Regular

Monday, July 24, 2017 5:00 PM
Granbury ISD Board Room, 217 N Jones St, Granbury, TX 76048

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 Employee Evaluation, Reassignment Duties, Discipline, or Dismissal.
      1. Employee Evaluation, Reassignment, Duties, Discipline, or Dismissal
      2. Consider Staff Appointments
      3. Consider Hiring STARS/BTC Principal
   b. Chapter 551.072 - Purchase, exchange, lease or value of real property
3. **Reconvene in open session - 6:00 PM**
4. **Moment of Silence/Invocation**
5. **Pledges - U.S. Flag & Texas Flag**
6. **Public comments/audience participation**
7. **Discussion/Action**
   a. Consider Consent Agenda Items
      1. Minutes of the June 19, 2017 Regular Meeting
      2. Consider Budget Amendments
      3. Consider Approval of Music, Band and Choir Related Items and Services 2017-1013
      4. Consider Approval of On-Site Student and Staff Professional Development 2017-1011
      5. Consider Renewal of MRO Supplies and Equipment 2015-11
      6. Consider Renewal of Property, Crime, General Liability, Educator's Legal Liability, and Automobile Insurance with the Texas Rural Education Association Risk Management Cooperative
   b. Consider Adoption of TASB's Localized Policy Update 108
   c. Consider Policy Change FNF (LOCAL): Use of Breathalyzer for Attending Prom
   d. Consider Contracts for Board of Trustees November 2017 Election and Joint Agreements with Hood, Johnson, Parker, and Somervell Counties Election Administrators Office
   e. Consider Revision to the 2017-2018 Granbury ISD School Calendar with early release days
   f. Consider 2017-2018 Teacher Appraisal System, GAP (Granbury Appraisal Program)
   g. Review Changes to Granbury ISD's 2017-18 Student Handbook and Adopt Granbury ISD's 2017-18 Student Code of Conduct
   h. Consider Teacher Appraisal Calendar for 2017 - 2018 and List of Appraisers
   i. Discuss 2017 - 2018 GISD Employee Handbook
   j. Consider Meal Price Recommendations 2017-2018
   k. Consider Accelerated Instruction Waiver
   l. Consider Approval of TASB Energy Cooperative – Transportation Fuel
   m. Consider the Agreement for Purchase of Attendance Credits with the Texas Education Agency for the 2017-18 School Year
8. **Reports**
   a. Superintendent's Report

b. SHAC Report
c. Child Nutrition Report
d. 2016-17 TXSSC Security Audit
e. GTEI Report 2016-17
f. Financial Statements for Period Ending June 30, 2017
g. Cash Flow and Investment Reports for Period Ending June 30, 2017
h. Bond Expenditures Monthly Update for Period Ending June 30, 2017
i. District Truancy Presentation 2016-17
9. **Consider action on items discussed in closed session**
a. Consider Staff Appointments
b. Consider Hiring STARS/BTC Principal
10. **Adjourn**

Minutes of Regular Meeting
The Board of Trustees
Granbury ISD
June 19, 2017
5:00 PM

A Regular meeting of the Board of Trustees of Granbury ISD was held on Monday, June 19, 2017, beginning at 5:00 PM in the Granbury ISD Board Room, 217 N. Jones, 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.

Presiding Officer.....Nancy Alana, President

Board Members Present
Barbara Herrington
Mark Jackson
Chris Tackett
Barbara Townsend
Micky Shearon
Rhonda Rezsofi

Board Members Absent
Mark Jackson

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

Others Present
School Employees
Media
Community Members

Meeting Called to Order
Nancy Alana, President, called the meeting to order at 5:00 p.m. and noted that a quorum of board members were 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.

Convened in Closed Session
The Board of Trustees convened in closed session at 5:01 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 6:00 p.m.

Moment of Silence/Invocation
Micky Shearon led the invocation.

Pledge - U.S. Flag and Texas Flag
Nancy Alana led the Pledges.

Achievement Spotlight

Granbury High School F1 in Schools and 4 x 4 Challenger Teams
Granbury High School Sponsors Todd Gibson and Brad Eppler presented the Granbury High School F1 in Schools and 4 x 4 Challenger Teams to the board.

Public comments/audience participation
None

Discussion/Action

Consider Consent Agenda Items

A motion was made by Barbara Herrington and seconded by Micky Shearon to approve the Consent Agenda Items with the exception of Item No. 6.
1. Minutes of the May 15, 2017, Regular Meeting; 2. Minutes of the June 6, 2017, Special Joint Meeting with City Council; 3.Consider Budget Amendments; 4. Consider Approval of CTE Instructional Supplies CSP 2017-1008; 5. Consider Renewal of Online Subscription CSP 2016-16.
Motion Carried: 6 Yes – 0 No

Consider Renewal of GCA Services Group Contract – Third Addendum to Service Agreement for 9/1/2017 through 8/31/2018
A motion was made by Barbara Herrington and seconded by Barbara Townsend to approve the renewal of the GCA contract as presented with an increase of 2.7% in cost for the 2017-18 school year. Said increase is tied to the Consumer Price Index (CPI) as outlined in the GCA agreement. As per GCA statement, most of the CPI cost increase will go towards raises for their employees.
Motion Carried: 5 Yes – 1 No

Review TASB's Localized Policy Update 108
The Board received TASB's Localized Policy Update 108 to review for adoption next month.

Consider Call of November 7, 2017, Board of Trustees Election for the Purpose of Filing Places 1 and 2
A motion was made by Micky Shearon and seconded by Rhonda Rezsofi to approve the Call of the November 7, 2017, Board of Trustee Election for the Purpose of Filing Places 1 and 2 as presented.
Motion Carried: 6 Yes – 0 No

Consider Instructional Materials Purchases
A motion was made by Barbara Herrington and seconded by Micky Shearon to approve the Instructional Materials Purchases as presented.
Motion Carried: 6 Yes – 0 No

Consider Textbook Recycling
A motion was made by Micky Shearon and seconded by Barbara Townsend to approve Textbook Recycling as presented.
Motion Carried: 6 Yes – 0 No

Consider Approval of Workers' Compensation Insurance and Interlocal Agreement for 2017-18
A motion was made by Micky Shearon and seconded by Rhonda Rezsofi to approve the Workers' Compensation Insurance and Interlocal Agreement for 2017-18 as presented.
Motion Carried: 6 Yes – 0 No

Reports

Superintendent's Report
Superintendent Dr. James M. Largent gave a legislative update.

G2020 Update
Superintendent Dr. Largent reported that the current goals of the Strategic Plan were almost completed. Since the district was designated as a District of Innovation this year, Dr. Largent suggested giving a District of Innovation update next year and establish a new strategic plan committee in the next couple of years.

Budget Discussion and Update
Assistant Superintendent Dobie Williams discussed the Budget for the 2017-18 School Year.

Financial Statements for Period Ending May 31, 2017
Assistant Superintendent Dobie Williams presented the Financial Statements for Period Ending May 31, 2017, to the board.

Cash Flow and Investment Reports for Period Ending May 31, 2017
Assistant Superintendent Dobie Williams presented the Cash Flow and Investment Reports for Period Ending May 31, 2017, to the board.

Bond Expenditures Monthly Update for Period Ending May 31, 2017
Assistant Superintendent Dobie Williams presented the Bond Expenditures Monthly Update for Period Ending May 31, 2017, 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

Chapter 551.074 - Personnel, Discussion of Employee Evaluation, Reassignment Duties, Discipline, or Dismissal

Consider Staff Recommendations
A motion was made by Micky Shearon and seconded by Barbara Herrington to approve the Staff Recommendations as presented.
Motion Carried: 6 Yes – 0 No

Consider Superintendent's Evaluation and Contract
A motion was made by Barbara Herrington and Rhonda Rezsofi to add an additional year to the Superintendent's Contract and to revisit the Superintendent's salary after the 2017- 18 Budget Workshop.
Motion Carried: 6 Yes – 0 No

Adjourn
There being no further business, the meeting was adjourned at 7:10 p.m.

Nancy Alana, President

Barbara Herrington, Board Secretary

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: July 24, 2017
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
Asst. Supt. for Finance and Operations
DATE: July 17, 2017
RE: Budget Amendments

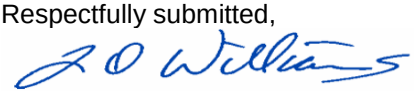
SUMMARY:

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 summary page that indicates how the current amendments will impact the overall general fund budget as well as how previous amendments have impacted the budget is included under an action item later in the agenda since budget amendments for summer projects are being submitted as a separate action item that will require board discussion and approval.

RECOMMENDATION:

I recommend the Board approve the amendments as presented.

Respectfully submitted,



Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams
Emmett Whitefield

Date Submitted: July 17, 2017

2016-2017
Budget Amendment #11

	July Proposed Budget Amendment #11	Increase	Decrease	Net Effect
Object	**Revenue**			
5700	Revenue Generated	1,782	0	
5800		0	0	
5900		0	0	
	Total	**1,782**	**0**	**1,782**
Function	**Expenses**			
11	Oakwoods - Amend funds for PTO donation of choir risers	1,782	0	
	CTE - Amend funds for summer professional development and summer projects	7,318		
	Business Office - Amend funds for year end entries	0	100,000	
	CTE - Amend funds for CTE security cameras	0	3,709	
	Overall effect on Function 11	**9,100**	**103,709**	**(94,609)**
12	Business Office - Amend funds for year end entries	0	20,000	
	Overall effect on Function 12	**0**	**20,000**	**(20,000)**
13	CTE - Amend funds for summer professional development and summer projects	961		
	Overall effect on Function 13	**961**	**0**	**961**
21	CTE - Amend funds for summer professional development and summer projects	0	6,823	
	Business Office - Amend funds for year end entries	0	15,000	
	Overall effect on Function 21	**0**	**21,823**	**(21,823)**
23	Business Office - Amend funds for year end entries	0	100,000	
	Overall effect on Function 23	**0**	**100,000**	**(100,000)**
31	Business Office - Amend funds for year end entries	0	20,000	
	Overall effect on Function 31	**0**	**20,000**	**(20,000)**
32	**Overall effect on Function 32**	**0**	**0**	**0**
33	**Overall effect on Function 33**	**0**	**0**	**0**
34	Business Office - Amend funds for year end entries	0	69,043	
	Overall effect on Function 34	**0**	**69,043**	**(69,043)**
36	CTE - Amend funds for summer professional development and summer projects	0	1,060	
	Overall effect on Function 36	**0**	**1,060**	**(1,060)**
41	Business Office - Amend funds for year end entries	0	101,786	
	Overall effect on Function 41	**0**	**101,786**	**(101,786)**
51	CTE - Amend funds for summer professional development and summer projects	0	396	
	Business Office - Amend funds for year end entries	0	40,000	
	Overall effect on Function 51	**0**	**40,396**	**(40,396)**
52	CTE - Amend funds for CTE security cameras	3,709	0	
	Overall effect on Function 52	**3,709**	**0**	**3,709**
53	**Overall effect on Function 53**	**0**	**0**	**0**
61	Business Office - Amend funds for year end entries	0	30,000	
	Overall effect on Function 61	**0**	**30,000**	**(30,000)**
71	**Overall effect on Function 71**	**0**	**0**	**0**
81	**Overall effect on Function 81**	**0**	**0**	**0**
91	Business Office - Amend funds for year end entries	486,829	0	
	Overall effect on Function 91	**486,829**	**0**	**486,829**
93	**Overall effect on Function 93**	**0**	**0**	**0**
99	Business Office - Amend funds for year end entries	9,000	0	
	Overall effect on Function 99	**9,000**	**0**	**9,000**
	Total	**509,599**	**507,817**	**1,782**

