACs)Pharmacy Technician Practicum (2 AACs)

16. **LAW ENFORCEMENT - CAREER AND TECHNOLOGY COURSES**
Student must meet prerequisite standards in order to take classes listed below. Student is awarded AAC(s) upon the successful completion of a course.

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Forensics (1 AAC), Law Enforcement 2 (1 AAC), Practicum in Law Enforcement **(2AACs)**

- Students should see their counselor for the most current list, as classes change from year-to-year.

Students Graduating Beginning in 2018

Eligible AP, Pre-AP, dual credit, and practicum/internship level CTE courses designated in the student handbook shall be categorized as Advanced Academic Courses, which shall receive advanced credit based on the number of academic credits.

The District shall determine an unweighted GPA for each student using grades from eligible courses. Upon completion of eight advanced credits, the student shall have a 1.1 multiplier applied to his or her cumulative GPA.

Upon the completion of grade 12, a student who has earned 16 advanced credits shall have a 1.1 multiplier applied to his or her cumulative GPA. ***A student who had not completed 16 advanced credits shall have his or her GPA reverted back to unweighted status.***

Each student who participates in and completes four years of an eligible course and related extracurricular activity, as applicable, during high school shall be awarded a fidelity point. A student may substitute a fidelity point for **up to two** advanced courses. The list of eligible course shall be designated in administration regulations.

A full list of Advanced Academic Courses is available in the course catalogue.

Library (9-12):

The library will be open on school days at 7:30 a.m. The library will be open late on afternoons designated after the school year begins.

All books are checked out for three weeks. It is the responsibility of the student to note the due date stamped in the back of the book and return it on time. Seniors must be clear of all library charges by the end of the school year. Underclassmen must be clear of all charges before being allowed to register for the next school year or to purchase a parking permit.

National Honor Society:

The National Honor Society (NHS) was created to recognize and encourage academic achievement as well as develop characteristics essential to citizens in a democracy. NHS membership is not based solely on academic achievement. It is an organization that recognizes outstanding individuals who are able to balance academics with other responsibilities and interests. NHS membership is an honor and a commitment. It is not an honor roll. NHS members are expected to actively strive to represent the ideals of the national organization – scholarship, leadership, character and service.

The following procedures are used in the selection process and are in accordance with and recommended by the NHS constitution:

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1. The minimum overall grade average will be announced by the chapter adviser(s), principal, and/or faculty council.
2. Students meeting GPA requirement at the end of their sophomore and junior years will be notified of their eligibility for selection.
3. Scholastically qualified candidates may complete a Student Activity Form and return it to the chapter advisor(s) by the announced deadline.
4. A roster of academically qualified students will be provided to faculty, administration and staff for comments on character, service and leadership.
5. Final selections are made by a five member NHS Faculty Council appointed by the school principal. NHS advisors do not serve on this board.
6. The NHS Faculty Council will evaluate faculty and staff comments and student activity forms. The council may elect to interview candidates of staff to clarify information. Only information verified by the panel from identified sources will be considered in determining candidates' selection for membership. Discipline referrals, suspension or DAEP placement will constitute evidence of deficiencies in character. The Faculty Council will make the final selections for membership.
7. All candidates will be notified in writing of their selection for membership. Students not selected will be notified in writing so that steps can be taken to improve the students' chances for future selection.
8. A formal induction service will take place once a year.
9. Members must maintain standards for continued membership. Failure to do so will result in probation. Failure to meet standards after a reasonable probationary period will result in a pre-dismissal hearing before the Faculty Council and ultimate dismissal. If dismissed, the former member will return all items carrying the NHS insignia to the chapter advisor(s).

Prom /Social Events:

The rules of good conduct and grooming will be observed at school social events. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest. A student attending a party or social event may be asked to sign out when leaving before the end of the event. Anyone leaving before the end of the event will not be allowed to return.

Granbury High School students classified as juniors and seniors may attend the prom. All other persons who request to attend as a date of a junior or senior must have prior approval for attendance. Dates must be ~~21~~ 20 or younger. No student/guest below sophomore classification will be eligible to attend the prom. A prom information sheet will be distributed which will provide detailed information on attendance. Students who are enduring disciplinary consequences or suspensions shall not be allowed to attend.

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Informal/casual dances may be scheduled and conducted by parent booster clubs or other student groups. These dances may be attended by GHS and CNG students as verified by current student identification cards.

Schedule Changes: (9-12):

Student schedules are developed (and staffing decisions are made) based on the student requests in the spring semester. For these reasons, schedule changes after the fifth class day will be considered only after the following criteria have been met:

- Student has good attendance for the class.
- Student has adequately attempted all work for the class.
- Student (and parent, if appropriate) has visited with the teacher.
- Student has attended tutorials.
- Administrator or counselor has intervened and determined a change is appropriate.
- There is an appropriate class available for which the student can credit.

All schedule changes must be approved by an administrator.

Semester Exam Exemptions: (10-12)

In an effort to reward good attendance and behavior, students may have the opportunity to exempt some of their semester final exams. In order to qualify for these exemptions, students must meet the following criteria:

- Students must have a grade of 80 in order to select the class for exemption as determined by the teacher.
- Students must have no more than THREE absences counted for the class in which an exemption is sought. *(Absences that are noted with an X-code do not count against the student for exemptions.)*
- Students must not have been suspended for a full day (either in-school or out of school), and must not have been assigned to DAEP/DAEP during the semester.
- Students must have demonstrated characteristics of appropriate classroom conduct and citizenship as determined by the teacher.
- Teachers reserve the right to deny exemptions on other more stringent classroom criteria. (Excessive tardiness, fines, fees, etc.)
- Final exams serving as a STAAR/End-of-Course formal benchmark assessment may not be exempted.
- By grade level, students may be eligible for the following:

  10th Graders may exempt TWO classes for which they meet the criteria.

  11th Graders may exempt THREE classes for which they meet the criteria.

  12th Graders may exempt FOUR classes for which they meet the criteria.

  ***Be advised that AP, Pre-AP, and Dual Credit course syllabi may not allow for final exam exemption.*

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Note: Partial day, doctor-excused absences *do not* count against a student's attendance for any part of the day missed. Full day doctor excused absences *do* count against their attendance for exemption purposes. (If you go to the doctor, if at all possible, come to school before or afterward.)

Special Recognitions:

GHS students may receive no more than one of the following elected honors during a school year:

- Homecoming King or Homecoming Queen
- Mr. or Miss GHS
- Prom King or Prom Queen

Student Picture ID:

Students are recommended to have in their possession their ID **at all times** during the instructional day. When a staff member requests presentation of an ID, students must comply. Failure to comply consistently with these requirements will result in disciplinary consequences.

Tardiness:

All students must be in the classroom and prepared to work when the tardy bell rings. In the event that the student is tardy, the student will follow his or her campus procedures for documentation of this event and disciplinary consequences may be administered.

Transcripts:

Transcripts may be requested at the campus counseling center. Transcripts for currently enrolled students and graduating seniors will be provided at no cost.

UIL Eligibility/No Pass No Play Rule:

A student who receives a grade below 70 at the end of any grading period (after the first six weeks of the school year) in any academic class (other than an allowable advanced class) or a student with disabilities who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extracurricular activities for at least three school weeks. An ineligible student may practice or rehearse, however. The student regains eligibility when the principal and teachers determine that he or she has: (1) earned a passing grade (70 or above) in all academic classes, other than those that are pre-AP, AP and dual credit and (2) completed the three school weeks of ineligibility and seven calendar day waiting period.

UIL exemptions from the "no pass, no play" rule shall be made for designated pre-AP, AP and dual credit courses. Such exemptions are limited as follows:

- No Pre-AP course may have a numerical grade lower than 60.
- AP and dual credit/early college high school courses will be exempt from eligibility requirements as allowable by the UIL.

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Should any of the limitations be exceeded, the student will be ineligible under the "no pass no play" rule. Students who receive an Incomplete (I) for the six weeks are ineligible until the Incomplete is cleared. If the work results in a passing grade, the student becomes eligible. If the work results in a failing grade, the student remains ineligible.

Vehicles on Campus:

Students are required to register their vehicles with the school to be allowed to park and operate the vehicles on school property. Only students in grades 10-12 with a valid driver's license and proof of liability insurance required by Texas law will be issued a permit. A fee of $40.00 will be charged for this parking privilege, and this will be prorated after first semester. A tag will be issued which must be displayed at all times the vehicle is on school property and may not be shared with other students. Vehicles which are not registered, and cannot be identified, or are parked outside the designated area, may be towed from school property at the owner's expense.

Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search the vehicle. Searches of vehicles may be conducted at any time there is reasonable cause to do so, with the presence of the driver. The driver has full responsibility for the security of the vehicle and will make certain is it locked and that the keys are not given to others. The driver will be held responsible for any prohibited objects or substances such as alcohol, drugs, or weapons that are found in the vehicle. Students will be subject to disciplinary consequences for violations as well as referral for criminal prosecution when warranted.

While on school grounds, vehicles will be driven in a manner which preserves the safety of the driver, passengers, pedestrians and property. Violation of established rules may result in citations as well as the loss of driving and parking privileges on school property.

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APPENDIX IV:
Freedom From Bullying Policy

Note that school board policies may be revised at any time. For legal context and the most current copy of the local policy, visit http://pol.tasb.org/Policy/Code/669?filter=FFI. Below is the text of Granbury ISD's policy FFI(LOCAL) as of the date that this Handbook was finalized for this school year.

STUDENT WELFARE: FREEDOM FROM BULLYING — FFI(LOCAL)

Adopted on: May 21, 2012

Note: This policy addresses bullying of District students. For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.

BULLYING PROHIBITED

The District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

DEFINITION

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the District and that:

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; or

Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

This conduct is considered bullying if it:

Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and

Interferes with a student's education or substantially disrupts the operation of a school.

RETALIATION

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The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

FALSE CLAIM

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

TIMELY REPORTING

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.

REPORTING PROCEDURES

STUDENT REPORT

To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee.

EMPLOYEE REPORT

Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.

REPORT FORMAT

A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.

PROHIBITED CONDUCT

The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.

INVESTIGATION OF REPORT

The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.

CONCLUDING THE INVESTIGATION

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.

The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.

NOTICE TO PARENTS

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If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

DISTRICT ACTION

BULLYING

If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.

DISCIPLINE

A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.

The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.

TRANSFERS

The principal or designee shall refer to FDB for transfer provisions.

COUNSELING

The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.

IMPROPER CONDUCT

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.

CONFIDENTIALITY

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

APPEAL

A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.

RECORDS RETENTION

Retention of records shall be in accordance with CPC(LOCAL).

ACCESS TO POLICY AND PROCEDURES

This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's Web site, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.

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OFFICE OF ASSISTANT SUPERINTENDENT

For:	**Board of Trustees**
Date:	**August 22, 2016**
Action:	**Action**

To:	**Board of Trustees**	**From:**	**Ron Holmgreen**
		Date:	**August 17, 2016**
		RE:	**GISD 2016-17 Code of Conduct**

SUMMARY:

Please see attached Granbury ISD's 2016-17 Student Code of Conduct. Following TASB's recommendations, minimal changes were made to the Student Code of Conduct.

RECOMMENDATION:

That the board approve Granbury ISD's 2016-17 Student Code of Conduct as presented.

Respectfully submitted,

Ron Holmgreen
Assistant Superintendent

GRANBURY ISD

STUDENT CODE OF CONDUCT

~~2015 – 2016~~2016-2017

Granbury Independent School District
600 W. Pearl Street
Granbury, Texas 76048
817.408.4000
www.granburyisd.org

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STUDENT CODE OF CONDUCT

Purpose

The Student Code of Conduct is the district's response to the requirements of Chapter 37 of the Texas Education Code.

The Code provides methods and options for managing students in the classroom and on school grounds, disciplining students, and preventing and intervening in student discipline problems.

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), or expulsion from school.