Granbury Independent School District

Fiscal Year 2016-2017

		Adopted Budget	Prior Budget Amendments	Budget Amendment 7/24/2017	Revised Budget
	REVENUE				
5700	Local Revenue	50,857,627	84,068	1,782	50,943,477
5800	State Revenue	8,612,158	0	0	8,612,158
59/7900	Federal Programs/Other Sources	955,000	0	0	955,000
	Total	**$60,424,785**	**84,068**	**1,782**	**$60,510,635**
	EXPENDITURES				
11	Instruction & Instr. Related Services	32,850,459	(151,030)	(94,609)	32,604,820
12	Instructional Resources & Media Serve	735,824	(253)	(20,000)	715,571
13	Curriculum & Instr. Staff Development	838,917	75,393	961	915,271
21	Instructional Leadership	624,953	9,343	(21,823)	612,473
23	School Leadership	3,484,920	(16,991)	(100,000)	3,367,929
31	Guidance, Counseling & Evaluation Serve	2,639,668	26,937	(20,000)	2,646,605
32	Social Work Services	65,000	0	0	65,000
33	Health Services	417,991	22,875	0	440,866
34	Student (Pupil) Transportation	2,846,945	(226)	(69,043)	2,777,676
35	Food Service	0	0	0	0
36	Co curricular/Extracurricular Activities	1,906,998	81,394	(1,060)	1,987,332
41	General Administration	2,426,686	(2,507)	(101,786)	2,322,393
51	Plant Maintenance and Operations	6,131,240	453,698	(40,396)	6,544,542
52	Security & Monitoring Services	281,286	25,382	3,709	310,377
53	Data Processing Services	1,285,640	(2,998)	0	1,282,642
61	Community Services	109,587	(4,650)	(30,000)	74,937
71	Debt Service (M&O)	0	0	0	0
81	Facilities Acquisition	0	248,410	0	248,410
91	Contracted Instruction Services - Chapter 41	2,913,171	0	486,829	3,400,000
93	Shared Services Arrangement	25,500	(14,200)	0	11,300
99	Other Governmental Charges	840,000	0	9,000	849,000
00	Other Uses	0	0	0	0
	Total Budgeted Expenditures	**$60,424,785**	**750,577**	**1,782**	**$61,177,144**
	Excess Revenue over (Under) Expenditures	**0**	**(666,509)**	**0**	**(666,509)**

Prepared by:
D Williams
E Whitefield

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: July 24, 2017
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: July 17, 2017
RE: Music, Band & Choir Related Items and Services #2017-1013

SUMMARY:

A bid was let on June 15, 2017 to establish vendors for the purchase of music, band and choir related items and services on an as needed basis. Vendors were asked to quote a percentage discount off prices for the period from written notification of award through May 31, 2018 with the option to renew for two additional one-year terms if agreed to in writing by both parties.

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

Ms. Sharon Williams, Director of Curriculum and Instruction, reviewed the responses and below is her recommendation.

RECOMMENDATION:

It is recommended the Board approve the following vendors, for purchases on an as needed basis, for the period from notification of award through May 31, 2018 with the option to renew for two additional years in one-year increments. Approximate annual expenditure is $ 35,000 to $75,000.

Als Formal Wear, Brook Mays Music, Interstate Music, J.W. Pepper and Son, Inc. Lone Star Percussion, Metroplex Piano, Music & Arts, Music In Motion, Music Is Elementary, N Tune Music and Sound, Inc., Peripole, Inc., Plank Road Publishing, Romeo Music, Taylor Music, Washington Music, West Music

Respectfully submitted,

D O Williams

Asst. Superintendent for Finance and Operations

Staff Person Responsible: Sharon Williams
Houcine Chraibi
Debbie Johnson

Date Submitted: July 17, 2017

BID FOR BOARD APPROVAL

Board Meeting Date: July 24, 2017 **Bid Number:** RFP 2017-1013

1. **Item, material or service (specific or classification):** Music, Band and Choir Related Items and Services

2. **Brief description:** A proposal was let to provide an annual contract for items for the band, choir and elementary music programs on an as needed basis. Vendors were asked to quote a percentage discount off their pricing.

3. **Period of time the award covers:** From notification of award through May 31, 2018 with the option to renew for two additional one year periods if agreed to in writing by both parties.

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

   Sharon Williams – Director of Curriculum

5. **Number of proposal notification letters sent to vendors:** 122 notifications were sent. The proposal was also posted on the district's electronic bidding system, Ionwave, and advertised in the Hood County News.

6. **Number of proposals received from vendors:** 24 proposals were received

7. **Listing of recommended vendors and total prices:** Recommendation for award is to the following vendors with an estimated annual expense of $35,000 to $75,000.

   Als Formal Wear, Brook Mays Music, Interstate Music, J.W. Pepper and Son, Inc. Lone Star Percussion, Metroplex Piano, Music & Arts, Music In Motion, Music Is Elementary, N Tune Music and Sound, Inc., Peripole, Inc., Plank Road Publishing, Romeo Music, Taylor Music, Washington Music, West Music

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

9. **Last bid date (bid of comparable nature within last 5 years):** June 16, 2014

10. **Percentage increase or decrease from last bid:** Due to the number of responses and the number of new vendors, an accurate comparison cannot be made.

11. **Budget information:** Purchases will be made with budgeted funds.

12. **Other Comments:**

D O Williams

Dobie Williams
Assistant Superintendent for Finance and Operations

BOGRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: July 24, 2017
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: July 17, 2017
RE: On-Site Student and Staff Development

SUMMARY:

A proposal was let on May 17th, 2017 to provide a pool of vendors to provide on-site professional development on an as needed basis. The original term will be from notification of award though July 31, 2018 with the option to renew for two additional one-year terms. Proposal responses were received June 12, 2017.

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

Ms. Sharon Williams, Director of Curriculum and Instruction, reviewed the responses and below is her recommendation.

RECOMMENDATION:

It is recommended the Board approve the following vendors to provide on-site student and staff development for the period of award notification through July 31, 2018 with the option to renew for two additional one-year periods. Anticipated annual expenditures will be $60,000.00 to $100,000.00.

3W Consulting Group, LLC, Avid Center, Aim Hi Educational Programs, AIMS Education Foundation, Creative Mathematics (Kimberly Sutton), Debbie Whitt Jarzombek Consulting, iStation, Kagan Professional Development, Kamico Instructional Media, Inc. Lead Your School (Blue Daisy Consulting), Lead4ward, LLC, Linda L. Sullivan, McREL International, Mentoring Minds, Neuhaus Education Center, Pearson Education, Inc., Results Coaching Global, Seidlitz Education, Texas Instruments, Inc., The School Turnaround Group, The University of Texas, Charles A Dana Center and The Writing Academy, LLC

Respectfully submitted,

D Williams

Assistant Superintendent for Finance and Operations

Staff Person Responsible: Sharon Williams
Houcine Chraibi

Date Submitted: July 17, 2017

PROPOSAL FOR BOARD APPROVAL

Board Meeting Date: July 24, 2017 **Bid Number:** RFP 2017-1011

1. **Item, material or service (specific or classification):** On-Site Student and Staff Development Services

2. **Brief description:** A proposal was let to provide an annual contract for professional staff development providers to be used on an as needed basis.

3. **Period of time the award covers:** From notification of award through July 31, 2018 with the option to renew for two additional one year periods if agreed to in writing by both parties.

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

   Sharon Williams – Director of Curriculum

5. **Number of proposal notification letters sent to vendors:** 110 notifications were sent. The proposal was also posted on the district's electronic bidding system, Ionwave, and advertised in the Hood County News.

6. **Number of proposals received from vendors:** 30 proposals were received

7. **Listing of recommended vendors and total prices:** Recommendation for award is to the following vendors:

   3W Consulting Group, LLC, Avid Center, Aim Hi Educational Programs, AIMS Education Foundation, Creative Mathematics (Kimberly Sutton), Debbie Whitt Jarzombek Consulting, iStation, Kagan Professional Development, Kamico Instructional Media, Inc. Lead Your School (Blue Daisy Consulting), Lead4ward, LLC, Linda L. Sullivan, McREL International, Mentoring Minds, Neuhaus Education Center, Pearson Education, Inc., Results Coaching Global, Seidlitz Education, Texas Instruments, Inc., The School Turnaround Group, The University of Texas, Charles A Dana Center and The Writing Academy, LLC

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

9. **Last bid date (bid of comparable nature within last 5 years):** This is the first bid of this type.

10. **Percentage increase or decrease from last bid:** N/A

11. **Budget information:** Purchases will be made with budgeted funds.

D O Williams

Dobie Williams
Assistant Superintendent for Finance and Operations

GRANBURY INDEPENDENT SCHOOL DISTRICT
INTEROFFICE MEMO
FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: July 24, 2017
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: July 17, 2017
RE: MRO Supplies and Equipment CSP 2015-11 2nd Renewal

SUMMARY:

A proposal was let to provide a pool of vendors for the purchase of supplies and equipment for the maintenance department on an as needed basis. Vendors were asked to quote a percentage discount from their pricing for items to be purchased on an as needed basis. The original award was for the period from August 1, 2015 through July 31, 2016 with the option to renew for two additional one-year terms. This will be second and last renewal option.

A summation of the original process and copy of the original tabulation are attached for your review.

Mr. Randy Leach, Director of Facilities, was contacted regarding the option of entering into a renewal or processing a new bid. Mr. Leach requested a renewal. All current vendors were notified of the renewal option. The renewal period is for August 1, 2017 to July 31, 2018. Anticipated annual expenditures are $150,000 - $200,000.

RECOMMENDATION:

It is recommended that the Board renew the purchase of MRO (Maintenance, Repair and Operations) Supplies and Equipment with the following vendors for the period of August 1, 2017 through July 31, 2018.

Dealer's Electric Supply, Elliott Electrical Supply, Facility Solutions Group, Fastenal Company, Granbury Winlectric Company, Granbury Winnelson, Green's Welding Supply, Inc., Hans Gebhardt dba Hardt Sales, Henson Lumber, Ltd/Henson's Building Materials, Kelly Moore Paint Co., Lowe's Home Improvement #2225, Marks Plumbing Parts, M&R McGowen, LLC dba NAPA Auto Parts, National Wholesale Supply, The Reynolds Company, Tractor Supply, University Building Specialties, Woodard Builders Supply.

Respectfully submitted,



Assistant Superintendent for Finance and Operations

Staff Person Responsible: Randy Leach
Scott Campbell
Debbie Johnson

Date Submitted: July 17, 2017

Original Award

BID/PROPOSAL FOR BOARD APPROVAL

Board Meeting Date: July 20, 2015 **Bid Number:** CSP 2015-11

1. **Item, material or service (specific or classification):** MRO Supplies and Equipment

2. **Brief description:** A proposal was let to provide vendors for the purchase of maintenance supplies and equipment to include plumbing, electrical, building materials, general maintenance supplies and paint to be purchased on an as needed basis.

3. **Period of time bid covers:** August 1, 2015 to July 31, 2016 with the option to renew for two additional years in one-year increments,

4. **Person and title responsible for the expenditure:** Randy Leach – Director of Facilities

5. **Number of bids notification letters sent to vendors:** 168

6. **Number of bids received from vendors:** 22

7. **Listing of recommended vendors and total prices:** Estimated annual expenditures under this proposal are between $125,000 and $175,000. Recommendation for award is to the following vendors:

   Dealer's Electric Supply, Elliott Electrical Supply, Facility Solutions Group, Fastenal Company, Granbury Winlectric Company, Granbury Winnelson, Green's Welding Supply. Inc., Hans Gebhardt dba Hardt Sales, HD Supply, Henson Lumber, Ltd./Henson's Building Materials, The Home Depot of Granbury (Store #6571), Kelly Moore Paint Co., Inc., Lowe's Home Centers, Marks Plumbing Parts, M& R McGowen, LLC, dba NAPA Auto Parts, National Wholesale Supply, Pate's Hardware, Inc., The Reynolds Company, Tractor Supply, University Building Specialties, Woodard Builders Supply

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

9. **Last bid date (bid of comparable nature within last 5 years):** This proposal is replacing multiple individual proposals that were let at different times.

10. **Percentage increase or decrease from last bid**: A cost comparison cannot be made as the scope of the proposal has changed.

11. **Budget information:** Expenditures for MRO supplies and equipment will be from the following account code(s):

    199.E.51.6316.00.951.0.99.xxx (530, 540, 550, 560, 580)
    199.E.51.6316.00.001.0.99.xxx (580, 360)
    199.E.51.6631.00.951.0.99.000
    199.E.51.6639.00.951.0.99.xxx (010, 500)
    199.E.51.6649.00.951.0.99.xxx (000, 010)

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

	MRO SUPPLIES & EQUIPMENT CSP 2015-11	Dealers Electrical Supply	Elliott Electric Supply	Facility Solutions Group	Fastenal Company	Granbury Winlectic Company	Granbury Winnelson	Green's Welding Supply, Inc.	Hans Gebhart dba Hardt Sales	HD Supply	Henson Lumber LTD/Henson Builing Materials	Home Depot of Granbury #6571
3.0.0	**PROPOSAL FORM 3.0.0**											
	Precentage discount for catalogs, printed price lists and on-line pricing:	Varies	0-20% Note 2	45%	20-50%	0%	0%	0%	30%	0%	0%	0%
	Catalog title/or price list name or number and date:	none listed	none listed	Note 3	Fastenal Catalog - please reference Volume 11 Note 4	none listed	none listed	none listed	none listed	none listed	N/A	none listed
	Shelf pricing:	no	yes	no	no	yes	yes	yes	Yes	yes	yes	yes
	Website:	www.dealerselectrical.com	www.elliottelectric.com	wwwfsgi.com	www.fastenal.com	www.granburywinlectric.com	none listed	none listed	none listed	none listed	www.hensonlumber.com	www.homedepot.com
	PO number for online purchases:	yes	yes	yes	yes	yes	not indentified	not identified	no	n/a	yes	no
	Pricing posted on your website:	yes	yes	no	yes with customer login	no	not indentified	no	no	n/a	no	yes
	FOB shipping Granbury ISD inside delivery?	yes	yes	yes	yes	shipping added only for expedited delivery	yes	yes	yes	yes	Yes	yes
	Will fuel surcharges be added:	no	no	no	no	no	no	no	no	no	N/A	no
	If yes, identify how they will apply:	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	N/A	n/a
	Minimum order amount for purchase:	varies by manufacturer	none	$35	none	none	none	none	none	none	N/A	none
	Identify normal business hours	7:00am-5:00pm	7:00am-5:30pm M-F 8:00am-12:00pm Sat	7:00am-7:00pm M-F	7:00am-5:00pm M-F	7:30am-5:00pm M-F	7:30am-5:00pm M-F	8:00am-5:00pm M-F	8:00am-5:00pm M-F	6:00am-5:00pm, Sat until noon	7-5 m-f	6:00am-10:00pm M-S 8:00am-8:oopm Sun
	Offer after hours and weekend supply capabilities	yes	yes	no	no	yes	yes	not identified	no	no	N/A	no
	Hot shot delivery during normal hours	no	yes, depends on product and where it is coming from	yes	yes	yes	yes	no	no	no	N/A	no
	If yes, identify minimum order amount for delivery	none listed	yes, depends on product and where it is coming from	$20, same day	n/a	no minimum	no minimum	n/a	n/a	n/a	N/A	$65 orders received by 2:00pm
	Hot shot delivery after hours	n/a	yes, depends on product and where it is coming from	none listed	none listed	no	none listed	no	no	no	N/A	no
	If yes, identify minimum order amount for delivery	none listed	yes, depends on product and where it is coming from	n/a	n/a, when availbale at local store	n/a	n/a	n/a	n/a	n/a	N/A	$65 orders received by 2:00pm
	Guaranteed delivery time for 95% of orders, next day, two day or other	two day	same or next day, depends on time and size of order	next day	next day - 9A, two day - 9A, other 9A	next day or same day	other	next day	other	next day	N/A	next day
	Describe method of delivery, company truck, UPS, other	company truck	company truck	company truck, UPS	company truck	company truck	company truck, UPS	company truck	other	company truck	N/A	company truck
	Do you agree to extend terms to EPCNT districts	no	yes	yes	yes	no	yes	yes	no	no	N/A	yes
A	**SECTION A: PLUMBING SUPPLIES AND EQMT -** Company sells the following items											

	MRO SUPPLIES & EQUIPMENT CSP 2015-11	Dealers Electrical Supply	Elliott Electric Supply	Facility Solutions Group	Fastenal Company	Granbury Winlectic Company	Granbury Winnelson	Green's Welding Supply, Inc.	Hans Gebhart dba Hardt Sales	HD Supply	Henson Lumber LTD/Henson Builing Materials	Home Depot of Granbury #6571
1	Two handle Kitchen faucet with spray, Delta #25402 or equal	no	no	no	yes	no	yes, Olampia K5121	no	no	no	N/A	yes, 565-924
2	Solid plastic seat, elongated, open front-less cover, Bemis #1955C or equal	no	no	no	yes	no	not identified	no	no	no	N/A	yes, 167-595
3	3/4 x 18 nut to nut hot water flex	no	no	no	no	no	yes	no	no	no	N/A	yes, 317-918
4	2" schedule 40 pressure PVC male adapter	no	no	no	yes	no	yes	no	no	no	N/A	yes, 610-364
5	Adapter, 1-1/2 PVC, schedule 40 slip to thread pressure, male	no	no	no	yes	no	yes	no	no	no	N/A	yes, 294-047
6	Coupling, 3/4" galvanized	yes	no	no	yes	yes	yes	no	no	no	N/A	yes, 181-870
7	Ell, 1/2", black	no	no	no	yes	no	yes	no	no	no	N/A	yes, 104-949
8	Nipple, 1-1/2" x 6" galvanized	yes	no	no	yes	no	no	no	no	no	N/A	yes, 182-966
9	Slip fix, 2" PVC	no	no	no	yes	no	yes	no	no	no	N/A	yes, 232-750
10	Tee 3/4" PVC	no	no	no	yes	no	yes	no	no	no	N/A	yes, 187-917
11	Union, 1-1/2", dielectric	no	no	no	yes	no	not identified	no	no	no	N/A	yes, 187-550
12	Spray Hose, T & S brass, 44"	no	no	no	no	no	yes	no	no	no	N/A	alternate brand
13	Stem Assembly Kit, T&S brass	no	no	no	no	no	yes	no	no	no	N/A	alternate brand
14	Bradley, S85-039 sensor or equal	no	no	no	yes	no	not identified	no	no	no	N/A	alternate brand
15	Bradley S83-039 Proximity sensor, or equal	no	no	no	yes	no	not identified	no	no	no	N/A	alternate brand
16	Compression full union, 3/8"	no	no	no	yes	no	yes	no	no	no	N/A	yes, 543-810
17	Bradley sensor 269-1608, or equal	no	no	no	yes	no	not identified	no	no	no	N/A	alternate brand
18	1lb lead free solder	no	no	no	yes	no	yes	no	no	no	N/A	alternate brand
19	PVC glue, 32 oz.	no	no	no	yes	yes	yes	no	no	no	N/A	yes, 412-090
20	Rigid tubing cutter model 10 1/8" - 1"	no	no	no	yes	no	yes	no	no	no	N/A	yes, 505-622
B	**GENERAL MAINT. SUPPLIES & EQMT -** Company sells the following items											
1	1/4" x 1-1/2" Bolt, 100 per pkg	yes	yes, Dottie	no	yes	yes	not identified	no	yes, Calmont	no	N/A	yes, 653-829
2	Cotter Pin Ham Lock 5/32 x 2, 20 per pkg	no	no	no	yes	no	not identified	no	yes, Calmont	no	N/A	yes, 583-363

	MRO SUPPLIES & EQUIPMENT CSP 2015-11	Dealers Electrical Supply	Elliott Electric Supply	Facility Solutions Group	Fastenal Company	Granbury Winlectic Company	Granbury Winnelson	Green's Welding Supply, Inc.	Hans Gebhart dba Hardt Sales	HD Supply	Henson Lumber LTD/Henson Builing Materials	Home Depot of Granbury #6571
3	8-32 x 1/ 2 Round Head Machine Screws, 100 per pkg	yes	yes, Dottie	no	yes	yes	not identified	no	yes, Calmont	no	N/A	yes, 528-524
4	Twist Drill Gold 7/ 8, 12 per pkg	yes	no	no	yes	no	not identified	no	yes, Calmont	no	N/A	yes, 202579654
5	Lag Screw, 5/ 16 x 2 in, 50 per pkg	no	no	no	yes	no	not identified	no	yes, Calmont	no	N/A	yes, 655-058
6	1/ 4-20 Nylon Lock Nut, 50 per pkg	no	no	no	yes	not identified	not identified	no	yes, Calmont	no	N/A	yes, 245-218
7	Hose Clamp #16, 10 per pkg	no	no	no	yes	no	not identified	no	yes, Calmont	no	N/A	yes, 100-589
8	S Hook heavy open style, .306 x 3", 25 per pkg	yes	no	no	yes	yes	not identified	no	yes, Calmont	no	N/A	yes, 437-867
9	Ty-Rap 14" black, 100 per pkg	yes	yes, T&B	no	yes	yes	not identified	no	yes, Calmont	no	N/A	yes, 741-717
10	1/ 4-28 Grease Fitting 45 degree, 10 per pkg	no	no	no	yes	no	not identified	no	yes, Calmont	no	N/A	yes, 203538315
11	A-23 V Belt	no	no	no	yes	no	not identified	no	no	no	N/A	yes, 203566795
12	A-26 V Belt	no	no	no	yes	no	not identified	no	no	no	N/A	alternate brand
13	A-36 V Belt	no	no	no	yes	no	not identified	no	no	no	N/A	alternate brand
14	B-55 V Belt	no	no	no	yes	no	not identified	no	no	no	N/A	alternate brand
15	B-71 V Belt	no	no	no	yes	no	not identified	no	no	no	N/A	alternate brand
16	B-97 V Belt	no	no	no	yes	no	not identified	no	no	no	N/A	alternate brand
17	3/ 32" Stainless Steel Welding Rods	no	no	no	yes	no	not identified	yes	no		N/A	yes, 319-072
18	6011 Welding Rod	no	no	no	yes	no	not identified	yes	no	yes	N/A	yes, 319-072
19	Grinding Wheel, 7" x ¼" x 5/8" arbor	no	no	no	yes	no	not identified	yes	no	yes	N/A	yes, 258-918
20	2" x 60 yd, Duct Tape	yes	yes, 3M	no	yes	yes	yes	no	no	yes	N/A	yes, 202504144
21	5/ 16 Wire Rope Clip, 50 ft.	no	no	no	yes	no	not identified	no	no	yes	N/A	not identified
22	Quikrete Concrete Mix, 80lb	no	no	no	no	no	not identified	no	no	yes	N/A	yes, 169-765
23	2-1/2# Quick Set Cement	no	no	no	no	no	not identified	no	no	yes	N/A	alternate brand
24	12 inch Galv Flashing 50'	no	no	no	yes	no	not identified	no	no	yes	N/A	yes, 208-316
25	Plastic Roof Cement, fibered, 5 gal.	no	no	no	no	no	not identified	no	no	yes	N/A	yes, 320-144
C	**ELECTRICAL SUPPLIES & EQMT** - Company sells the folwong items											
1	R2S40-TP 4 Advance ballast 120V	yes	obsolete	yes, GE	yes	yes, SOLA	not identified	no	no	no	N/A	yes, 135533