This Student Code of Conduct has been adopted by the Granbury ISD Board of Trustees and developed with the advice of the district-level committee. This Code provides information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline. It remains in effect during summer school and at all school-related events and activities outside of the school year until an updated version adopted by the board becomes effective 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 office of the campus principal. Additionally, the Code shall be available at the office of the campus behavior coordinator 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 , 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; therefore, in case of 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.

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School District Authority and Jurisdiction

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 of the campus or any other campus administrator selected by the principal. The campus behavior coordinator is primarily responsible for maintaining student discipline. The district maintains a current list of the persons serving as a campus behavior coordinator in the student handbook or on the district's website at granburyisd.org.

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

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

The district has the right to search a student's locker or desk when there is reasonable cause to believe it contains articles or materials prohibited by the district.

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.

'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 as an eligible student to give the opening or closing remarks, a student shall not have engaged in any misconduct in violation of the district's Code resulting 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 in violation of the district's Code resulting in an out-of-school suspension, removal to a DAEP, or expulsion during the semester immediately preceding graduation.

See **DAEP—Restrictions During Placement** on page 20, 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, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take 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.

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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, DAEP Placement, Placement and/or Expulsion for Certain Offenses, and Expulsion, certain 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 in that section.

Disregard for Authority

Students shall not:

- Fail to comply with directives given by school personnel (insubordination).
- Leave school grounds or school-sponsored events without permission.
- Disobey rules for conduct on district vehicles.
- Refuse to accept discipline management techniques 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 Expulsion.)
- 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, harassment, or making hit lists. (See glossary for all three terms.)
- Engage in conduct that constitutes 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.)
- Cause an individual to act through the use of or threat of force (coercion).
- Commit extortion or blackmail (obtaining money or an object of value from an unwilling person).
- 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 individuals 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 or Expulsion.)
- 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 Texas Penal Code. (For felony robbery, aggravated robbery, and theft see DAEP Placement and Expulsion.)

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;
- An air gun or BB gun;
- Ammunition;
- A stun gun;
- A pocketknife 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 for other than 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 Expulsion.)

Possession of Telecommunications or Other Electronic Devices

Students shall not:

- Use a telecommunications device, including a cellular telephone, or other electronic device in violation of district and campus rules.

Illegal, Prescription, and Over-the-Counter Drugs

Students shall not:

- Possess or sell seeds or pieces of marijuana in less than a usable amount. (For illegal drugs, alcohol, and inhalants see DAEP Placement and Expulsion.)
- 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 of the physical or mental faculties. (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 district students, employees, board members, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment.
- Send, post, 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.
- Use e-mail or websites 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.

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, 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.
- Cheat or copy the work of another.
- 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. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Code.

Discipline Management Techniques

Discipline shall be designed to improve conduct and to encourage students to adhere to their responsibilities as 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 discipline practices. Discipline shall be correlated to 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.

Because of these factors, discipline for a particular offense, including misconduct in a district vehicle owned or operated by the district, unless otherwise specified by law, may bring into consideration varying techniques and responses.

Students with Disabilities

The discipline of students with disabilities is subject to applicable state and federal law in addition to the Student Code of Conduct. To the extent any conflict exists, state and/or federal law shall prevail.

In accordance with the Education Code, a student who is enrolled in a special education program may not be disciplined for conduct meeting the definition of bullying, harassment, or making hit lists (see glossary) until an 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 "time-out."
- 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.
- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.
- Detention, including outside regular school hours.

- Sending the student to the office or other 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 individual student organizations' extracurricular standards of behavior.
- Restriction or revocation of district transportation privileges.
- School-assessed and school-administered probation.
- Corporal punishment, unless the student's parent or guardian has provided a signed statement prohibiting its use.
- Out-of-school suspension, as specified in the Out-of-School Suspension section of this Code.
- Placement in a DAEP, as specified in the DAEP section of this Code.
- Placement and/or expulsion in an alternative educational setting, as specified in the Placement and/or Expulsion for Certain Offenses section of this Code.
- Expulsion, as specified in the Expulsion section of this Code.
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district.
- Other strategies and consequences as determined by school officials.

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, 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 on the day the action was taken to provide to the student for delivery to the student's parent written notification of the disciplinary action. 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 by U.S. Mail. 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 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, or the central administration office or through Policy On Line at the following address: granburyisd.org. Consequences shall not be deferred pending the outcome of a grievance.

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.

Since the district's primary responsibility in transporting students in district vehicles is to do so as safely as possible, the operator of the vehicle must focus on driving and not have his or her attention 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.

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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 a behavior that violates this Code to maintain effective discipline in the classroom.

Formal Removal

A teacher **may** also initiate a formal removal from class if:

1. The student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach his or her class or with the student's classmates' 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, in the case of removal by a teacher; and any other administrator.

At the conference, the campus behavior coordinator or appropriate administrator shall inform the student of the misconduct for which he or she is charged and the consequences. The student shall have an opportunity to give his or her version of the incident.

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 Student to Classroom

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

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When a student has been formally removed by a teacher for any other conduct, the student 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 any behavior listed in the Code as a general conduct violation, DAEP offense, or expellable offense.

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 advise the student of the conduct of which he or she is accused. The student shall be given the opportunity to explain his or her version of the incident before the administrator's decision is made.

The number of days of a student's suspension shall be determined by the campus behavior coordinator, but shall not 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, and
3. The student's disciplinary history.

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

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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.

Summer programs provided by the district shall serve students assigned to a DAEP in conjunction with other students.

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, and
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.

Discretionary Placement: Misconduct That May Result in DAEP Placement

A student **may** be placed in a DAEP for behaviors prohibited in the General Conduct Violations section of this Code.

Misconduct Identified in State Law

In accordance with state law, a student **may** be placed in a DAEP for any one of the following offenses:

- Involvement in a public school fraternity, sorority, or secret society, including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, secret society, or gang. (See glossary.)
- Involvement in criminal street gang activity. (See glossary.)
- Any criminal mischief, including a felony.
- Assault (no bodily injury) with threat of imminent bodily injury.
- Assault by offensive or provocative physical contact.

In accordance with state law, a student **may** be placed in a DAEP if the superintendent or the superintendent's designee has reasonable belief (see glossary) that the student has engaged in conduct punishable as a felony, other than aggravated robbery or those listed as offenses involving injury to a person in Title 5 (see glossary) of the Texas Penal Code, that occurs off

school property and not at a school-sponsored or school-related event, if the student's presence in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.

The campus behavior coordinator **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 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 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:
    - Engages in conduct punishable as a felony.
    - Commits an assault (see glossary) under Texas Penal Code 22.01(a)(1).
    - Sells, gives, or delivers to another person, or possesses, uses, or is under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense. 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. (School-related felony drug offenses are addressed in the Expulsion section.) (See glossary for "under the influence.")
    - 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, if the conduct is not punishable as a felony offense. (School-related felony alcohol offenses are addressed in the Expulsion section.)
    - Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals.
    - Behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure.
- 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 the Expulsion section of this Code.)
- Engages in conduct punishable as aggravated robbery or a felony listed under Title 5 (see glossary) of the Texas 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

If a student has been convicted of continuous sexual abuse of a young child or children or convicted of or placed on deferred adjudication for sexual assault or aggravated sexual assault against another student on the same campus, and if 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, the offending student shall be transferred to another campus in the district. 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.

Emergencies

In an emergency, the principal or the principal's designee may order the immediate placement of a student in a DAEP for any reason for which placement in a DAEP may be made on a nonemergency basis.

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 the teacher, in the case of a teacher removal.

At the conference, the campus behavior coordinator or appropriate administrator shall inform the student, orally or in writing, of the reasons for the removal and shall give the student 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, and
3. The student's disciplinary history, or

~~3.~~4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

Placement Order

After the conference, if the student is placed in the DAEP, the campus behavior coordinator shall write a placement order. A copy of the DAEP placement order shall be sent to the student and the student's parent.

Not later than the second business day after the conference, the board's designee shall deliver to the juvenile court a copy of the placement order and all information required by Section 52.04 of the Family Code.

If the student is placed in the DAEP and the length of placement is inconsistent with the guidelines included in this Code, the placement order shall give notice of the inconsistency.

Coursework Notice

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

Length of Placement

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

The duration of a student's placement shall be determined on a case-by-case basis. DAEP placement shall be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misconduct, the student's attitude, and statutory requirements.

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

The district shall administer the required pre- and post-assessments for students assigned to DAEP for a period of 90 days or longer in accordance with established district administrative procedures for administering other diagnostic or benchmark assessments.

Exceeds One Year

~~Placement in a DAEP may exceed one year when a review by the district determines that:~~

~~1. The student is a threat to the safety of other students or to district employees; or~~

~~2. Extended placement is in the best interest of the student.~~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 commit offenses requiring placement in a DAEP 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.

Exceeds 60 Days

For placement in a DAEP to extend beyond 60 days or the end of the next grading period, whichever is sooner, a student's parent shall be given notice and the opportunity to participate in a proceeding before the board or the board's designee.

Appeals

Questions from parents regarding disciplinary measures should be addressed to the teacher or campus administration, 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 or the central administration office or through Policy On Line at the following address: www.granburyisd.org.

Consequences shall not be deferred pending the outcome of a grievance.

Disciplinary consequences shall not be deferred pending the outcome of an appeal. The decision to place a student in a DAEP cannot be appealed beyond the board.

Restrictions during Placement

State law prohibits a student placed in a DAEP for reasons specified in state law from attending or participating in school-sponsored or school-related extracurricular activities.

A student placed in a DAEP shall not be provided transportation unless he or she is a student with a disability who has transportation designated as a related service in the student's IEP.

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

The office of the prosecuting attorney shall notify the district if a student was placed in a DAEP for certain offenses including any felony, unlawful restraint, indecent exposure, assault, deadly conduct, terroristic threats, organized crime, certain drug offenses, or possession of a weapon, and:

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 the superintendent's decision to the board. The student may not be returned to the regular classroom pending the appeal. In the case of an appeal, the board shall, at the next scheduled meeting, review the notice from the prosecutor and receive information from the student, the student's parent, and the superintendent or designee, and confirm or reverse the decision of the superintendent or designee. The board shall make a record of the proceedings.

If the board confirms the decision of the superintendent or designee, the student and the student's parent may appeal to the Commissioner of Education. The student may not be returned to the regular classroom pending the appeal.

Withdrawal during Process

When a student violates the district's Code 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 order is completed, the campus behavior coordinator may complete the proceedings and issue a placement order. If the student then reenrolls in the district during the same or a subsequent school year, the district may enforce the order 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 order 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. The district may place the student in the district's DAEP or a regular classroom setting.

A newly enrolled student with a DAEP placement from a district in another state shall be placed as any other newly enrolled student if the behavior committed is a reason for DAEP placement in the receiving district.

If the student was placed in a DAEP by a school district in another state for a period that exceeds one year, this district, by state law, shall reduce the period of the placement 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 occurs, 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.

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 administration 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 placement shall be in either DAEP for at least one semester.

If the student is not under any form of court supervision, the placement may be in DAEP for one semester or the placement may be in a regular classroom. The placement may not be 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 Student

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

A student or the student's parent may appeal the placement by requesting a conference between the board or its designee, the student, and the student's parent. The conference is limited to the factual question of whether the student is required to register as a sex offender. Any decision of the board or its designee under this section is final and may not be appealed.

Certain Felonies

Regardless of whether 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

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student **may** be expelled and placed in DAEP 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 Texas Penal Code. The student must:

- Have received deferred prosecution for conduct defined as aggravated robbery or a Title 5 felony offense;
- Have 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;
- Have been charged with engaging in conduct defined as aggravated robbery or a Title 5 felony offense;
- Have 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
- Have 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.

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:

4. Self-defense (see glossary),
5. Intent or lack of intent at the time the student engaged in the conduct, and
6. The student's disciplinary history.