	MRO SUPPLIES & EQUIPMENT CSP 2015-11	Dealers Electrical Supply	Elliott Electric Supply	Facility Solutions Group	Fastenal Company	Granbury Winlectic Company	Granbury Winnelson	Green's Welding Supply, Inc.	Hans Gebhart dba Hardt Sales	HD Supply	Henson Lumber LTD/Henson Builing Materials	Home Depot of Granbury #6571
2	71A6071-001 400 Quad VT MH Advance Ballast	yes	yes	yes	yes	yes, SOLA	not identified	no	no	no	N/A	alternate brand
3	VEL 1P 32 SC T8 Ballast 277V	yes	obsolete	yes, Advance	yes	yes, SOLA	not identified	no	no	no	N/A	yes, 203751327
4	VEL 2P 32 SC T8 Ballast 277V	yes	obsolete	yes, Advance	yes	yes, SOLA	not identified	no	no	no	N/A	yes, 126-532
5	ICN-4P32-SC Instant Start Ballast, 120V	yes	yes	yes	yes	yes, SOLA	not identified	no	no	no	N/A	yes, 135-533
6	ICP2P32SC Ballast	yes	yes	yes	yes	yes, SOLA	not identified	no	no	no	N/A	alternate brand
7	ICN1P32SC Ballast	yes	yes	yes	yes	yes, SOLA	not identified	no	no	no	N/A	alternate brand
8	72C5782NP 250 W MH	yes	yes	yes	yes	yes	not identified	no	no	no	N/A	alternate brand
9	H37HC-250DX250 watt Lamp	yes	yes	yes, GE	yes	yes	not identified	no	no	no	N/A	yes, 409-622
10	MH400 400 Watt Lamp	yes	yes	yes, GE	yes	yes	not identified	no	no	no	N/A	alternate brand
11	75 watt Per Indoor Outdoor Flood Thick Glass Lamp, medium base	yes	yes	yes	yes	yes	not identified	no	no	no	N/A	yes, 203784249
12	EHG (Q750CL/TP) Quartzline Lamp Stage/Studio 750W 120V	yes	yes	yes	yes	no	not identified	no	no	no	N/A	alternate brand
13	FER (Q1000T6/4CL) Quartzline Lamp Stage/Studio 1000W 120V	yes	yes	discontinued	yes	no	not identified	no	no	no	N/A	alternate brand
14	70W MH Lamp Med Base	yes	yes	yes	yes	yes	not identified	no	no	no	N/A	alternate brand
15	15A15-130V App Light	yes	yes	yes	yes	yes	not identified	no	no	no	N/A	338-751, alternate
16	250 watt 120V flood light medium base	yes	yes	yes	yes	no	not identified	no	no	no	N/A	409-622, alternate
17	FFT 1000W 120V Lamp	yes	yes	yes	yes	no	not identified	no	no	no	N/A	alternate brand
18	BTL Q500T6/CL/P Lamp	yes	yes	yes	yes	no	not identified	no	no	no	N/A	alternate brand
19	BTR 1000W 120V Lamp	yes	yes	yes	yes	no	not identified	no	no	no	N/A	alternate brand
20	WAC JE ELL 100/130V, 250W	yes	yes	cannot identify	yes	no	not identified	no	no	no	N/A	alternate brand
21	JD Teiber Type 150W Bayonet	yes	yes	yes	yes	no	not identified	no	no	no	N/A	alternate brand
22	Pass & Seymour Duplex Recepticals, CR20-1 (Ivory)	yes, Levitor	yes	yes, Leviton	yes	yes	not identified	no	no	no	N/A	yes, 324-243
23	Intermatic Photo Cell K 4221C	yes	yes	yes	yes	yes	not identified	no	no	no	N/A	yes, 594-135
24	SJTW 12/2 w/ground cord wire	yes	yes	yes	yes	yes	not identified	no	no	no	N/A	yes, 268-844
25	12 str THNN Black Wire (500 ft. roll)	yes	yes	yes	yes	yes	not identified	no	no	no	N/A	yes, 866-202
26	SCTCEC Metal Cut-In Switch Box	yes	yes, Crouse Hjrods	yes	yes	yes, RACO	not identified	no	no	no	N/A	yes, 202-460
27	3/ 8” Flex Conduit Fittings	yes	yes	yes	yes	yes	not identified	no	no	no	N/A	yes, 604-070
28	Scoch Locks, yellow/red	yes	yes	yes	yes	yes	not identified	no	no	no	N/A	alternate brand
29	Hubbel HBL 1223L Key Switch	yes, Levitor	yes, P&S	yes, Leviton	yes	yes	not identified	no	no	no	N/A	alternate brand
30	3/ 4” EMT Compression Couplings	yes	yes	yes	yes	yes	not identified	no	no	no	N/A	yes, 537-527
31	GFIC 20 AMP Receptacles Ivory	yes	yes	yes	yes	yes	not identified	no	no	no	N/A	yes, 707-688
D	**BUILDING MATERIAL SUPPLIES & EQMT** - Company sells the following items.											
1	2” x 4” x 96” White Wood	no	no	no	no	no	not identified	no	no	yes	N/A	yes, 161-640
2	5.0 mm 4’ x 8’ Underlayment	no	no	no	no	no	not identified	no	no	yes	N/A	yes, 492-930
3	4’ x 8’ x 7/16” OSB Plywood	no	no	no	no	no	not identified	no	no	yes	N/A	yes, 386-081
4	3/16 x 2-3/ 4 Taplon Screws	no	no	no	yes	no	not identified	no	no	yes	N/A	yes, 460-247
5	1-5/ 8 Fine Tread Drywall Screws	no	yes	no	yes	no	not identified	no	no	yes	N/A	yes, 105-872
6	Sawzall Blades, 12” bi-metal	no	yes	no	yes	yes	not identified	no	no	yes	N/A	yes, 277-889

	MRO SUPPLIES & EQUIPMENT CSP 2015-11	Dealers Electrical Supply	Elliott Electric Supply	Facility Solutions Group	Fastenal Company	Granbury Winlectic Company	Granbury Winnelson	Green's Welding Supply, Inc.	Hans Gebhart dba Hardt Sales	HD Supply	Henson Lumber LTD/Henson Builing Materials	Home Depot of Granbury #6571
7	4-1/ 2" Metal Cut Off Wheels (grinders)	no	no	no	yes	no	not identified	yes	no	yes	N/A	yes, 251-787
8	#2 Phillips Insert Tips	no	yes	no	yes	yes	not identified	no	no	yes	N/A	yes, 963-346
9	7-1/2 Skillsaw Blades	no	no	no	yea	no	not identified	no	no	yes	N/A	yes, 204302952
10	4' x 8' x 5/ 8" Sheetrock	no	no	no	no	no	not identified	no	no	yes	N/A	yes, 419-109
11	Lockset, Corbin Russwin 3355	no	no	no	no	no	not identified	no	no	yes	N/A	alternate brand
12	Key banks D1, D2, D3, D12, D41	no	no	no	no	no	not identified	no	no	yes	N/A	alternate brand
13	Door, Hollow Metal 3'0" x 7'0"	no	no	no	no	no	not identified	no	no	yes	N/A	yes, 663-624
14	Corbin Russwin Cores, D1, D2, D3	no	no	no	no	no	not identified	no	no	yes	N/A	not identified
15	Norton Door Closers 7500	no	no	no	no	no	not identified	no	no	yes	N/A	yes, 666-064
16	Von Duprin Exit Bars 99	no	no	no	no	no	not identified	no	no	yes	N/A	yes, 203384120
E	**PAINT SUPPLIES & EQMT**- Company sells the following items											
1	3M Scotchblue Tape 4-pack 1-1/2" tape for walls, glass and metal, removes cleanly up to 14 days, does not cause surface damage	no	no	no	yes	no	not identified	no	no	yes	N/A	yes, 360-193
2	Bestt Disposable Tray Liner 2Q Molded plastic tray w/traction bottom, solvent resistant, holds up to 2 quarts	no	no	no	yes	no	not identified	no	no	no	N/A	yes, bro-182294
3	KM 9 Pro HD Roller Frame, Golden Eagle professional 9 inch hollow core roller frame, nylon cap ends and heavy bearings, heavy duty 5/16" shank 5-wire cage frame	no	no	no	yes	no	not identified	no	no	no	N/A	yes, Wooster 150-345
4	Wooster 5' Wooden Pole Metal Tip, 5 foot wooden pole with metal thread tip that works with all popular tools	no	no	no	no	no	not identified	no	no	yes, alternate brand	N/A	yes, 203150949
5	KM 9 x 1/ 2 Nap High Den Roller Cover, 6 pack, high density roller cover for semi-smooth to semi rough surfaces, polyester blend with a polypropylene core, 1/ 2" nap	no	no	no	yes	no	not identified	no	no	no	N/A	alternate brand
6	KM 2-1/ 2 100% Solid Tapered Poly A/S, 2-1/ 2" tapered paintbrush, 100% solid round polyester medium filament blend, with angular sash for use with latex paints, primers & satins, interior and exterior on smooth, textured and rough surfaces.	no	no	no	yes	no	not identified	no	no	no	N/A	alternate brand
7	KM 2-1/ 2 100% Solid Tapered Poly F/S, 2-1/ 2" tapered paintbrush 100% solid round polyester, medium filament blend, with a flat sash, for use with paints, primers, & stains, interior and exterior on smooth textured and rough surfaces.	no	no	no	yes	no	not identified	no	no	no	N/A	alternate brand

	MRO SUPPLIES & EQUIPMENT CSP 2015-11	Dealers Electrical Supply	Elliott Electric Supply	Facility Solutions Group	Fastenal Company	Granbury Winlectic Company	Granbury Winnelson	Green's Welding Supply, Inc.	Hans Gebhart dba Hardt Sales	HD Supply	Henson Lumber LTD/Henson Builing Materials	Home Depot of Granbury #6571
8	Buffalo Recycled White T Shirt Bags – 8lb box of premium reclaimed rags for cleaning & wiping, for finishing, staining, cleanup & general maintenance, absorbent, low- linting material, machine washable	no	no	no	yes, Clean Choice	no	not identified	no	no	yes, alternate brand	N/A	yes. 205889764
9	Shur Line Handi-Painter CC24, 6.5L x 3.5W x 2H, hand tool to give a smooth finish made of nylon	no	no	no	no	no	not identified	no	no	no	N/A	yes, 166-093
10	DAP Fast n final 1HP, Dap's lightweight spackling tool, patch & prime in one step, 8 ounces.	no	no	no	no	no	not identified	no	no	no	N/A	yes, d0556851
	KM 501-100 Stripe & Zone Athletic Field Marking Paint, white & custom t tinted, available on one gallon and five gallon cans	no	no	not identifed	no	no	not identified	no	no	no	N/A	yes, Pro X/Behr Pro
	KM 1700 Kel-Guard Gloss Alkyd Rust Preventable Enamel, available in one gallon and five gallon cans, white, black, safety colors & custom tints	no	no	not identifed	no	no	not identified	no	no	no	N/A	yes, Pro X/Behr Pro
	KM 1010 KM Professional Interior Acrylic Satin Enamel, available on one gallon and five gallon cans, white, ready mixed & custom tinted colors	no	no	not identifed	no	no	not identified	no	no	no	N/A	yes, Pro X/Behr Pro
	KM 1050 KM Professional Interior Acrylic Semi-Gloss Enamel, available on one gallon and five gallon cans, white, ready-mixed & custom tinted colors	no	no	not identifed	no	no	not identified	no	no	no	N/A	yes, Pro X/Behr Pro
	KM 1250 Acry-Shield 100% Acrylic Exterior Semi-Gloss Enamel, available on one gallon and five gallon cans, white, ready mixed and custom tinted colors	no	no	not identifed	no	no	not identified	no	no	no	N/A	yes, Pro X/Behr Pro
	Deviations/exceptions	Note 1	Note 2	none listed	none listed	shipping added only for expedited delivery	none listed	none listed	none listed	none listed	none listed	none listed