Discretionary Expulsion: Misconduct That May Result in Expulsion

Any Location

A student **may** be expelled for:

- Engaging in the following, no matter where it takes place:
  - 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, without regard to where the conduct occurs:
  - Aggravated assault.
  - Sexual assault.
  - Aggravated sexual assault.
  - Murder.
  - Capital murder.
  - Criminal attempt to commit murder or capital murder.
  - Aggravated robbery.
- Breach of computer security.
- 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 marijuana, a controlled substance, or a dangerous drug, if the conduct is not punishable as a felony. 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.")

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- Selling, giving, or delivering to 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, if the conduct is not punishable as a felony.
- 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 Section 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, or aggravated robbery.
- Continuous sexual abuse of a young child or children.
- Felony drug- or alcohol-related offense.
- ~~Use or possession of a firearm (as defined by state law), an illegal knife, a club, or prohibited weapon, or possession of a firearm (as defined by federal law).~~
- Carrying on or about the student's person a handgun, an illegal knife, or a club, 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.)
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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 DAEP

A student **may** be expelled for engaging in documented serious misbehavior that violates the district's Code, 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 Section 1.07, Penal Code; or
4. Conduct that constitutes the offense of:
    a. Public lewdness under Section 21.07, Penal Code;
    b. Indecent exposure under Section 21.08, Penal Code;
    c. Criminal mischief under Section 28.03, Penal Code;
    d. Personal hazing under Section 37.152; or
    e. Harassment under Section 42.07(a)(1), Penal Code, 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. ~~"Firearm" under federal law includes:~~ . (See glossary.)
    - ~~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.~~
    - ~~The frame or receiver of any such weapon.~~
    - ~~Any firearm muffler or firearm weapon.~~
    - ~~Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.~~
- *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.
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Under the Texas Penal Code

Carrying on or about the student's person the following, as defined by the Texas Penal Code

- ~~Using or possessing the following, as defined by the Texas Penal Code:~~
    - ~~A firearm (any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any~~

~~device readily convertible to that use), unless the use, exhibition, or possession of the firearm occurs at an off-campus approved target range facility 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~~

- . 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(LEGAL).]
- ~~An illegal knife, which includes a knife with a blade over 5½ inches; hand instrument, designed to cut or stab another by being thrown; dagger, including but not limited to a dirk, stiletto, and poniard; bowie knife; sword; or spear.~~
- An illegal knife, as defined by state law. (See glossary.)
- ~~A club such 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, including a blackjack, nightstick, mace, and tomahawk. (See glossary.)~~
- A club, as defined in state law. (See glossary.)
- ~~A prohibited weapon, such as an explosive weapon, a machine gun, a short-barrel firearm, a firearm silencer, knuckles, armor-piercing ammunition, a chemical dispensing device, a zip gun, or a tire deflation device. (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 Texas 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 children.
- Behavior punishable as a felony that involves selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, a dangerous drug, or alcohol; or committing a serious act or offense while under the influence of alcohol.

- 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.

Emergency

In an emergency, the principal or the principal's designee **may** order the immediate expulsion of a student for any reason for which expulsion may be made on a nonemergency basis.

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 parent 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 to the Superintendent or designee -authority to conduct hearings and expel students.

Board Review of Expulsion

After the due process hearing, the expelled student may request that the board review the expulsion decisions. The student or parent must submit a written request to the superintendent within seven days after receipt of the written decision. The superintendent must provide the student or parent written notice of the date, time, and place of the meeting at which the board will review the decision.

The board shall review the record of the expulsion hearing in a closed meeting unless the parent requests in writing that the matter be held in an open meeting. The board may also hear a statement from the student or parent and from the board's designee.

The board shall hear statements made by the parties at the review and shall base its decision on evidence reflected in the record and any statements made by the parties at the review. The board shall make and communicate its decision orally at the conclusion of the presentation. Consequences shall not be deferred pending the outcome of the hearing.

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, and
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

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 Superintendent or designee, (fill in the blank with the appropriate title or position for the district) 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 correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, and statutory requirements.

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 has violated the district's Code in a way that 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 reenrolls 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 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 occurs, 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.

Glossary

The glossary provides legal definitions and locally established definitions and is intended to assist in understanding terms related to the Student Code of Conduct.

Abuse is improper or excessive use.

Aggravated robbery is defined in part by Texas Penal Code 29.03(a) 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:
    a. 65 years of age or older, or
    b. A disabled person.

Armor-piercing ammunition is handgun ammunition used in pistols and revolvers and designed primarily for the purpose of penetrating metal or body armor.

Arson is:

1. A crime that involves 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. A crime that involves recklessly starting a fire or causing an explosion while manufacturing or attempting to manufacture a controlled substance and the fire or explosion damages any building, habitation, or vehicle; or
3. A crime that involves intentionally starting a fire or causing an explosion and in so doing:
    a. Recklessly damages or destroys a building belonging to another, or
    b. Recklessly causes another person to suffer bodily injury or death.

Assault is defined in part by Texas Penal Code §22.01(a)(1) as intentionally, knowingly, or recklessly causing bodily injury to another; §22.01(a)(2) as intentionally or knowingly threatening another with imminent bodily injury; and §22.01(a)(3) as intentionally or knowingly

causing physical contact with another that can reasonably be regarded as offensive or provocative.

Bullying is when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the district and a school district's board of trustees or the board's designee determines that the behavior:

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 of damage to the student's property; or
2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

This conduct is considered bullying if it:

1. Exploits an imbalance of power between the student perpetrator who is engaging in bullying and the student victim through written or verbal expression or physical conduct; and
2. Interferes with a student's education or substantially disrupts the operation of a school.

Chemical dispensing device is a device designed, made, or adapted for the purpose 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 an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death. A blackjack, mace, and tomahawk are in the same category.

Criminal street gang is 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 the use of any electronic communication device to engage in bullying or intimidation.

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 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. 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 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 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:

4. 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;
5. The frame or receiver of any such weapon;
6. Any firearm muffler or firearm weapon; or
7. Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.

Such term does not include an antique firearm.

Firearm silencer means any device designed, made, or adapted to muffle the report of a firearm.

Graffiti are 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 Texas Penal Code 46.01(5) as any firearm that is designed, made, or adapted to be fired with one hand.

Harassment is:

1. Conduct that meets the definition established in district policies DIA(LOCAL) and FFH(LOCAL); or
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.

Hazing is an intentional or reckless act, on or off campus, by one person alone or acting with others, that endangers the mental or physical health or safety of a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization.

Hit list is 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.

Illegal knife is defined by Texas Penal Code 46.01(6) as a

1. Knife with a blade of over five and one-half inches;
2. Hand instrument designed to cut or stab another by being thrown;
3. Dagger, including, but not limited to, a dirk, stiletto, or poniard;
4. Bowie knife;
5. Sword; or
6. Spear.

Knuckles are 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.

Machine gun 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 clothing, purse, or backpack; 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; telecommunications or electronic devices; or any other school property used by the student, including but not limited to a locker or desk.

Prohibited weapon under Texas Penal Code 46.05(a) means

1. An explosive weapon;
2. A machine gun;

3. A short-barrel firearm or firearm silencer, unless registered with the U.S. Bureau of Alcohol, Tobacco, Firearms, and Explosives or classified as a curio or relic by the U.S. Department of Justice;
4. Knuckles;
5. Armor-piercing ammunition;
6. A chemical dispensing device;
7. A zip gun; or
8. A tire deflation device

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 Section 37.121(d) of the Education Code are excepted from this definition.

Reasonable belief is a determination made by the superintendent or designee using all available information, including the information furnished under Article 15.27 of the Code of Criminal Procedure.

Self-defense is the use of force against another to the degree a person reasonably believes the force 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 Section 21.07, Penal Code;
    b. Indecent exposure under Section 21.08; Penal Code;
    c. Criminal mischief under Section 28.03, Penal Code;
    d. Personal hazing under Section 37.152; or
    e. Harassment under Section 42.07(a)(1), Penal Code, 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 school work 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 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 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 Section 46.01 of the Penal Code 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 offenses are those crimes listed in Title 5 of the Texas Penal Code that involve injury to a person and may include:

- Murder;
- Kidnapping;
- Trafficking of persons;
- Smuggling or continuous smuggling of persons;
- Assault;
- Aggravated assault;
- Sexual assault;
- Aggravated sexual assault;
- Unlawful restraint;
- Voyeurism;
- Indecency with a child;

- Invasive visual recording;
- Disclosure or promotion of intimate visual material;
- Injury to a child, an elderly person, or a disabled person of any age;
- Abandoning or endangering a child;
- Deadly conduct;
- Terroristic threat;
- Aiding a person to commit suicide; and
- Tampering with a consumer product.

[See FOC(EXHIBIT)]

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 influence" 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 a device or combination of devices, not originally a firearm, but adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.

OFFICE OF ASSISTANT SUPERINTENDENT

For:	**Board of Trustees**
Date:	**August 22, 2016**
Action:	**Approve**

To:	**Board of Trustees**	**From:**	**Ron Holmgreen**
		Date:	**August 17, 2016**
		RE:	**Adopt District of Innovation Resolution**

SUMMARY:

The District of Innovation concept, passed by the 84th Legislative Session in House Bill 1842, gives traditional independent school districts mons of the flexibilities available to the Texas' open-enrollment charter schools.

RECOMMENDATION:

That the District of Innovation Resolution be adopted.

Respectfully submitted,

Ron Holmgreen
Assistant Superintendent

GRANBURY ISD

District of Innovation

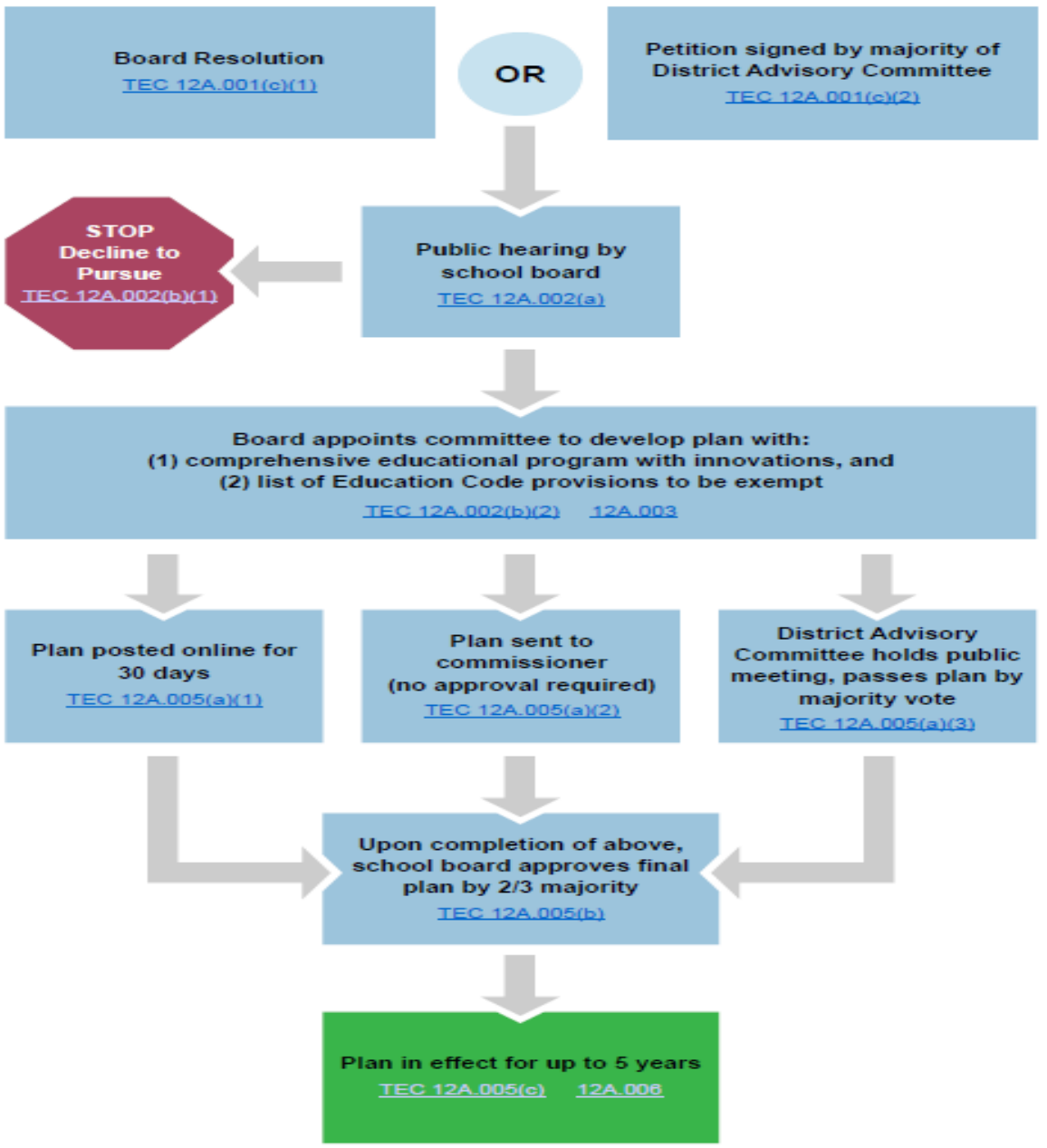
Fall 2016

How do I become an Innovation District?