	MRO SUPPLIES & EQU											
		Kelly Moore Paint Company, Inc.	**Lowe's Home Centers**	**Mark's Plumbing Parts**	**M. R. McGowen, LLC dba NAPA Auto Parts**	**National Wholesale Supply**	**Pate's Hardware, Inc.**	**Pioneer Manufacturing Company**	**The Reynolds Company**	**Tractor Supply**	**University Building Specialties**	**Woodard Builder's Supply**
3.0.0	**PROPOSAL FORM 3.0.0**											
	Precentage discount for catalogs, printed price lists and on-line pricing:	50% paint only (K.M.)	5%	0%	0-40%	0%	10%	0%, quantity discounts apply	10%, discounts vary 10-50% with special pricng from manufacturers	0%	none identified	30%
	Catalog title/or price list name or number and date:	KM Manufactired paint only 6/1/2015, 0% discount/shelf pricing sundries 6/1/2015	Lowe's.com shelf price	catalog on-line	cataloging and prices acna be found on NAPA online, or can set up GISD on NAPA prolink with user name & password	none listed	none listed	Pioneer Athletics 6/2015	Trade Services Column 3, 2015	Catalog TSC 2014	none identified	30% off manufacturer catalog list price
	Shelf pricing:	yes, all sundries 0%	yes	yes	yes	yes	yes	no	yes	yes	yes, 20-50%	no
	Website:	www.kellymoore.com	www.lowes.com	www.markspp.com	www.NAPAProlink.com	www.nationalwholesalesupply.com	www.pateshardware.com	www.pioneerathletics.com	www.reynoldsonline.com	not identified	don't have a website	www.woodardbuildersupply.com
	PO number for online purchases:	no	yes	yes	yes	no	yes	yes	yes	yes	not identified	yes
	Pricing posted on your website:	no	yes	yes	yes, NAPA Prolink	no	yes	yes	yes, when you register, however RFQ for best pricing	no	not identified	no
	FOB shipping Granbury ISD inside delivery?	yes	yes	yes	yes	yes	yes	yes	yes	yes	not identified	yes
	Will fuel surcharges be added:	no	no	no	no	no	no	yes	no	no	no	no
	If yes, identify how they will apply:	n/a	n/a	n/a	n/a	n/a	n/a	not identified	n/a	n/a	n/a	n/a
	Minimum order amount for purchase:	none	none	none	none	none	none	n/a	none	none	none	none
	Identify normal business hours	6:30am-6:00pm M-F 8:00am-1:30pm Sat	6:00am-10:00pm M-S 8:00am-8:00pm Sun	7:00am-5:00pm M-F	7:30am-6:00pm M-F 8:00am-4:00pm Sat	7:00am-5:00pm M-F	7:00am-6:00pm M-F 7:30am-5:00pm Sat	8:00am-4:45pm M-F	8:00am-5:00pm M-F	8:00am-8:00pm M-S 9:00am-7:0pm Sun	7:30am-5:00pm	8:00am-5:00pm M-F
	Offer after hours and weekend supply capabilities	no	yes	no	yes	yes	yes	no	yes	yes	yes	no
	Hot shot delivery during normal hours	yes	yes	no	yes	yes	yes	no	yes, cost based on weight	no	yes	yes, in stock product would depend on weight for cost
	If yes, identify minimum order amount for delivery	none	none	n/a	none	none	none, depends on theproduct	n/a	none	n/a	$100	none
	Hot shot delivery after hours	no	no	no	Saturday only	no	n/a	no	yes	no	yes	no
	If yes, identify minimum order amount for delivery	n/a	n/a	n/a	not identified	n/a	n/a	n/a	$100 plus weight of shopment cost	n/a	$250	n/a
	Guaranteed delivery time for 95% of orders, next day, two day or other	next day	next day	next day	next day	two day	not identified	other	next business day	not identified	two day if in stock	2-3 days if in stock
	Describe method of delivery, company truck, UPS, other	company truck	company truck	UPS	company truck	company truck	company truck	UPS, other	company truck	none	company truck, UPS	company truck, UPS
	Do you agree to extend terms to EPCNT districts	yes	yes	yes	yes	yes	yes	yes	yes	not identified	yes	yes
A	**SECTION A: PLUMBING SUPPLIES AND EQMT -** Company sells the following items											

	MRO SUPPLIES & EQU	Kelly Moore Paint Company, Inc.	Lowe's Home Centers	Mark's Plumbing Parts	M. R. McGowen, LLC dba NAPA Auto Parts	National Wholesale Supply	Pate's Hardware, Inc.	Pioneer Manufacturing Company	The Reynolds Company	Tractor Supply	University Building Specialties	Woodard Builder's Supply
1	Two handle Kitchen faucet with spray, Delta #25402 or equal	no	yes	yes	no	yes	yes	no	not identified	no	not identified	no
2	Solid plastic seat, elongated, open front-less cover, Bemis #1955C or equal	no	yes	yes	no	yes	yes	no	not identified	no	not identified	no
3	3/4 x 18 nut to nut hot water flex	no	yes	yes	no	yes	yes	no	not identified	no	not identified	no
4	2" schedule 40 pressure PVC male adapter	no	yes	yes	no	yes	yes	no	not identified	no	not identified	no
5	Adapter, 1-1/2 PVC, schedule 40 slip to thread pressure, male	no	yes	yes	no	yes	yes	no	not identified	no	not identified	no
6	Coupling, 3/4" galvanized	no	yes	yes	no	yes	yes	no	not identified	no	not identified	no
7	Ell, 1/2", black	no	yes	yes	no	yes	yes	no	not identified	no	not identified	no
8	Nipple, 1-1/2" x 6" galvanized	no	yes	yes	no	yes	yes	no	not identified	no	not identified	no
9	Slip fix, 2" PVC	no	yes	yes	no	yes	yes	no	not identified	no	not identified	no
10	Tee 3/4" PVC	no	yes	yes	no	yes	yes	no	not identified	no	not identified	no
11	Union, 1-1/2", dielectric	no	yes	yes	no	yes	yes	no	not identified	no	not identified	no
12	Spray Hose, T & S brass, 44"	no	yes	yes	no	yes	yes	no	not identified	no	not identified	no
13	Stem Assembly Kit, T&S brass	no	yes	yes	no	yes	yes	no	not identified	no	not identified	no
14	Bradley, S85-039 sensor or equal	no	yes	yes	no	yes	yes	no	not identified	no	not identified	no
15	Bradley S83-039 Proximity sensor, or equal	no	yes	yes	no	yes	yes	no	not identified	no	not identified	no
16	Compression full union, 3/8"	no	yes	yes	no	yes	yes	no	not identified	no	not identified	no
17	Bradley sensor 269-1608, or equal	no	yes	yes	no	yes	yes	no	not identified	no	not identified	no
18	1lb lead free solder	no	yes	yes	no	yes	yes	no	not identified	yes	not identified	no
19	PVC glue, 32 oz.	no	yes	yes	no	yes	yes	no	not identified	yes	not identified	no
20	Rigid tubing cutter model 10 1/8" - 1"	no	yes	yes	no	yes	yes	no	not identified	no	not identified	no
B	**GENERAL MAINT. SUPPLIES & EQMT -** Company sells the following items											
1	1/4" x 1-1/2" Bolt, 100 per pkg	no	yes	no	yes, Rockford, 401-546B	no	yes	no	not identified	yes	not identified	no
2	Cotter Pin Ham Lock 5/32 x 2, 20 per pkg	no	yes	no	yes, 8080-495B	no	yes	no	not identified	yes	not identified	no

	MRO SUPPLIES & EQU	Kelly Moore Paint Company, Inc.	Lowe's Home Centers	Mark's Plumbing Parts	M. R. McGowen, LLC dba NAPA Auto Parts	National Wholesale Supply	Pate's Hardware, Inc.	Pioneer Manufacturing Company	The Reynolds Company	Tractor Supply	University Building Specialties	Woodard Builder's Supply
3	8-32 x 1/ 2 Round Head Machine Screws, 100 per pkg	no	yes	no	yes, 3166-194B	no	yes	no	not identified	yes	not identified	no
4	Twist Drill Gold 7/ 8, 12 per pkg	no	yes	no	yes. HSD163	no	yes	no	not identified	yes	not identified	no
5	Lag Screw, 5/ 16 x 2 in, 50 per pkg	no	yes	no	yes, 2131-591B	no	yes	no	not identified	yes	not identified	no
6	1/ 4-20 Nylon Lock Nut, 50 per pkg	no	yes	no	yes, NIN4	no	yes	no	not identified	not identified	not identified	no
7	Hose Clamp #16, 10 per pkg	no	yes	no	yes, 705-1014	yes	yes	no	not identified	yes	not identified	no
8	S Hook heavy open style, .306 x 3", 25 per pkg	no	yes	no	yes, 799-6635	no	yes	no	not identified	yes	not identified	no
9	Ty-Rap 14" black, 100 per pkg	no	yes	no	yes, 770-9234	no	yes	no	not identified	yes	not identified	no
10	1/ 4-28 Grease Fitting 45 degree, 10 per pkg	no	yes	no	yes, 715-2006	no	yes	no	not identified	yes	not identified	no
11	A-23 V Belt	no	yes	no	yes, 4L250	no	yes	no	not identified	not identified	not identified	no
12	A-26 V Belt	no	yes	no	yes, A26	no	yes	no	not identified	not identified	not identified	no
13	A-36 V Belt	no	yes	no	yes, A36	no	yes	no	not identified	not identified	not identified	no
14	B-55 V Belt	no	yes	no	yes, B55	no	yes	no	not identified	not identified	not identified	no
15	B-71 V Belt	no	yes	no	yes, B71	no	yes	no	not identified	not identified	not identified	no
16	B-97 V Belt	no	yes	no	yes, B97	no	yes	no	not identified	not identified	not identified	no
17	3/ 32" Stainless Steel Welding Rods	no	yes	no	yes, 14400116	no	yes	no	not identified	yes	not identified	no
18	6011 Welding Rod	no	yes	n/a	yes, 14400116	no	yes	no	not identified	yes	not identified	no
19	Grinding Wheel, 7" x ¼" x 5/8" arbor	no	yes	no	yes, 777-1641	no	yes	no	not identified	yes	not identified	no
20	2" x 60 yd, Duct Tape	no	yes	yes	yes, 570-1748	yes	yes	no	not identified	yes	not identified	no
21	5/ 16 Wire Rope Clip, 50 ft.	no	yes	no	yes	no	yes	no	not identified	yes	not identified	no
22	Quikrete Concrete Mix, 80lb	no	yes	no	no	no	yes	no	not identified	yes	not identified	no
23	2-1/2# Quick Set Cement	no	yes	no	no	no	yes	no	not identified	yes	not identified	no
24	12 inch Galv Flashing 50'	no	yes	no	no	no	yes	no	not identified	no	not identified	no
25	Plastic Roof Cement, fibered, 5 gal.	no	yes	no	no	no	yes	no	not identified	no	not identified	no
C	**ELECTRICAL SUPPLIES & EQMT** - Company sells the folwong items											
1	R2S40-TP 4 Advance ballast 120V	no	yes	no	no	no	yes	no	yes, Advance ICN2540TP	no	not identified	no