- Process begins either with a board of trustees resolution or by signed petition from a majority of your district-level advisory committee
- Board conducts a public hearing to consider developing an innovation plan
- Within 30 days of public hearing Board must formally decide to pursue or decline the opportunity

Process to Become a District of Innovation
Texas Education Code (TEC) Chapter 12A



Bad news first…

- Prohibited exemptions include (but not limited to)…
  - District Governance
  - Curriculum
  - State Assessment System
  - State Accountability System
  - School Finance
  - Federal Requirement
  - Other requirements in state law outside of the Education Code

Now the fun stuff…

- Allowable exemptions include (but not limited to)…
  - Educator Certification
  - Teacher Contracts
  - First and Last Day of School
  - Length of School Day
  - Class Size
  - Designation of Campus Behavior Coordinator
  - Certain Purchasing and Contract Requirements

Most Common Exclusions from Other Districts

- Start Date
- Class Size for K-4
- Teacher/Principal Appraisal
- Teacher Certification
- Campus Behavior Coordinator

Things to consider…

- What problem are you trying to solve?
- Is there a program you are trying to implement?
- Is there a big area of need that can be addressed by this flexibility?
- Once you identify an issue area or exemption: dig deeper.
- Involve all of your stakeholders, including those who do not always agree with you.
- Communicate, Communicate, Communicate, Communicate

District of Innovation Timeline

• Board Resolution	12A.001(c)(1)	August
• Public Hearing by board	12A.002(a)	September (or earlier)
No later than the next board meeting		
• Appoint DoI committee	12A.002(b)(2)	September
Following public hearing		
• Committee Meets		September, October, & November
• DAC Meeting to Approve	12A.005(a)(3)	December
• Plan posted for 30 days	12A.005(a)(1)	December
• Plan sent to Commissioner	12A.005(a)(2)	December
• Board approves 2/3 vote	12A.005(b)	January

GRANBURY ISD

District of Innovation

Fall 2016

RESOLUTION TO ADOPT A DISTRICT OF INNOVATION

WHEREAS, Education Code 12A.001 provides that a district is eligible for designation as a district of innovation if the district's most recent performance rating under Section 39.054 reflects at least acceptable performance, and that consideration of designation as a district of innovation may be initiated by a resolution adopted by the board of trustees of the district; and

WHEREAS, the Granbury Independent School District's most recent performance rating under Education Code 39.054 reflects at least acceptable performance;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Granbury Independent School District, by adoption of this resolution, initiates the process under Education Code Chapter 12A to become a District of Innovation.

BE IT FURTHER RESOLVED that after this resolution is signed by the Board, a public hearing shall be held to consider whether the District should develop a local innovation plan for the designation of the District as a district of innovation and that after the public hearing, the Board of Trustees of Granbury Independent School District shall appoint a committee to develop a local innovation plan or decline to pursue designation as a district of innovation.

Adopted this _____ *(date)* day of _____ *(month)*, _____ *(year)*, by the Board of Trustees.

_____ Presiding officer

_____ Secretary

GRANBURY ISD
TECHNOLOGY DEPARTMENT

TO: Dr. James Largent, Superintendent	**FROM**: Amy Wood **DATE**: August 16, 2016 **RE**: Technology Purchases for 2016-2017

SUMMARY:

Board Policy CH(LOCAL) requires board approval on purchases in excess of $50,000. The policy states "The Board delegates to the Superintendent or designee the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs $50,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place".

Technology purchases are all purchased using DIR and TCPN contracts or other interlocal agreements the District has entered into. DIR and TCPN award contracts via an approved purchasing method. GISD is able to purchase directly from their contracts without going through the formal bid process. GISD uses these resources to gather quotes for purchasing decisions at the time of the purchase. The following purchases are planned to occur prior to August 31, 2016 by the technology department. These purchases include funds allocated to the technology department, campuses, and various departments in the district. Since these purchases could exceed the $50,000 amount, they need to be approved by the Board.

- **Account Code 199 E 11/12/51/52/53 6244**

  - Cisco SMARTnet Premium Support Contract Renewals – **$59,000**
  - Maintenance Contract Renewal for Dell PowerEdge Servers – **$18,500**
  - Fluke DTX-1200 Gold SuperVision Support Contract Renewal – **$5,000**
  - Maintenance Contract Renewal for Web Security/Packet Shaper– **$15,000**
  - Dell App Assure - **$15,000**
  - Generator Maintenance **- $1,500**

Budget - Up to **$150,000**

- Account Code 199 E 11/51/52/53 6249

  - Microsoft Support Pack - **$2,500**
  - SolarWinds and Orion Maintenance - **$6,500**

Budget – Up to **$10,000**

- Account Code 199 E 53 6291

  - VST Renewal - **$7,500**

Budget – Up to **$7,500**

- **Account Code 199 E 11/53 6393**

  - Toner Cartridges - $**46,900**

Budget - Up to **$50,000**

- **Account Code 199 E 11/13/41/53 6397**

  - Computer/Server/Projector Supplies – **$60,000**
  - Tapes/Cartridges – **$2,500**
  - Cisco GBICS/Cables/Connectors - $**6,500**
  - ARIN Fee - **$500**
  - VMWare Vcenter Management Software - **$10,000**
  - Microsoft Licenses (remote management) - **$5,000**
  - Microsoft Licenses for Office and Windows – **per FTE price**
  - Hyena Maintenance and Security Certificates **– $3,500**
  - Terminal Services Licenses - **$5,500**
  - SIF Licensing & Maintenance - **$15,000**
  - SkyWard Annual Maintenance/Training - **$110,000**
  - Security Certificates **- $5,000**
  - Cabling Supplies **- $ 6,000**
  - Infrastructure Support (Extreme) **- $60,000**

Budget - Up to **$400,000**

- **Account Code 199 11/51/53 6636**

  - Equipment Replacements - **$200,000**
    - Server Replacements, storage and storage expansion, backup tools, Storage for Special Education, other network equipment

Budget - Up to **$200,000**

- **Account Code 199/410 E 11/12/23/31/33/51/53 6645**

  - Replacement Campus/Department UPS Systems - **$24,000**
  - Replacement Campus/Department Network Switches – **$50,000**
  - Replacement Voice Gateways – **$15,000**
  - Department Desktop & Laptop Replacements – **$75,000**
  - Student, Teacher, and Staff Replacement Schedule - **$630,000**
    - Including Virtual Desktop Solution, Desktops, Laptops, Chromebooks, Chromeboxes, iPads, iPods, tablets, Printers, Projectors, Document Cameras, SmartBoards, various student equipment, etc.
  - Access Points - **$22,000**
  - Servers under $5000 (routine server replacement, additions necessary for new software) **- $35,000**
  - Phone Replacements **– $10,000**
  - Incidental Cabling Charges **- $10,000**
  - Cameras and Storage for Special Education Classrooms **– up to $75,000 as requested**

Budget - Up to **$1,200,000**

- **Other Campus Technology**

- Charter Internet Access – **$150,000** (199 E 11 6297 99 xxx x xx xxx)
- AT&T T1 Distance Learning Circuit – **$4,000** (199 E 11 6297 99 xxx x xx xxx)
- Charter Communications Fiber Optic Lease – $**150,000** (199 E 11 6297 99 xxx x xx xxx)
- Internet Content Filtering/Antivirus and MDM- **$130,000** (199 E 11 6397 00 xxx x xx xxx)

-Software Expenditures

- ACT Engage - **$3,000** (xxx E 31 6397 xx xxx x xx xxx)
- Admin Studio - **$1,000** (xxx E 11 6397 xx xxx x xx xxx)
- AESOP Absence Reporting and Substitute Calling - **$7,000** (xxx E 41 6397 xx xxx x xx xxx)
- AgileSports Technology - **$2,500** (xxx E 36 6397 xx xxx x xx xxx)
- AR Renaissance Place - **$30,000** (xxx E 11 6397 xx xxx x xx xxx)
- Assistive Technology as needed by students - **$10,000** (xxx E 11/31 6397 xx xxx x xx xxx)
- BoardMaker Software - **$399 per license** (xxx E 11/31 6397 xx xxx x xx xxx)
- BrainPop - **$25,000** (xxx E 11 6239 xx xxx x xx xxx)
- Career Planning/Exploration Software **-$10,000** (xxx E 11 6397 xx xxx x xx xxx)
- Campus Improvement Plan Software **- $6,000** (xxx E 23 6397 xx xxx x xx xxx)
- Charms Music Software - **$300/per campus** (xxx E 11 6397 xx xxx x xx xxx)
- CTE Certification/Curriculum Software **- $60,000** (xxx E 11 6397 xx xxx x xx xxx)
- DMAC - **$17,000** (xxx E 11 6397 xx xxx x xx xxx)
- Edulog Route Editor **- $10,000** (xxx E 34 6397 xx xxx x xx xxx)
- ESC Comprehensive Contract - **$55,000** (xxx E 13 6239 xx xxx x xx xxx)
- E-Scholarships Online - **$550** (xxx E 31 6397 xx xxx x xx xxx)
- eStar Class Software - **$40,000** (xxx E 11/31 6397 xx xxx x xx xxx)
- Field Trip Software **- $6,000** (xxx E 34 6397 xx xxx x xx xxx)
- Flocabulary **- $100** (xxx E 11 6397 xx xxx x xx xxx)
- Follett Destiny Software - **$40,000** (199 E 12 6397 99 xxx x xx xxx)
- Pathway to Engineering Fee **-$5,000** (xxx E 11 6397 xx xxx x xx xxx)
- Imagine Learning **– $65,000** (xxx E 11 6397 xx xxx x xx xxx)
- iStation - **$40,000** (xxx E 11 6397 xx xxx x xx xxx)
- Lego Education Robotics Software **- $350 per license** (xxx E 11 6397 xx xxx x xx xxx)
- Library Databases – **$25,000** (xxx E 11 6397/6239 xx xxx x xx xxx)
- LoneStar Maintenance **- $4,000** (xxx E 12 6244 xx xxx x xx xxx)
- Mail Archive Solution **- $12,000** (xxx E 11 6397 xx xxx x xx xxx)
- Megatronics Fuel Pump **- $2,000** (xxx E 34 6397 xx xxx x xx xxx)
- Menu Planning Software - **$7,500** (xxx E 35 6397 xx xxx x xx xxx)
- Mizuni SIF Agent **- $7,000** (xxx E 35 6397 xx xxx x xx xxx)
- Music Software (Charms/Finale/SmartMusic) - **$5,000** (xxx E 11 6397 xx xxx x xx xxx)
- Naglieri Nonverbal Ability test (GT) - **$14,500** (xxx E 11 6397 xx xxx x xx xxx)
- Nutrikids and POS Software **- $8,500** (xxx E 35 6397 xx xxx x xx xxx)
- OdysseyWare - **$60,000** (xxx E 11 6397 xx xxx x xx xxx)
- Online IPT – **$1,000** (xxx E 31 6339 xx xxx x xx xxx)
- PD360/Online PD **-$50,000** (xxx E 13 6397 xx xxx x xx xxx)
- Responsive Learning T-TESS Course **- $4,000** (xxx E 11 6397 xx xxx x xx xxx)
- Research Databases **- $15,000** (xxx E 12 6239/6397 xx xxx x xx xxx)
- School Messenger **- $20,000** (xxx E 11 6297/6397 xx xxx x xx xxx)
- HR Software **- $6,000** (xxx E 41 6397 xx xxx x xx xxx)
- SchoolDude (Facility and Utility**) - $7,000** (xxx E 51 6397 xx xxx x xx xxx)
- SchoolWires - **$35,000** (xxx E 11 6239 xx xxx x xx xxx)
- SPED Software as needed/required - **$35,000** (xxx E 11/31 6397 xx xxx x xx xxx)
- Starfall - **$2,000** (xxx E 11 6397 xx xxx x xx xxx)
- Study Island - **$52,000** (xxx E 11 6397 xx xxx x xx xxx)
- Swank Motion Picture License**- $7,200** (xxx E 11 6397 xx xxx x xx xxx)
- TalentEd & Recruit Professional (HR) - **$9,000** (xxx E 41 6397 xx xxx x xx xxx)
- Turnitin Paradigms **- $3,000** (xxx E 11 6397 xx xxx x xx xxx)
- V-Soft (Raptor) Maintenance & Support Renewal – **$5,800** (199 E 52 6397 99 xxx x xx xxx)