	MRO SUPPLIES & EQU	Kelly Moore Paint Company, Inc.	Lowe's Home Centers	Mark's Plumbing Parts	M. R. McGowen, LLC dba NAPA Auto Parts	National Wholesale Supply	Pate's Hardware, Inc.	Pioneer Manufacturing Company	The Reynolds Company	Tractor Supply	University Building Specialties	Woodard Builder's Supply
2	71A6071-001 400 Quad VT MH Advance Ballast	no	yes	no	no	no	yes	no	yes	no	not identified	no
3	VEL 1P 32 SC T8 Ballast 277V	no	yes	no	no	no	yes	no	yes, ICN1P32	no	not identified	no
4	VEL 2P 32 SC T8 Ballast 277V	no	yes	no	no	no	yes	no	yes, ISN2P32	no	not identified	no
5	ICN-4P32-SC Instant Start Ballast, 120V	no	yes	no	no	no	yes	no	yes	no	not identified	no
6	ICP2P32SC Ballast	no	yes	no	no	no	yes	no	yes	no	not identified	no
7	ICN1P32SC Ballast	no	yes	no	no	no	yes	no	yes	no	not identified	no
8	72C5782NP 250 W MH	no	yes	no	no	no	yes	no	yes	no	not identified	no
9	H37HC-250DX250 watt Lamp	no	yes	no	no	no	yes	no	yes	no	not identified	no
10	MH400 400 Watt Lamp	no	yes	no	no	no	yes	no	yes	not identified	not identified	no
11	75 watt Per Indoor Outdoor Flood Thick Glass Lamp, medium base	no	yes	no	no	no	yes	no	yes	no	not identified	no
12	EHG (Q750CL/TP) Quartzline Lamp Stage/Studio 750W 120V	no	yes	no	no	no	yes	no	yes	no	not identified	no
13	FER (Q1000T6/4CL) Quartzline Lamp Stage/Studio 1000W 120V	no	yes	no	no	no	yes	no	yes	no	not identified	no
14	70W MH Lamp Med Base	no	yes	no	no	no	yes	no	yes	no	not identified	no
15	15A15-130V App Light	no	yes	no	no	no	yes	no	yes	no	not identified	no
16	250 watt 120V flood light medium base	no	yes	no	no	no	yes	no	yes	no	not identified	no
17	FFT 1000W 120V Lamp	no	yes	no	no	no	yes	no	yes	no	not identified	no
18	BTL Q500T6/CL/P Lamp	no	yes	no	no	no	yes	no	yes	no	not identified	no
19	BTR 1000W 120V Lamp	no	yes	no	no	no	yes	no	yes	no	not identified	no
20	WAC JE ELL 100/130V, 250W	no	yes	no	no	no	yes	no	yes	no	not identified	no
21	JD Teiber Type 150W Bayonet	no	yes	no	no	no	yes	no	yes, Industrial	no	not identified	no
22	Pass & Seymour Duplex Recepticals, CR20-1 (Ivory)	no	yes	no	no	no	yes	no	ye, Leviton	no	not identified	no
23	Intermatic Photo Cell K 4221C	no	yes	no	no	no	yes	no	yes	yes	not identified	no
24	SJTW 12/2 w/ground cord wire	no	yes	no	no	no	yes	no	yes	no	not identified	no
25	12 str THNN Black Wire (500 ft. roll)	no	yes	no	no	no	yes	no	yes	no	not identified	no
26	SCTCEC Metal Cut-In Switch Box	no	yes	no	no	no	yes	no	yes	no	not identified	no
27	3/ 8” Flex Conduit Fittings	no	yes	no	no	no	yes	no	yes	no	not identified	no
28	Scoch Locks, yellow/red	no	yes	no	no	no	yes	no	yes	yes	not identified	no
29	Hubbel HBL 1223L Key Switch	no	yes	no	no	no	yes	no	yes	no	not identified	no
30	3/ 4” EMT Compression Couplings	no	yes	no	no	no	yes	no	yes	no	not identified	no
31	GFIC 20 AMP Receptacles Ivory	no	yes	no	no	no	yes	no	yes	no	not identified	no
D	**BUILDING MATERIAL SUPPLIES & EQMT** - Company sells the following items.											
1	2” x 4” x 96” White Wood	no	yes	no	no	no	yes	no	not identified	no	not identified	no
2	5.0 mm 4’ x 8’ Underlayment	no	yes	no	no	no	yes	no	not identified	no	not identified	no
3	4’ x 8’ x 7/16” OSB Plywood	no	yes	no	no	no	yes	no	not identified	no	not identified	no
4	3/16 x 2-3/ 4 Taplon Screws	no	yes	n/a	no	no	yes	no	not identified	no	not identified	no
5	1-5/ 8 Fine Tread Drywall Screws	no	yes	yes	no	no	yes	no	not identified	no	not identified	no
6	Sawzall Blades, 12” bi-metal	no	yes	yes	no	yes	yes	no	not identified	no	not identified	no

	MRO SUPPLIES & EQU	Kelly Moore Paint Company, Inc.	Lowe's Home Centers	Mark's Plumbing Parts	M. R. McGowen, LLC dba NAPA Auto Parts	National Wholesale Supply	Pate's Hardware, Inc.	Pioneer Manufacturing Company	The Reynolds Company	Tractor Supply	University Building Specialties	Woodard Builder's Supply
7	4-1/ 2” Metal Cut Off Wheels (grinders)	no	yes	no	yes, 777-1900 10pk	no	yes	no	not identified	no	not identified	no
8	#2 Phillips Insert Tips	no	yes	no	no	no	yes	no	not identified	no	not identified	no
9	7-1/2 Skillsaw Blades	no	yes	no	no	no	yes	no	not identified	no	not identified	no
10	4’ x 8’ x 5/ 8” Sheetrock	no	yes	no	no	no	yes	no	not identified	no	not identified	yes
11	Lockset, Corbin Russwin 3355	no	yes	no	no	no	yes	no	not identified	no	yes	yes
12	Key banks D1, D2, D3, D12, D41	no	yes	no	no	no	yes	no	not identified	no	yes	yes
13	Door, Hollow Metal 3’0” x 7’0”	no	yes	no	no	no	yes	no	not identified	no	yes	yes
14	Corbin Russwin Cores, D1, D2, D3	no	yes	no	no	no	yes	no	not identified	no	yes	yes
15	Norton Door Closers 7500	no	yes	no	no	no	yes	no	not identified	no	yes	yes
16	Von Duprin Exit Bars 99	no	yes	no	no	no	yes	no	not identified	not identified	yes	yes
E	**PAINT SUPPLIES & EQMT**- Company sells the following items											
1	3M Scotchblue Tape 4-pack 1-1/2" tape for walls, glass and metal, removes cleanly up to 14 days, does not cause surface damage	yes	yes	no	no	no	yes	no	not identified	no	not identified	no
2	Bestt Disposable Tray Liner 2Q Molded plastic tray w/traction bottom, solvent resistant, holds up to 2 quarts	yes	yes	no	no	no	yes	no	not identified	yes	not identified	no
3	KM 9 Pro HD Roller Frame, Golden Eagle professional 9 inch hollow core roller frame, nylon cap ends and heavy bearings, heavy duty 5/16” shank 5-wire cage frame	yes	yes	no	no	no	alternate brand	no	not identified	yes	not identified	no
4	Wooster 5’ Wooden Pole Metal Tip, 5 foot wooden pole with metal thread tip that works with all popular tools	yes	yes	no	no	no	alternate brand	no	not identified	no	not identified	no
5	KM 9 x 1/ 2 Nap High Den Roller Cover, 6 pack, high density roller cover for semi-smooth to semi rough surfaces, polyester blend with a polypropylene core, 1/ 2” nap	yes	yes	no	no	no	alternate brand	no	not identified	yes	not identified	no
6	KM 2-1/ 2 100% Solid Tapered Poly A/S, 2-1/ 2” tapered paintbrush, 100% solid round polyester medium filament blend, with angular sash for use with latex paints, primers & satins, interior and exterior on smooth, textured and rough surfaces.	yes	yes	no	no	no	alternate brand	no	not identified	yes	not identified	no
7	KM 2-1/ 2 100% Solid Tapered Poly F/S, 2-1/ 2” tapered paintbrush 100% solid round polyester, medium filament blend, with a flat sash, for use with paints, primers, & stains, interior and exterior on smooth textured and rough surfaces.	yes	yes	no	no	no	alternate brand	no	not identified	yes	not identified	no

	MRO SUPPLIES & EQU	Kelly Moore Paint Company, Inc.	Lowe's Home Centers	Mark's Plumbing Parts	M. R. McGowen, LLC dba NAPA Auto Parts	National Wholesale Supply	Pate's Hardware, Inc.	Pioneer Manufacturing Company	The Reynolds Company	Tractor Supply	University Building Specialties	Woodard Builder's Supply
8	Buffalo Recycled White T Shirt Bags – 8lb box of premium reclaimed rags for cleaning & wiping, for finishing, staining, cleanup & general maintenance, absorbent, low- linting material, machine washable	yes	yes	no	no	no	alternate brand	no	not identified	yes	not identified	no
9	Shur Line Handi-Painter CC24, 6.5L x 3.5W x 2H, hand tool to give a smooth finish made of nylon	yes	yes	no	no	no	yes	no	not identified	no	not identified	no
10	DAP Fast n final 1HP, Dap's lightweight spackling tool, patch & prime in one step, 8 ounces.	yes	yes	no	no	no	yes	no	not identified	no	not identified	no
	KM 501-100 Stripe & Zone Athletic Field Marking Paint, white & custom t tinted, available on one gallon and five gallon cans	yes	no, Rust-Oleum (spray paint)	no	no	no	yes, Benjamin Moore 58.101 Super Koat	yes, Pioneer Brite Stripe& Brite Stripe Pre-Mix	not identified	yes	not identified	no
	KM 1700 Kel-Guard Gloss Alkyd Rust Preventable Enamel, available in one gallon and five gallon cans, white, black, safety colors & custom tints	yes	yes, Rust-Oleum	no	no	no	yes,Benjamin Moore Rust Scat 31	n/a	not identified	no	not identified	no
	KM 1010 KM Professional Interior Acrylic Satin Enamel, available on one gallon and five gallon cans, white, ready mixed & custom tinted colors	yes	yes, Valspar 2000	no	no	no	yes, Benjamin Moore Super Hide	n/a	not identified	no	not identified	no
	KM 1050 KM Professional Interior Acrylic Semi-Gloss Enamel, available on one gallon and five gallon cans, white, ready-mixed & custom tinted colors	yes	yes, Valspar 2000	no	no	no	yes, Benjamin Moore Super Hide	n/a	not identified	no	not identified	no
	KM 1250 Acry-Shield 100% Acrylic Exterior Semi-Gloss Enamel, available on one gallon and five gallon cans, white, ready mixed and custom tinted colors	yes	yes, Valspar - Storm Coat	no	no	no	yes, Benjamin moore Ultra Spec	n/a	not identified	yes	not identified	no
	Deviations/exceptions	none listed	none listed	none listed	none listed	none listed	none listed	none listed	none listed	none listed	none listed	none listed

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: July 24, 2017
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: July 17, 2017
RE: Property, Crime, General Liability, Educators' Legal Liability; and Automobile Insurance through the Texas Rural Education Association Risk Management Cooperative

SUMMARY:

Last year the District executed an Interlocal Agreement with the Texas Rural Education Association Risk Management Cooperative (TREA RMC) and the board approved the purchase of a policy through TREA RMC that included a 3 year rate guarantee. The Interlocal Agreement allows the District to purchase property and liability insurance using a partially self-funded process by participating in this fund. The attached renewal proposal from TREA RMC is being presented for the Board's consideration.