- **Donated Funds for Technology Items**

  - Mobile Devices, SmartBoards, Projectors, Document Cameras, Innovative Technologies and other items (199 E 11 6645 xx xxx x xx xxx)
  - Software, cases for devices, mounts, iTunes Cards and other items to support technology (199 E 11 6397 xx xxx x xx xxx)

Budget – Up to **$50,000**

RECOMMENDATION:

It is recommended that the above purchases be made with appropriate vendors in the best interest of the District.

Respectfully submitted,



Amy Wood
Director of Technology

GRANBURY ISD
TECHNOLOGY DEPARTMENT

TO: Dr. James Largent, Superintendent	**FROM**: Amy Wood **DATE**: August 22, 2016 **RE**: Bond Purchases

SUMMARY:

Board Policy CH(LOCAL) requires board approval on purchases in excess of $50,000. The policy states "The Board delegates to the Superintendent or designee the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs $100,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place".

699 E 81 6649 FU 001 0 99 000

Equipment and Furniture for Classrooms/Shops/Areas

The following vendors and contracts will be used, with items ordered not to exceed the following dollar amounts.

TXMASS
SnapOn Tools - $60,000

Purchases not to exceed $60,000

BuyBoard
Hubert – $5,000
Don – $5,000

Purchases not to exceed $10,000

ESC7
Southwest Machinery - $25,000

E&I
BKM - $30,000

RECOMMENDATION:

It is recommended that the above purchase be made with appropriate vendors in the best interest of the District.

Respectfully submitted,



Amy Wood
Director of Technology

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 22, 2016
For: Action

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: August 15, 2016
RE: Budget Adoption

SUMMARY:

Budgets for General Operating, Food Service and Debt Service have been presented and discussed in the budget workshop and board meeting. The required Notice has been published in the local newspaper and the Public Hearing scheduled for 8/22/16 at 6:00 pm will have taken place by the time this agenda item is considered.

The only significant change impacting the overall General Fund budget from what was presented at the budget workshop held on 7/25/2016 is that the overall certified net taxable values came in considerably higher (approximately $134.8 million higher) than the preliminary value estimates received from the appraisal districts earlier in the year. This generated an increase in total tax levy of almost $1.09 million, with approximately $905,000 going to M&O levy and the remaining $187,000 to I&S levy. This of course impacts our general fund budget since we are a Chapter 41 district. More tax revenue coming in means reduced state aid revenue and more recapture going back to the state. The net effect of the increase in tax revenue and decrease in state aid revenue as well at the increase in recapture on the expenditure side is that our overall general fund budget decreased by $17,807 from what was presented at the budget workshop. The budget presented for adoption is still a balanced budget and therefore the General Fund balance at 8/31/17 is projected to remain the same and is within policy requirements.

There have been no changes to the Child Nutrition budget from what was presented at the workshop held on 7/25/16. The Child Nutrition Budget presented is a balanced budget and therefore the projected balance at 8/31/17 is projected to remain the same.

The Debt Service budget presented is based on a tax rate of $0.21, which is a decrease of 1 ½ cents from last year's rate and a ½ cent lower than the proposed debt service tax rate of $0.215 presented at the budget workshop and published in the required newspaper Notice. It should be noted that once a proposed tax rate is published in the required Notice the District cannot adopt a tax rate higher than what is published. However, adopting a tax rate lower than the published tax rate is permissible. Based on Certified Values, the Debt Service budget presented will raise approximately $636,411 more in revenue than will be necessary to meet 2016-17 debt obligations, assuming a 99% collection rate. Alternate budget scenarios will be available should the Board wish to consider adopting a Debt Service budget with a lower tax rate.

Due to the current fund balance in the debt service fund as compared to the annual debt service obligations, as well as the uncertainties with ASATR and how that will impact the District over the

long term, it is the recommendation of administration to adopt the Debt Service budget as presented based on a proposed debt service tax rate of $0.21.

It is a legal requirement that budgets be adopted prior to the start of the fiscal year, which is September 1, 2016.

RECOMMENDATION:

That the Board adopt the budgets as presented by Administration.

Respectfully submitted,



Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible:	Dr. James Largent Dobie Williams
Date Submitted:	August 15, 2016

Granbury ISD
2016-17 Projected Budget
Worksheet

	Adopted	Revised as of 6/29/2016	2% growth (1500 / 3.0 %) Projected as of 7-14-16
	2015-16	2015-16	2016-17
REVENUES			
PROPERTY TAX	47,940,531	47,340,531	49,841,419
Penalities & Interest	633,374	633,374	514,208
STATE			
State Aid	7,467,873	6,967,873	6,399,928
TRS ON Behalf	2,211,436	2,211,436	2,212,230
MISC	1,212,084	2,003,398	1,457,000
IMA	-		-
Total Revenues	59,465,298	59,156,612	60,424,785
EXPENSES			
Salaries & Benefits	44,526,405	44,153,991	45,959,886
Salary Increase for Other Employees (2%)			
Total Salaries & Benefits	44,526,405	44,153,991	45,959,886
Campus Allocations	854,177	854,177	875,189
Dept Allocations	6,944,254	8,342,991	7,773,263
State Special Programs	814,808	814,808	989,719
High School Allottment	71,307	71,307	121,557
Technology Replacements/Software	650,000	650,000	650,000
CF Funds	-		
Medicaid Program Funds	-		
Appraisal District Costs	1,020,000	1,070,000	1,080,000
Total Non-Salaries & Benefits	10,354,546	11,803,283	11,489,728
New Spending			
Drug Detection Canine			In Dept Allocation
Band Services			In Dept Allocation
Fuel Contingency			No Carry Forward
Student Travel beyond State			In Dept Allocation
District Level Travel			In Dept Allocation
Truant Officer			In Dept Allocation
Suburban Replacement			No Carry Forward
Band Replacement Sch -Annual			In Dept Allocation
GCA Custodial Agreement (net employees on GISD payroll)			In Dept Allocation
Storage Units for Construction			No Carry Forward
Driver's Education Car			No Carry Forward
Move Portables			No Carry Forward
Mobile Bus			No Carry Forward
Bond Communication Mail Pieces			In Dept Allocation
Mobile App			In Dept Allocation
Ag Truck			No Carry Forward
CTE Student Org State Competitions			In Dept Allocation
Unleaded Fuel Tank			No Carry Forward
Trans Automatic Gate			No Carry Forward
Compensation Study			No Carry Forward
School Resource Officer Vehicle			In Dept Allocation
New School Resource Officer	54,300		In Dept Allocation
Curriculum Dyslexia Services			In Dept Allocation
Athletic Gym Floor Refinishing	9,114		In Dept Allocation
UIL League Dues (Ath.)	1,600		In Dept Allocation
UIL District 8-5A Dues (GHS)	6,000		In Dept Allocation
Congressional Debate Travel (GHS)	1,300		In Dept Allocation
Cleaning of Pirate Stadium Surface (Ath.)	5,500		In Dept Allocation
Cleaning of Pirate Pavilion Surface (Ath.)	2,500		In Dept Allocation
Billboards			In Dept Allocation
Health Program			36,000
Leadership Academy			5,000
Aquatics Pool rental			14,500
RIVS - Video service			6,500
Summer Projects 2015-16		682,247	
Total Expenditures	54,961,265	56,639,521	57,511,614
Recapture	4,504,033	3,199,338	2,913,171
Net Effect to Fund Balance	-	(682,247)	-
Erate Savings			
Projected Lapse (1% of Expenditures)		566,395	575,116
Fund Balance Increase(Decrease)		(115,852)	575,116

GRANBURY ISD

GENERAL OPERATING (FUND 199)

2016-17 PROPOSED BUDGET - REVENUE

DESCRIPTION	2015-16 Budget	2016-2017 Proposed	Difference	% Difference	% of Total Revenue
5711 - CURRENT YEAR TAXES	47,340,531	49,327,210	1,986,679	3.36%	81.63%
5712 - PRIOR YEAR TAXES	600,000	514,209	(85,791)	-0.15%	0.85%
5719 - PENALTIES & INTEREST	633,374	514,208	(119,166)	-0.20%	0.85%
5736 - SUMMER SCHOOL TUITION	7,050	7,000	(50)	0.00%	0.01%
5737- DRIVERS ED TUITION	40,000	40,000	0	0.00%	0.07%
5738 - HIGH SCHOOL PARKING FEES	15,000	15,000	0	0.00%	0.02%
5742 - INTEREST INCOME	29,000	90,000	61,000	0.10%	0.15%
5743 - BLDG/FIELD USE FEE	20,000	20,000	0	0.00%	0.03%
5744 - GIFTS AND BEQUESTS	129,795	0			
5749 - MISC. LOCAL REVENUE	195,469	180,000	(15,469)	-0.03%	0.30%
5751 - FOOD SERVICE INDIRECT REV	0	0	0	0.00%	0.00%
5752 - ATHLETIC RECEIPTS	132,084	150,000	17,916	0.03%	0.25%
5753 - COMMUNITY ED RECEIPTS	0	0	0	0.00%	0.00%
5755 - OTHER ENTERPRISING INCOME	0	0	0	0.00%	0.00%
5811 - PER CAPITA REVENUE	1,306,607	2,522,931	1,216,324	2.06%	4.18%
5812 - FOUNDATION REVENUE	5,661,266	3,876,997	(1,784,269)	-3.02%	6.42%
5831 - TRS ON-BEHALF PAYMENTS	2,211,436	2,212,230	794	0.00%	3.66%
5929 - FEDERAL INDIRECT REVENUE	60,000	60,000	0	0.00%	0.10%
5931 - MEDICAID REVENUE	700,000	810,000	110,000	0.19%	1.34%
5932 - MAC REVENUE	15,000	25,000	10,000	0.02%	0.04%
5948 - JROTC REVENUE	60,000	60,000	0	0.00%	0.10%
TOTALS	**59,156,612**	**60,424,785**	1,397,968		100.00%

GRANBURY ISD
GENERAL OPERATING (FUND 199) by FUNCTION
2016-17 PROPOSED BUDGET

Function	2015-16 Adopted Budget	2016-17 Proposed	Increase/ Decrease)	% of Budget	% of Budget Net Recapture	% Increase
11 INSTRUCTION	31,038,982	32,850,459	1,811,477	54.4%	57.1%	5.8%
12 INSTRUCTIONAL RESOURCES & MEDIA	732,272	735,824	3,552	1.2%	1.3%	0.5%
13 CURRICULUM & STAFF DEVELOPMENT	762,287	838,917	76,630	1.4%	1.5%	10.1%
21 INSTRUCTIONAL LEADERSHIP	509,079	624,953	115,874	1.0%	1.1%	22.8%
23 SCHOOL LEADERSHIP	3,413,383	3,484,920	71,537	5.8%	6.1%	2.1%
31 GUIDANCE/COUNSELING	2,580,368	2,639,668	59,300	4.4%	4.6%	2.3%
32 SOCIAL WORK SVCS	65,000	65,000	0	0.1%	0.1%	0.0%
33 HEALTH SERVICES	380,294	417,991	37,697	0.7%	0.7%	9.9%
34 TRANSPORTATION	2,791,777	2,846,945	55,168	4.7%	5.0%	2.0%
35 FOOD SERVICE		0	0	0.0%	0.0%	0.0%
36 CO-CURRICULAR/EXTRACURRICULAR	1,834,462	1,906,998	72,536	3.2%	3.3%	4.0%
41 GENERAL ADMINISTRATION	2,382,148	2,426,686	44,538	4.0%	4.2%	1.9%
51 PLANT MAINTENANCE	6,075,771	6,131,240	55,469	10.1%	10.7%	0.9%
52 SECURITY & MONITORING SERVICES	266,179	281,286	15,107	0.5%	0.5%	5.7%
53 DATA PROCESSING	1,228,961	1,285,640	56,679	2.1%	2.2%	4.6%
61 COMMUNITY EDUCATION	110,302	109,587	(715)	0.2%	0.2%	-0.6%
71 DEBT SERVICE	0	0	0	0.0%	0.0%	0.0%
81 FACILITIES CONSTRUCTION & ACQUISITION	0	0	0	0.0%	0.0%	#DIV/0!
91 CONTRACTED SVCS BETWEEN PUBLIC SCHOOLS	4,504,033	2,913,171	(1,590,862)	4.8%	0.0%	0.0%
93 PAYMENTS TO FISCAL AGENT / SHARED SERV	0	25,500	25,500	0.0%	0.0%	#DIV/0!
99 OTHER INTERGOVERNMENTAL CHARGES	790,000	840,000	50,000	1.4%	1.5%	6.3%
	59,465,298	60,424,785	959,487	100.0%	100.0%	1.6%

GRANBURY ISD
GENERAL OPERATING (FUND 199) by OBJECT
2016-17 PROPOSED BUDGET

Object	2015-16 Adopted Budget	2016-17 Proposed	Increase/ (Decrease)	% of Budget	% of Budget Net Recapture	% Increase
6100 - Salaries & Benefits	43,736,405	45,979,886	2,243,481	76.1%	79.9%	5.1%
6200 - Contracted Services	11,160,305	9,505,494	(1,654,811)	15.7%	11.5%	-14.8%
6300 - Supplies & Materials	2,535,611	2,576,259	40,648	4.3%	4.5%	1.6%
6400 - Other Operating	1,168,321	1,445,597	277,276	2.4%	2.5%	23.7%
6500 - Debt Service	0	0	0	0.0%	0.0%	0.0%
6600 - Captial Outlay	864,656	917,549	52,893	1.5%	1.6%	6.1%
	59,465,298	60,424,785	959,487	100.0%	100.0%	1.6%

GRANBURY ISD
FOOD SERVICE FUND (FUND 240)
PROPOSED BUDGET
2016-17

		2016-17		
REVENUE				
5742	INTEREST INCOME	1,000		
5751	LOCAL FOOD SERVICE REVENUE	1,279,100		
5829	STATE MATCHING FUNDS	14,000		
5921	BREAKFAST PROGRAM REVENUE	488,900		
5922	LUNCH PROGRAM REVENUE	1,495,000		
5923	USDA DONATED COMMODITIES	214,000		
	TOTAL REVENUE			3,492,000
EXPENDITURES				
FUNCTION 35				
6100	SALARIES & BENEFITS	1,380,625		
6200	CONTRACTED SERVICES	36,100		
6300	SUPPLIES & MATERIALS	1,888,825		
6400	OTHER OPERATING EXPENSE	3,450		
6400	UNRESTRICTED INDIRECT	182,000		
6600	CAPITAL OUTLAY	1,000		
	TOTAL FUNCTION 35		3,492,000	
FUNCTION 51				
6200	CONTRACTED SERVICES	0		
	TOTAL FUNCTION 51		0	
	TOTAL EXPENDITURES			3,492,000
NET EFFECT TO FUND BALANCE				0

GRANBURY ISD
DEBT SERVICE FUND (FUND 599)
PROPOSED BUDGET
2016-17

Debt Service @$0.21

8/31/16 FUND BALANCE (Projected)			2,130,591
REVENUE			
5711 TAXES, CURRENT	9,966,640		
5712 TAXES, PRIOR YEARS	50,000		
5719 PENALTIES & INTEREST	50,000		
5742 INTEREST INCOME	22,000		
5800 TIER III	0		
TOTAL REVENUE		10,088,640	
EXPENDITURES			
FUNCTION 71			
6511 BOND PRINCIPAL	2,488,719		
6521 BOND INTEREST	6,925,743		
6599 OTHER DEBT FEES	5,000		
CLEBURNE ISD PYMT	32,767		
TOTAL EXPENDITURE		9,452,228	
NET EFFECT TO FUND BALANCE 8/31/2017			636,412
PROJECTED FUND BALANCE 8/31/2017			2,767,003

ASSUMPTION:		**07/25/16 Values**
$	**0.2100**	**TAX RATE**
	99%	**COLLECTION RATE**

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 22, 2016
For: Action

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: August 15, 2016
RE: Adoption of Tax Rate

SUMMARY:

The budgets are to be adopted by the Board at the August 22, 2016 meeting. The tax rate will have to be set to raise the revenue needed to fund the budgets. The Notice of Public Meeting has been published as required by statute and is scheduled for 6:00 pm on August 22th board meeting. The meeting will have occurred by the time this business item is presented.

A tax rate of $1.04 for Maintenance and Operations (M&O) and a tax rate of $0.21 for Debt Service (total tax rate of $1.25) is proposed for the 2016-17 school year and will be sufficient to fund the budgets. The effective M&O tax rate calculation for the 2016-17 school year is $1.0445 and as such, the proposed M&O tax rate of $1.04 does not exceed the effective M&O tax rate. Therefore, special language to adopt the tax rate as required in Tax Code § 26.05(b) (when the adopted tax rate exceeds the effective tax rate), is not required. Suggested language for adopting a tax rate that does not exceed the effect tax rate is as follows:

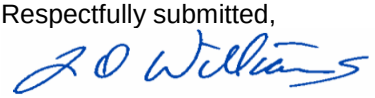
"I move that the property tax rate of $1.04 for Maintenance and Operations and $0.21 for Debt Service, for a total tax rate of $1.25, be adopted as presented."

Further, the tax rate cannot be set until such a time as TEA has received notification of the District's Intent/Choice Selection on the methods to be used to lower the wealth per WADA as a result of the Chapter 41 status. Attached is a copy of the letter from TEA indicating receipt of GISD's Intent/Choice Selection and granting authorization to proceed with the District's tax rate adoption process.

RECOMMENDATION:

That the attached resolution be adopted as presented setting the M & O tax rate to $1.04 and the Debt Service tax rate to $0.21 for a total tax rate of $1.25.

Respectfully submitted,



Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dr. James Largent

Date Submitted: August 15, 2016

RESOLUTION SETTING TAX RATE

WHEREAS, Granbury Independent School District ("District") is a local government of the State of Texas and has the authority to establish a property tax

WHEREAS, the District has adopted the 2016-17 Budget

WHEREAS, the District has received the certified property values from Hood CAD, Johnson CAD, Somervell CAD, and Parker CAD

BE IT RESOLVED that the Board of Trustees of the District, hereby levy or set the tax rate on $100 valuation for the District for the tax year 2016 at a total rate of $ 1.25 , to be assessed and collected by the duly specified assessor and collector as follows:

$ 1.040 for the purpose of maintenance and operation, and

$ 0.21 for the purpose of payment of principal and interest on debts

BE IT RESOLVED that this year's tax levy to fund maintenance and operations expenditures exceeds last year's maintenance and operations tax levy.

Dated this 22nd day of August , 2016

Signed: _____
President

Attest: _____
Secretary

Texas Education Agency

Commissioner Mike Morath

1701 North Congress Avenue • Austin, Texas 78701-1494 • 512 463-9734 • 512 463-9838 FAX • tea.texas.gov

August 8, 2016 #111-901

Dr. James Largent, Superintendent
Granbury Independent School District
600 West Pearl Street
Granbury, TX 76048-2046

Re: Chapter 41 Intent

Dear Dr. Largent:

Thank you for informing us of the Granbury Independent School District's intent to exercise Option 3 in order to equalize its wealth for the 2016-2017 school year.

Please be advised that a signed Option 3 **Agreement for the Purchase of Attendance Credits** must be received by September 1, 2016, in order for the district to qualify for the early agreement credit.

The district may proceed with its tax rate adoption process.

Please refer to the *Manual for Districts Subject to Wealth Equalization* for information regarding other fiscal, procedural, and administrative requirements for Chapter 41 districts. Questions should be addressed to Kim Wall by email at kim.wall@tea.texas.gov or by phone at (512) 463-4809.

Sincerely,



Leo Lopez

Associate Commissioner for School Finance, Chief School Finance Officer

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 22, 2016
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: August 15, 2016
RE: Resolution Committing Fund Balance

SUMMARY:

Policy CE (LOCAL) identifies "*A financial goal of the District shall be to have a sufficient fund balance in the general operating fund in order to be able to maintain fiscal independence in case of a financial need or crisis. At a minimum, the goal of the District shall be to maintain committed, assigned, and unassigned fund balances in the general operating fund equal to or exceeding 20 percent of the total annual operating expenditures*." Furthermore, the policy allows for Fund Balance to be committed.

Currently the following are identified as committed fund balances.

- Construction and Renovations - $1,200,000
- Capital Expenditures for Vehicles and Equipment - $400,000
- Other Purposes – Instructional Improvement Fund - $200,000

Committed funds are constrained to a specific purpose by the Board of Trustees and require Board action to commit and un-commit.

Policy is that unassigned fund balance be maintained at a minimum of 20%. In light of the current total overall general fund balance as well as anticipation of the year end activity, the following amounts would keep the District above the 20% requirement. Uncertainty on what consideration of District fund balances will have in the State funding process, by doing this; there is evidence that the District has a planned purpose for these funds.

Proposed fund balances:

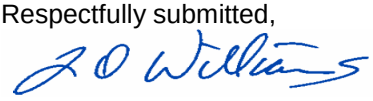
- Construction and Renovations - $2,400,000
- Capital Expenditures for Vehicles and Equipment - $1,200,000
- Other Purposes – Instructional Improvement Fund - $600,000

The attached resolution will be needed for committed funds.

RECOMMENDATION:

That the Board approve the proposed resolution to maintain the Committed Fund Balances as presented.

Respectfully submitted,



Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible:	Dr. James Largent Dobie Williams
Date Submitted:	August 15, 2015

RESOLUTION COMMITTING FUND BALANCE:

WHEREAS, committed fund balance requires formal board action to commit funds;

WHEREAS, funds are to be set aside for specific purposes;

WHEREAS, the amount of committed funds is reviewed annually;

NOW, THEREFORE, BE IT RESOLVED:

That the following total amounts are constrained for the specific purposes identified:

Construction and Renovations - $2,400,000
Capital Expenditures for Vehicles and Equipment - $1,200,000
Other Purposes – Instructional Improvement fund - $600,000

PASSED AND APPROVED this 22th day of August 2016.