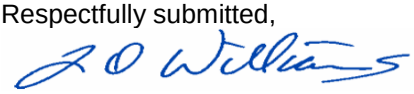
Last year the property and casualty insurance cost was $248,291. The cost for 2017-18 will be $246,643 if we continue with the 3 year renewal option. This is a slight decrease in cost from the prior year due to changes in square footage and value (as a result of ongoing construction), as well as a guaranteed 1% decrease as part of the original 3 year agreement. Continuing to participate in the 3 year rate guarantee program will guarantee our rate for the next 3 years will not increase. The property deductible will remain at $10,000 per occurrence. A deductible of $25,000 applies to wind and hail, same as last year.

This method of purchasing coverage, through the interlocal, is very cost effective at this time. The coverage can be obtained without going through the formal bid process. Administration reviews this process annually and if such a time comes when this process is no longer beneficial to the District; the Administration will process the necessary paperwork to complete the bid process. Even though this purchase can be made without going through the bid process, Board Policy CH (LOCAL) requires board approval on purchases made through an interlocal in excess of $100,000. The 2017-18 budget presented earlier will have sufficient funds to cover the cost of this insurance. The following is my recommendation.

RECOMMENDATION:

That the Board approve the purchase and subsequent purchase order for Property, Crime, General Liability, Educators' Legal Liability; and Automobile Insurance through the Texas Rural Education Association Risk Management Cooperative (TREA RMC) under the 3 year commitment program at a cost of $246,643 for the current year. Coverage will be with a $10,000 property deductible and a $25,000 wind/ hail deductible effective September 1, 2017 to August 31, 2018.

Respectfully submitted,



Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams

Date Submitted: July 17, 2017

TREA RMC

May 30, 2017

Mr. Dobie Williams
Granbury Independent School District
600 Hargrove St.
Granbury, TX 76048

Re: **Granbury ISD 2017 Property & Casualty Renewal Policy 111901**

Dear Mr. Williams,

Enclosed, please find our renewal quote for your property/casualty coverage for 2017/2018. Enclosed are your Bid Summary, Invoice, Declarations Page and Auto ID Cards. Please sign and return the Bid Summary page and indicate if want to extend the three year commitment to 2020.

If you have any pressing loss prevention needs, please call us immediately. A loss prevention representative from the program will contact you within the near future to discuss ways to improve loss prevention in your district.

If the District adds or deletes any vehicles or buildings please notify us immediately to maintain proper coverage of the District's assets.

Thank you for your commitment to TREA RMC and its Membership. We look forward to our continued relationship. Please contact me if you have any questions. You can reach me via telephone at 979.299.9945 or email at david@txrea.com or Cari Ledesma at 512.944.3750 or email at cari@txrea.com .

Sincerely,



David Nicks, Deputy Director TREA

TREA RMC

RENEWAL SUMMARY
3 Year Rate Guarantee Option

Granbury ISD

3 YEAR RATE GUARANTEED RATE FOR PROPERTY CASUALTY COVERAGE

Property & Casualty 3 year guaranteed rate contribution				**$246,643** ☐
Coverage Term:	09/01/17	through	09/01/20	☐
SUB-TOTAL				**$246,643**
THREE YEAR RATE GUARANTEE DEPOSIT				**$0**
TOTAL DUE AT POLICY INCEPTION				**$246,643** ☐

Accepted By: _____ Date: _____

To accept coverage please select option, sign and return by email to david@txrea.com or fax to: 979-285-9056

Terms of Rate Guarantee:
This Invoice includes an optional 3 year premium rate guarantee provided by Texas Rural Education Association Risk Management Cooperative (TREA RMC). In exchange for the deposit listed above, TREA RMC will guarantee the contribution rate for minimum of 3 years. The deposit can be returned to the District at the end of the coverage term listed above or the term can be extended another policy year upon mutual agreement between the District and TREA RMC. If the District decides to terminate coverage with TREA RMC prior to the coverage term listed below the deposit shall not be returned to the District. If the District adds total insured value, the TREA RMC reserves the right to increase the contribution at the guaranteed rate of this agreement.

TEXAS RURAL EDUCATION ASSOCIATION
RISK MANAGEMENT COOPERATIVE
COVERAGE DECLARATIONS 2017 - 2018

TREA RMC

Granbury ISD TREA 111901
Attn: Mr. Dobie Williams
600 West Pearl Date: 5/30/17
Granbury, TX. 76048 **Coverage Period** **09/01/17** to **09/01/18**

Coverages		Limits	Deductibles	Contributions
Property				
Replacement Cost Limit on		$221,593,713	10,000	236,000
Buildings, Personal Property and Auxiliary Structures				
RISK OF DIRECT PHYSICAL LOSS				
INCLUDES WIND, HURRICANE, AND HAIL				
COVERAGE WITH A	$25,000	DEDUCTIBLE		
Extra Expense & Business Income		500,000	1,000	Included
Equipment Breakdown		Same as Property Limit	1,000	Included
		Not to exceed $100,000,000		
MISCELLANEOUS PROPERTY				
RISK OF DIRECT PHYSICAL LOSS, REPLACEMENT COST				
Mobile Equipment		100,000	1,000	Included
Music Equipment		500,000	1,000	Included
Audio/Visual Equipment		100,000	1,000	Included
Computer Equipment & Media		1,000,000	5,000	Included
Fine Arts		50,000	1,000	Included
Personal effects and property of others		50,000	1,000	Included
Personal property in transit		50,000	1,000	Included
Property off premises		100,000	1,000	Included
Miscellaneous equipment		100,000	1,000	Included
General Liability				
Includes Personal Injury		1,000,000	500	2,000
Employee Benefits Coverage		100,000	500	Included
General Aggregate		1,000,000		Included
Fire Legal liability		500,000	500	Included
Law Enforcement Liability		1,000,000	500	Included
Educators Legal Liability				
Per Occurrence		1,000,000	2,500	7,500
Annual Aggregate		1,000,000		
*Sexual Misconduct Claims at full Policy Limits				
Administrative Hearings		5,000	NA	Included
Administrative Hearings Aggregate		25,000	NA	Included
Crime				
Public Emp. Dishonesty		100,000	1,000	500
Money & Securities		50,000	1,000	
Forgery & Alteration		50,000	1,000	
Computer Fraud		50,000	1,000	
Automobile				
Auto Liability	Per Person BI	100,000	500	11,000
	Per Occurrence BI	300,000		Included
	Property Damage	100,000	500	Included
Hired & Non Owned Liability		Included	Included	If Any
Automobile Phy Damage		Comprehensive	500	13,442
		Collision	500	Included

TOTAL CONTRIBUTION		**270,442**
* **Membership Commitment Discount (MEMBER FOR 4 YEARS)**	Less	**($10,818)**
1 YEAR DISCOUNTED CONTRIBUTION		**$259,624**
* **3 Year Rate Guarantee**	Less	**($12,981)**
3 YEAR GUARANTEED RATE DISCOUNTED CONTRIBUTION		**$246,643**
3 YEAR GUARANTEED RATE DEPOSIT		**$0**

TREA RMC

Property / Casualty Coverage

Coverage Period 09/01/17 to 09/01/18

Granbury ISD
Attn: Mr. Dobie Williams
600 West Pearl
Granbury, TX. 76048

	3 Year Rate Guarantee
3 YEAR RATE GUARANTEED RATE (Conditions explained on summary)	**$246,643**
THREE YEAR RATE GUARANTEED RATE DEPOSIT	**$0**
TOTAL DUE UPON RECEIPT	**$246,643**

Please make check payable to:
TREA RMC
28 Circle Way
Lake Jackson, Texas 77566

Texas Liability Coverage Card…This policy provides at least the minimum amounts of liability coverage required by the Texas Motor Vehicle Safety Responsibility Act for the specified vehicle and the named member, and may provide coverage for other persons and other vehicles as provided by the coverage document.

Automobile Liability Coverage Provider
Texas Rural Education Association
Risk Management Cooperative
979-299-9945

Vehicle – Year, Make, Model of covered Vehicle, VIN
All Owned, and or leased vehicles

Member:
Granbury ISD
600 West Pearl
Granbury, TX. 76048

Coverage Document Number: TREA 111901
Coverage Effective Date: 9/1/17 Coverage Expiration Date: 9/1/18

KEEP THIS LIABILITY COVERAGE CARD IN YOUR VEHICLE OR POSSESSION

Texas Liability Coverage Card…This policy provides at least the minimum amounts of liability coverage required by the Texas Motor Vehicle Safety Responsibility Act for the specified vehicle and the named member, and may provide coverage for other persons and other vehicles as provided by the coverage document.

Automobile Liability Coverage Provider
Texas Rural Education Association
Risk Management Cooperative
979-299-9945

Vehicle – Year, Make, Model of covered Vehicle, VIN
All Owned, and or leased vehicles

Member:
Granbury ISD
600 West Pearl
Granbury, TX. 76048

Coverage Document Number: TREA 111901
Coverage Effective Date: 9/1/17 Coverage Expiration Date: 9/1/18

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IMPORTANT: This card or a copy of your Insurance policy must be shown when you Apply for or renew your:

` motor vehicle registration
` drivers license
` motor vehicle safety inspector sticker .

You also may be asked to show this card or your policy if you have an accident or if a peace officer asks to see it.

All drivers in Texas must carry liability Insurance on their vehicles or otherwise meet legal requirements for financial responsibility. Failure to do so could result in fines up to $1,000, suspension of your drivers license and motor vehicle regestration, and impoundment of your vehicle for up to 180 days (at a cost of $15 per day).

Tarjeta de Seguro de Responsibilidad de Texas

Guarde esta tarjeta

IMPORTANTE: Esta tarjeta o una copia de su poliza de seguro debe ser mostrada cuando usted solicite o renueve su:

` registro de vehiculo de motor
` licencia para conducer
` etiqueta de inspeccion de seguridad para su vehiculo.

Puede que usted tenga tambien que mostrar esta tarjeta o su poliza de seguro si tiene un accidente o si un official de la paz se la pide.

Todos los conductors en Texas deben de tener seguro de responsabilidad para sus vehiculos, o de otra manera llenar los requsitos legales de responsabilidad civil. Fallo en linear este requisitos pudiera resuitar en multas de hasta $1,000, suspension de su licencia para conducer y su registro de Vehiculo de motor, y la retencion de su vehiculo por un periodo de hasta 180 dias (a un costo de $15 por dia).

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Vantage Points

A Board Member's Guide to Update 108

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 brief 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.

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.

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.