ATTEST:

By: _____ By: _____

Mickey Shearon Barbara Herrington

President, GISD Board of Trustees Secretary, GISD Board of Trustees

Granbury ISD
Fund Balance Analysis
2015-16

59,853,415

Audited Fund Balance 8-31-15		17,938,813		% of Budget
Beginning Fund Balance - Unrestricted		16,138,813		26.96%
Projected Year End Budget Activity (revenue vs exp)	1,520,226			
Estimated TEA Revenue Settle-up	730,689			
Recapture Settle-up	145,431			
Estimated Increase (Decrease) to Fund Balance		2,396,346		
Move to Restricted	(2,400,000)			
Projected Year End Balance 8/31/16			16,135,159	26.96%
Beginning Fund Balance - Construction		1,200,000		
Move from Unrestricted	1,200,000			
Projected Year End Activity				
Projected Year End Balance 8/31/16			2,400,000	4.01%
Beginning Fund Balance - Equipment		400,000		
Move from Unrestricted	800,000			
Projected Year End Activity				
Projected Year End Balance 8/31/16			1,200,000	2.00%
Beginning Fund Balance - Other		200,000		
Move from Unrestricted	400,000			
Projected Year End Activity				
Projected Year End Balance 8/31/16			600,000	1.00%
Projected Total Fund Balance			**20,335,159**	**33.97%**

Granbury ISD
Fund Balance Analysis
2016-17 Projected

				60,424,785
				% of Budget
Beginning Fund Balance - Unrestricted		16,135,159		26.70%
Projected Year End Activity	575,838			
Summer Projects				
Estimated Increase (Decrease) to Fund Balance		575,838		
Projected Year End Balance 8/31/17			16,710,997	27.66%
Beginning Fund Balance - Construction		2,400,000		
Move from Unrestricted				
Projected Year End Activity				
	1,200,000			
Projected Year End Balance 8/31/17			3,600,000	5.96%
Beginning Fund Balance - Equipment		1,200,000		
Move from Unrestricted				
Projected Year End Activity				
	800,000			
Projected Year End Balance 8/31/17			2,000,000	3.31%
Beginning Fund Balance - Other		600,000		
Move from Unrestricted				
Projected Year End Activity				
	400,000			
Projected Year End Balance 8/31/17			1,000,000	1.65%
Projected Total Fund Balance			**23,310,997**	**38.58%**

Granbury ISD
Fund Balance Analysis
As of 08/22/2016

	2012-13	2013-14	2014-15	2015-16	2016-17
Unrestricted	12,022,254	12,100,313	16,138,813	16,135,159	16,710,997
Construction - Committed	1,200,000	1,200,000	1,200,000	2,400,000	3,600,000
Equipment - Committed	400,000	400,000	400,000	1,200,000	2,000,000
Other	200,000	200,000	200,000	600,000	1,000,000
Total	13,822,254	13,900,313	17,938,813	20,335,159	23,310,997
Unassigned % of Operating Budget	20%	20%	27%	28%	29%
Operating Budget	60,096,183	61,476,181	59,873,327	59,853,415	60,424,785

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

CURRICULUM AND INSTRUCTION

TO: Dr. James Largent, Superintendent	**FROM**: Sharon Williams **DATE**: August 22, 2016 **RE**: Celebrate Freedom Week

SUMMARY:

TEC 29.907 requires all districts to recognize **Celebrate Freedom Week** during the week in which September 17th falls for grades 3-12. During this time, students must recite text from the Constitution and participate in "*appropriate instruction concerning the intent, meaning, and importance of the Declaration of Independence and the United States Constitution, including the Bill of Rights, in their historical contexts. The study of the Declaration of Independence must include the study of the relationship of the ideas expressed in that document to subsequent American history, including the relationship of its ideas to the rich diversity of our people as a nation of immigrants, the American Revolution, the formulation of the United States Constitution, and the abolitionist movement, which led to the Emancipation Proclamation and the women's suffrage movement*."

TAC 74.33 allows local school districts to identify another week during the school year for **Celebrate Freedom Week.**

RECOMMENDATION:

It is recommended that **Celebrate Freedom Week** will be observed and celebrated the week of May 14-20, 2017 (week 35) for all secondary students. Since not all of the above learning falls at the same time in the chronological secondary Social Studies curriculum documents, the district is proposing that a cumulative PBL unit be created to exemplify the big picture for students to show how these important historical events contribute to our freedom as a nation.

Respectfully submitted,

Sharon Williams
Director of Curriculum and Instruction

MEMORANDUM OF UNDERSTANDING BETWEEN GRANBURY INDEPENDENT SCHOOL DISTRICT AND THE CITY OF GRANBURY

This Memorandum of Understanding (MOU) is between Granbury Independent School District ("District") and City of Granbury ("City") to formalize an extension of exclusive broadcast rights for District athletic and sporting events.

The District and City previously entered into an agreement under Request for Proposal 2013-21 for Exclusive Broadcasting of GISD Athletic Events in May 2013. The City provided the services through Granbury TV, a public access cable channel operated by the City, as well as through City-managed social media and radio broadcasting. One-year extensions were approved in 2014 and 2015. That agreement expires as of August 31, 2016.

Based on the positive working relationship between the District and City, the parties both wish to establish a new agreement for these services through Granbury Media and/or its successors.

Provisions for this agreement are:

- City and Granbury Media will retain exclusive rights to provide live and/or delayed broadcasting of District athletic events including but not limited to varsity games, playoff games, and other athletic events as deemed appropriate by the District, City, and Granbury Media.
- The City and Granbury Media will broadcast as many events as possible but will determine the exact events covered in consultation with the District.
- Live and/or delayed broadcasting of above events shall supersede the broadcasting of any other event.
- City and Granbury Media shall be responsible for all equipment and other technical aspects necessary for broadcast.
- All broadcasts will be in a positive nature in regards to all District athletes and staff.
- City and Granbury Media will supplement television coverage through mobile app, social media, photography, and other forms of broadcast.
- City and Granbury Media will be afforded all University of Interscholastic League (UIL) broadcast rights as the District's exclusive station.

The District retains the right to allow other media to broadcast segments of a District athletic event.

City and Granbury Media agree to abide by all UIL and District procedures for media personnel.

City and Granbury Media personnel will wear appropriate identification at District athletic events.

The District or City may cease this agreement with 90 (ninety) day written notice to the other party.

FOR GRANBURY ISD:

James M. Largent, Ed.D.
Superintendent

FOR CITY OF GRANBURY:

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 22, 2016
For: Information

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: August 15, 2016
RE: July 31, 2016
Financial Statement

SUMMARY:

Attached is the financial statement for the period ended July 31, 2016 for the general operating fund.

The statement for the period ended July 31, 2016, includes only those transactions that occurred between the period of September 1, 2015, and July 31, 2016. Revenue collected to date equals 94.73% of the budgeted amount compared to 96.06% last year. Expenditures to date represent 88.80% of the budget compared to 86.18% last year.

Respectfully submitted,

Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Persons Responsible: Dobie Williams
Emmett Whitefield

Date Submitted: August 15, 2016

GRANBURY INDEPENDENT SCHOOL DISTRICT
GENERAL OPERATING FUND - SORTED BY FUNCTION CODE
INTERIM STATEMENT OF REVENUES AND EXPENDITURES
FOR THE PERIOD ENDED JULY 31, 2016

		ANNUAL BUDGET	YTD ACTUAL	REMAINING BALANCE	YTD PERCENT	PRIOR YTD PERCENT
REVENUES						
5700	LOCAL					
	PROPERTY TAXES	48,573,905	47,893,978	679,927	98.60%	100.22%
	INVESTMENT INCOME	29,000	141,998	-112,998	489.65%	124.22%
	OTHER LOCAL INCOME	548,881	490,673	58,208	89.40%	189.30%
5800	STATE					
	STATE FUNDING	9,179,309	6,931,650	2,247,659	75.51%	69.92%
5900	FEDERAL					
	FEDERAL PROJECTS	835,000	589,970	245,030	70.66%	124.59%
	TOTAL REVENUES	**59,166,095**	**56,048,269**	**3,117,825**	**94.73%**	**96.06%**
EXPENDITURES						
11	INSTRUCTION	31,687,363	28,641,851	3,045,512	90.39%	85.69%
12	INSTRUCTIONAL RESOURCES & MEDIA	729,195	668,840	60,355	91.72%	85.69%
13	CURRICULUM & STAFF DEVELOPMENT	804,274	703,265	101,009	87.44%	89.86%
21	INSTRUCTIONAL LEADERSHIP	505,310	449,141	56,169	88.88%	93.16%
23	SCHOOL LEADERSHIP	3,361,239	3,025,395	335,844	90.01%	92.59%
31	GUIDANCE/COUNSELING	2,663,460	2,423,283	240,177	90.98%	89.49%
32	SOCIAL WORK SERVICES	65,000	64,648	352	99.46%	100.00%
33	HEALTH SERVICES	431,690	394,602	37,088	91.41%	86.41%
34	TRANSPORTATION	2,817,573	2,384,197	433,376	84.62%	87.15%
35	FOOD SERVICE	0	0	0	0.00%	0.00%
36	CO-CURRICULAR/EXTRACURRICULAR	1,881,720	1,642,454	239,266	87.28%	83.16%
41	GENERAL ADMINISTRATION	2,345,426	1,960,885	384,541	83.60%	86.62%
51	PLANT MAINTENANCE	6,165,908	5,402,292	763,616	87.62%	84.43%
52	SECURITY & MONITORING SERVICES	564,498	450,237	114,261	79.76%	80.12%
53	DATA PROCESSING	1,252,711	1,139,584	113,127	90.97%	93.96%
61	COMMUNITY EDUCATION	88,603	41,417	47,186	46.74%	64.56%
71	DEBT SERVICE	0	0	0	0.00%	0.00%
81	FACILITIES CONSTRUCTION & ACQUISITION	419,414	361,082	58,332	86.09%	99.10%
91	CONTR INSTRUCTIONAL SERVICES	3,199,338	2,760,219	439,119	86.27%	85.91%
93	PAYMENTS TO FISCAL AGENT	25,620	25,620	0	100.00%	0.00%
99	OTHER INTER GOV CHARGES	840,000	607,669	232,331	72.34%	64.91%
	TOTAL EXPENDITURES	**59,848,342**	**53,146,680**	**6,701,662**	**88.80%**	**86.18%**
		0				
	OTHER SOURCES (USES)	0	0	0	0.00%	0.00%
	EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES	**(682,247)**	**2,901,589**	**(3,583,836)**		

GRANBURY INDEPENDENT SCHOOL DISTRICT
GENERAL OPERATING FUND
INTERIM STATEMENT OF REVENUES AND EXPENDITURES
FOR THE PERIOD ENDED JULY 31, 2016

	ANNUAL BUDGET	YTD ACTUAL	REMAINING BALANCE	YTD PERCENT
REVENUES				
5700 LOCAL SOURCES	49,151,786	48,526,649	625,137	98.73%
5800 STATE SOURCES	9,179,309	6,931,650	2,247,659	75.51%
5900 FEDERAL SOURCES	835,000	589,970	245,030	70.66%
TOTAL REVENUES	**59,166,095**	**56,048,269**	**3,117,825**	**94.73%**
EXPENDITURES				
6100 PAYROLL COSTS	44,144,791	40,036,452	4,108,339	90.69%
6200 PROFESSIONAL & CONTRACTED SERVICES	9,707,543	8,135,042	1,572,501	83.80%
6300 SUPPLIES/MATERIALS	2,743,750	2,253,385	490,364	82.13%
6400 OTHER OPERATING	1,310,099	953,721	356,378	72.80%
6500 DEBT SERVICE	0	0	0	0.00%
6600 CAPITAL OUTLAY	1,942,158	1,768,079	174,079	91.04%
TOTAL EXPENDITURES	**59,848,342**	**53,146,680**	**6,701,662**	**88.80%**
OTHER SOURCES AND USES				
7900 OTHER RESOURCES	0	0	0	0.00%
8900 OTHER USES	0	0	0	0.00%
OTHER SOURCES(USES)	**0**	**0**	**0**	**0.00%**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	**(682,247)**	**2,901,589**	**(3,583,836)**	

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 22, 2016
For: Information

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: August 15, 2016
RE: Cash Flow and Investment Report as of July 31, 2016

SUMMARY:

Attached is the Cash Flow and Investment Report for the period ending July 31, 2016.

Respectfully submitted,

Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams
Emmett Whitefield

Date Submitted: August 15, 2016

GRANBURY INDEPENDENT SCHOOL DISTRICT
CASH AND INVESTMENT REPORT
FROM JULY 1, 2016 TO JULY 31, 2016

FOR BOARD MEETING AUGUST 22, 2016

		FIRST FINANCIAL BANK								INVESTMENTS				MAPP	
		GENERAL FUND	DEBT	CAPITAL PROJ	PAYROLL	A/P	WC FUND	EZDENT	CHILD NUTRITION	LOGIC	LONE STAR	TEXPOOL	TEXAS TERM	PROGRAM	TOTAL
BEGINNING BALANCE-JULY 1, 2016		$ 1,050,131	$ 6,415	$ 79,112	$ 1,085,726	$ 294,525	$ 176,412	$ 35,495	$ 521,877	$ 2,653,790	$ 42,286,788	$ 2,277	$ 9,775,971	$ 5,025,290	$ 62,993,808
LOCAL REVENUE-RENT, CAFÉ MEALS,ATH		$ 128,540		$ -					$ 200,357						$ 328,896
															$ -
TAX COLLECTIONS		$ -	$ -								$ 207,414				$ 207,414
															$ -
TEA COLLECTIONS:															$ 306 -
CHILD NUTRITION		$ 19,792							$ 19,792						$ 39,584
FOUNDATION		$ -													$ -
TITLE FUNDS		$ 257,600													$ 257,600
AVAILABLE SCHOOL FUND		$ 130,420													$ 130,420
IDEA-B FUNDS		$ 172,439													$ 172,439
IMA		$ -													$ -
PERKINS		$ 16,163													$ 16,163
MAC/SHARS		$ -													$ -
TRANSFERS IN		$ 4,000,000	$ 7,022,000	$ 500,000	$ 1,348,521	$ 1,304,183	$ 32,805	$ 15,492		$ -	$ -	$ -	$ 6,944,000	$ -	$ 21,167,001
															$ -
BOND PAYMENT															$ -
OPERATING EXPENSES		$ (1,108,253)	$ -	$ (502,620)		$ (1,118,459)	$ (11,320)	$ (20,657)	$ (21,193)	$ -				$ (720)	$ (2,783,222)
PAYROLL		$ (3,402,127)		$ -	$ (988,954)				$ (91,683)						$ (4,482,764)
TEA RECAPTURE		$ (436,224)	$ -			$ -									$ (436,224)
TRANSFERS OUT		$ -	$ (7,022,261)	$ -			$ -			$ -	$ (11,122,000)	$ -	$ (7,344,000)		$ (25,488,261)
MARKET APPRECIATION / (DEPRECIATION)														$ (8,210)	$ (8,210)
MONTHLY DIVIDENDS & INTEREST EARNED AND PAID		$ 170	$ 1	$ 13	$ 193	$ 50	$ 32	$ 6	$ 105	$ 1,294	$ 19,486	$ 1	$ 24,133	$ 4,495	$ 49,978
ACCRUED INTEREST PAID															$ -
ENDING BALANCE-JULY 31, 2016		$ 828,650	$ 6,156	$ 76,505	$ 1,445,486	$ 480,299	$ 197,930	$ 30,336	$ 629,255	$ 2,655,084	$ 31,391,688	$ 2,278	$ 9,400,104	$ 5,020,855	$ 52,164,623
INTEREST ACCRUED, NOT PAID AT MONTHS END															$ -
WEIGHTED AVERAGE MATURITY		1 Day	1 Day	1 Day	1 Day	1 Day	1 Day	1 Day	1 Day	38 Days	45 Days	43 Days	7 Days	1.382 Years	
CURRENT MONTH AVERAGE MONTHLY INTEREST RATE:		0.200%	0.200%	0.200%	0.200%	0.200%	0.200%	0.200%	0.200%	0.580%	0.580%	0.369%	0.440%	0.907	
PRIOR MONTH AVERAGE MONTHLY INTEREST RATE:		0.200%	0.200%	0.200%	0.200%	0.200%	0.200%	0.200%	0.200%	0.580%	0.560%	0.363%	0.450%	0.908	
													CDs Various		

We, the approved Investment Officers of Granbury ISD, hereby certify that the above Investment Report represents the investment position of the District (as of the end of the month indicated at the top of this investment form) in accordance with the Board approved Investment Funds Policy, the Public Funds Investment Act (Texas Government Code 2256), and Generally Accepted Accounting Principals (GAAP).

L.O. "Dobie" Williams
Assistant Superintendent for Finance and Operations

Emmett J. Whitefield
District Comptroller

2015-16 INTEREST ACCRUED (as of 7/31/16)			
Sep-15	$ 22,209.02	Mar-16	$ 35,114.58
Oct-15	$ 6,291.89	Apr-16	$ 29,811.29
Nov-15	$ 5,974.21	May-16	$ 28,377.81
Dec-15	$ 72,324.60	Jun-16	$ 54,594.65
Jan-16	$ 16,796.29	Jul-16	$ 49,978.25
Feb-16	$ 25,033.27	Aug-16	
		TOTAL	$ 346,505.86

JULY INTEREST ACCRUED	$ -
JULY INTEREST EARNED & PD	$ 49,978.25
JULY TOTAL INTEREST	$ 49,978.25

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 22, 2016
For: Information

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: August 15, 2016
RE: Bond Expenditure Update
As of July 31, 2016

SUMMARY:

Attached are bond expenditures through the period ended July 31, 2016. Expenditures are divided into two categories - "Construction" and "Other Areas". The Construction category includes expenditures related to the construction or renovation/remodeling of buildings. The Construction category also includes a breakdown of expenditures by vendor. The Other Areas category includes expenditures for non-construction related expenditures from bond funds.

Respectfully submitted,

Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams
Karen Johnson

Date Submitted: August 15, 2016

GRANBURY ISD

Bond Project Status

Budget, Commitments, Expenditures, Construction Contracts (thru 07/31/16)

Summary Status - Construction

Description	Budgeted	Committed	Expended
Soft Cost	$ 4,980,083.58	$ 12,141.88	$ 4,605,258.03
Hard Cost	$ 55,751,670.26	$ 8,689,481.81	$ 45,639,502.20
Contingency	$ 2,978,680.12	$ 2,435.15	$ 541,473.19
Construction Total	***$ 63,710,433.96***	***$ 8,704,058.84***	***$ 50,786,233.42***

Summary Status - Other Areas

Description	Budgeted	Committed	Expended
Band Equip	$ 400,000.21	$ 127.86	$ 259,704.21
Bus Replacement	$ 1,600,000.00	$ -	$ 1,599,999.98
Classroom Furniture	$ 999,827.67	$ -	$ 226,360.77
Furniture, Fixture, Equip	$ 4,461,564.48	$ 2,224,817.90	$ 1,403,378.12
Technology	$ 10,800,000.39	$ 1,214,009.15	$ 5,199,975.69
Other Areas Total	***$ 18,261,392.75***	***$ 3,438,954.91***	***$ 8,689,418.77***

Construction Vendor Status

Contract / Service	Paid to Date	Description
Alliance Geotech	$ 252,712.56	*Materials Testing*
Buford-Thompson	$ 45,893,554.20	*Construction Mgr*
City of Granbury	$ 186,743.30	*Permits*
DFW Waste Oil	$ 650.00	*Oil Disposal - GHS Auto Shop*
Elliott Electric	$ 10,682.75	*CTE Move to Ag Complex*
ERI Consulting	$ 5,925.00	*Asbestos Abatement Consultant GHS*
GCA Services	$ 12,431.00	*Scrub & Finish New VCT - GHS*
G&G Electric	$ 6,678.00	*AG Complex Welder Plugs; Misc Svc*
Gomez Floor	$ 2,764.53	*Dressing Rm Floors (due to abatement)*
Grainger	$ 1,289.22	*Hoists for Ag & Auto Shop*
Granbury Glass	$ 2,292.00	*Mirrors - GHS*
Granbury Winnelson	$ 5,833.84	*Rods for Band & Choir Uniform Storage*
HC News	$ 196.50	*Public Notice Ad*
HD Snow House Moving	$ 13,600.00	*Move Portables*
Henson's	$ 2,311.00	*JROTC Metal Plate*
Home Depot	$ 7,441.13	*Ramps to Portables; Misc.*
Huckabee	$ 4,098,027.17	*Architect*
IESI	$ 13,182.90	*Temporary Roll-Off*
JPH Land Surveying	$ 44,900.00	*Survey*
JSK Company	$ 7,480.00	*Video Surveillance Supplies - GHS*
Kelly-Moore	$ 2,622.18	*JROTC Floor*
Lone Star Communications	$ 3,380.00	*AES & EES Gym Intercom*
Mark's Plumbing	$ 392.48	*Temporary Training Rm*
Mobile Modular	$ 12,212.30	*Pods - GHS*
1 Priority	$ 31,700.00	*Abatement - GHS*
Print One	$ 133.25	*Signage - OW*
Rental One	$ 578.10	*Equipment Rental*
Quality Sound	$ 28,100.00	*PA System Upgrade - BIS, OWS*
School Specialty	$ 367.71	*White Board - OW*
STS360	$ 91,631.64	*Video Surveillance Upgrade - GHS*
TASB	$ 21,382.00	*Asbestos Testing - All campuses*
The Rios Group	$ 22,875.00	*Subsurface Utility*
TX Dept of State Health Svc	$ 238.00	*Asbestos Abatement Notification Fee*
Woodard Builders	$ 1,925.66	*Glass in Receptionist Door - BES*
Construction Vendor Total	***$ 50,786,233.42***	

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 22, 2016
For: Information

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: August 13, 2016
RE: Report of Categorical Purchases Between $50,000 and $100,000 as Per Board Policy CH (LOCAL)

SUMMARY:

The attached categorical purchases between $50,000 and $100,000 for the period of July 1, 2016 through July 31, 2016 are being reported as per the requirements of Board Policy CH (LOCAL), which states:

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

The Superintendent is not required to obtain Board approval for the following types of budgeted purchases costing less than $100,000, but shall subsequently report them to the Board:

1. *A purchase made pursuant to a Board-approved interlocal contract, in accordance with law;*
2. *A purchase made through a cooperative purchasing program or state purchasing program that satisfies the District's obligation for competitive purchasing [see CH(LEGAL)]; or*
3. *A continuing or periodic purchase under a Board-approved bid or contract.*

Respectfully submitted,

L. O. "Dobie" Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams
Debbie Johnson

Date Submitted: August 13, 2016

GRANBURY ISD

REPORT ON PURCHASES THROUGH A COOPERATIVE OR INTERLOCAL

Single Purchase Between $50,000 and $100,000 in accordance with CH(LOCAL)

Board Meeting – August 22, 2016

Purchases 7/1/16 through 7/31/16

Vendor	Cooperative/Interlocal	Description	Amount
JSK/I-K Network Solutions	TIPS	Additional Switch Access Points for GHS	$88,216.00 (BOT 3/21/16)
McGraw-Hill School Education	HCDE – Harris County Dept. of Education	Bilingual & Supplemental Materials for Elementary ELA	$93,522.89
Accelerate Learning, Inc.	HCDE – Harris County Dept. of Education	Supplemental Materials STEMscopes	$61,820.00