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TASB Policy Service

Update 108 contains recommended changes to local policies on topics including instructional resources and materials, credit by examination with prior instruction, graduation, campus charters, and community relations in regard to advertising and fundraising. Revisions to legal policies incorporate various administrative rules and include some updating and recoding of provisions in anticipation of changes from the 85th Legislative Session, which will be included in Update 109, scheduled for early fall 2017.

Instruction Issues

Section E of the manual has been updated to reorganize, rename, and delete certain codes. The most significant changes to this section are in the EF series of policies addressing instructional resources and materials. Changes to the (LEGAL) policies have also been made to incorporate current TEA rules related to required course offerings [see EHAC(LEGAL)] and high school equivalency programs [see EHBL(LEGAL)] and to delete outdated exit-level testing exemptions for English language learners [see EKBA(LEGAL)]. Local policy recommendations related to instruction issues are described below.

EF, EFA, AND EFAA(LOCAL) POLICY CONSIDERATIONS

State Board of Education (SBOE) rules no longer require the adoption of a board policy for selecting instructional materials. Instead, the rules require a board to select instructional materials in a properly called meeting. Policy EFAA(LOCAL), which addressed the former SBOE rule, is therefore recommended for deletion at Update 108. With this change, we have also reorganized this series of policies and have moved, with changes, provisions on challenges to instructional resources from EFA to EF to better reflect the content of the assigned code. The recommended changes incorporated in the new EF(LOCAL) include replacing the term “instructional materials” with “instructional resources” to clarify the scope of the policy and aligning the policy more closely with the American Library Association guidelines for responding to challenges to instructional resources.

The reorganization in the EF series also allowed us to review and make recommendations for other existing codes that now appear outdated. Districts with local policies at codes EFF (Instructional Television), EG (Curriculum Development), and EGA (Innovative and Magnet Programs) will see recommendations at this Update to move or delete those provisions.

EL(LOCAL) POLICY CONSIDERATIONS

Revisions are recommended to this policy along with a title change to the code to address campus charter programs. The revisions recommended at this update are to better align with statutory provisions and TEA recommendations.

EHDB(LOCAL) POLICY CONSIDERATIONS

This local policy on credit by examination with prior instruction is recommended for revision at Update 108 to clarify the SBOE rule requirement that these examinations be approved by the board and to match statutory wording regarding the use of these examinations with students who fail to earn credit or are not awarded a final grade due to absences.

EIF(LOCAL) POLICY CONSIDERATIONS

Because the 2017–18 school year is the first school year for which the foundation graduation program will be fully transitioned, revisions are recommended at EIF(LOCAL) to remove references to the high school graduation credit requirements for the minimum, recommended, and advanced/distinguished achievement programs. Note that any students under the former programs who are continuing in school during the 2017–18 school year have the option to move to the foundation program.

Student Issues

Attendance rules, particularly commissioner of education rules related to truancy, prompted most of the changes to the F Section of the manual. FED(LEGAL) has been adjusted to include newly adopted rules related to the minimum standards for truancy prevention measures, as well as best practices and sanctions when a district is found to be out of compliance with the application of truancy prevention measures.

Other legally referenced policy codes modified in this update to more closely track statutory wording include FEA(LEGAL) on compulsory attendance and FFEA(LEGAL) on school counseling programs. Finally, certain statutorily driven material formerly housed at FNCF(EXHIBIT) and FOC(EXHIBIT) has been moved to the corresponding (LEGAL) policies at those codes.

District Operations

Accountability

AIA(LEGAL) and AIB(LEGAL) have been updated to include statutory provisions on accountability and performance reporting effective with the 2017–18 school year. AIC(LEGAL) has been updated to include commissioner rules associated with the process of submitting campus turnaround plans.

Elections and Trustees

Several legally referenced policies on district governance—including BBA(LEGAL), BBG(LEGAL), and BJCF(LEGAL)—have been modified to more closely align with current statutory text and citations. Because the board officer's statement and oath of office is readily available in other locations, BBB(EXHIBIT) is recommended for deletion, as is BJCF(EXHIBIT), which repeats hearing officer procedures already described at DFD(LEGAL).

Site-Based Planning and Decision-Making Processes

Appropriate adjustments have been made to the BQ series of (LEGAL) policies to better match statutory wording associated with the requirements for district- and campus-level planning and decision-making committees.

Procurement and Business-Related Items

Rules adopted by the Ethics Commission related to contract disclosure requirements have been incorporated into CH(LEGAL). Administrative Code rules have also been added at COB(LEGAL) to address a district's requirement to inform the Texas Department of Agriculture by April 1 of each year of the availability of summer meal programs. CJA(LEGAL), regarding criminal history record checks of contractors, has been reorganized and rewritten to more closely track current statute. Finally, CQA(LEGAL), which addresses required website postings, has been modified to include several additional website notices prescribed by statute and TEA rules.

Advertising

GKB(LOCAL) POLICY CONSIDERATIONS

Based on numerous requests from our members, new text is recommended stating that the district will NOT accept paid political advertising. This practice allows the district to avoid the appearance of taking sides in election matters. However, if the district does allow this type of advertising, it will be necessary to adjust the text.

Personnel Issues

Provisions on the activation, eligibility, issuance, and renewal of emergency teaching permits have been moved, with changes, from DK(LEGAL) to DBA(LEGAL) to accommodate new Administrative Code rules. New Administrative Code rules also prompted revisions to DBAA(LEGAL) addressing criminal history record checks of employees. Existing statutory provisions on reduction of personnel for continuing contracts have been added to DFF(LEGAL). DHB(LEGAL) has been updated to include recent State Board for Educator Certification (SBEC) rules related to required reports to SBEC of inappropriate employee conduct.

STUDENT RIGHTS AND RESPONSIBILITIES — FNF
INTERROGATIONS AND SEARCHES — (LOCAL)

INTERROGATIONS

BY SCHOOL OFFICIALS

Administrators, teachers, and other professional personnel may question a student regarding the student's own conduct or the conduct of other students. In the context of school discipline, students have no claim to the right not to incriminate themselves.

BY POLICE OR OTHER AUTHORITIES

For provisions pertaining to student questioning by law enforcement officials or other lawful authorities, see GRA(LOCAL).

LOCKERS AND VEHICLES

Students have full responsibility for the security of their lockers, and for vehicles parked on school property. It is the student's responsibility to ensure that lockers and vehicles are locked and that the keys and combinations are not given to others. Students shall not place, keep, or maintain any article or material that is forbidden by District policy in lockers or in vehicles parked on school property.

School officials may search lockers, or vehicles parked on school property, if there is reasonable cause to believe that they contain articles or materials prohibited by District policy. Students shall be responsible for any prohibited items found in their lockers or in vehicles parked on school property.

If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle. If the student refuses, the District shall contact the student's parents. If the parents also refuse to permit a search of the vehicle, the District may turn the matter over to local law enforcement officials.

USE OF TRAINED DOGS

The District shall use specially trained nonaggressive dogs to sniff out and alert officials to the current presence of concealed prohibited items, illicit substances defined in FNCF(LEGAL), and alcohol. This program is implemented in response to drug and alcohol related problems in District schools, with the objective of maintaining a safe school environment conducive to education.

Such visits to schools shall be unannounced. The dogs shall be used to sniff vacant classrooms, vacant common areas, the areas around student lockers, and the areas around vehicles parked on school property. The dogs shall not be used with students. If a dog alerts to a locker, a vehicle, or an item in a classroom, it may be searched by school officials. Searches of vehicles shall be conducted as described above.

USE OF BREATHALYZER FOR ATTENDING PROM

The District shall require all students attending prom to submit to a breathalyzer screening prior to entering the prom venue. A student who has positive screening results shall not be permitted to enter the prom.

NOTICE

At the beginning of the school year, the District shall inform students of the District's policy on searches, as outlined above, and shall specifically notify students that:

1. Lockers may be sniffed by trained dogs at any time.
2. Vehicles parked on school property may be sniffed by trained dogs at any time.
3. Classrooms and other common areas may be sniffed by trained dogs at any time when students are not present.
4. If contraband of any kind is found, the possessing student shall be subject to appropriate disciplinary action in accordance with the Student Code of Conduct.

PARENT NOTIFICATION

The student's parent or guardian shall be notified if any prohibited articles or materials are found in a student's locker, in a student's vehicle parked on school property, or on the student's person, as a result of a search conducted in accordance with this policy.

MANDATORY DRUG-TESTING PROGRAM

The District requires drug testing of any student in grades 7–12 who chooses to participate in school-sponsored extracurricular activities.

COVERED ACTIVITIES

School-sponsored extracurricular activities for which testing is required include all school-sponsored campus and student organizations and extracurricular activities.

SCOPE

A student participating in these activities shall be randomly tested throughout the school year.

PURPOSE

The purposes of the drug-testing program are to help enforce a drug-free educational environment; deter student use of illegal drugs; and educate students regarding the harm caused by the use of illegal drugs.

DISTRIBUTION OF POLICY

The District's drug-testing policy shall be available on the District website.

CONSENT

Before a student is eligible to participate in extracurricular activities, the student shall be required annually to sign a consent form agreeing to be subject to the rules and procedures of the drug-testing program. If the student is under the age of 18, the student's parent or guardian shall also sign a consent form. If appropriate consent is not given, the student shall not be allowed to participate in extracurricular activities.

USE OF RESULTS

Drug test results shall be used only to determine eligibility for participation in extracurricular activities. Positive drug test results

shall not be used to impose disciplinary sanctions or academic penalties.

Nevertheless, nothing in this policy shall limit or affect the application of state law, local policy, or the Student Code of Conduct. A student who commits a disciplinary offense shall be subject to consequences in accordance with the Student Code of Conduct.

CONFIDENTIALITY

Drug-testing results shall be confidential and shall be disclosed only to the student, the student's parents, and designated District officials who need the information in order to administer the drug-testing program. Drug test results shall not be maintained with a student's academic record. Results shall not be otherwise disclosed except as required by law.

TESTING LABORATORY

The Board shall contract with a certified drug-testing laboratory to conduct testing of students' urine samples.

Testing laboratories shall not release statistics regarding the rate of positive drug tests to any person or organization without consent of the District.

SUBSTANCES FOR WHICH TESTS ARE CONDUCTED

The District shall make available to students and parents a list of the exact substances for which tests will be conducted.

COLLECTION PROCEDURES

Personnel from the drug-testing laboratory shall collect urine samples under conditions that are no more intrusive than the conditions experienced in a public restroom. When selected for testing, a student shall be escorted to the school's testing site by a District employee and shall remain under employee supervision until the student provides a sample. A student shall produce a sample within a closed restroom stall. A District employee of the same gender as the student shall be present when any samples are collected, in accordance with administrative procedures.

RANDOM TESTING

Random tests shall be conducted on as many as eight dates throughout the school year.

No less than five percent and no more than 15 percent of the students participating in the program shall be randomly selected for each random test date. The drug-testing laboratory shall use a random selection method to identify students chosen for random testing. Students shall not receive prior notice of the testing date or time.

REFUSAL TO TEST OR TAMPERING

A student who refuses to be tested when selected or who is determined to have tampered with a sample shall be deemed to have a positive test result and shall be subject to the appropriate consequences depending on previous positive test results, if any.

If a student is absent on the day of the random test, a sample shall be collected on the next random testing date.

CONFIRMATION OF POSITIVE RESULTS

An initial positive test shall be confirmed by a second test of the same specimen before being reported as positive.

Upon receiving results of a positive drug test, the District shall schedule a meeting with the student, the student's parent if the student is under the age of 18, a campus administrator, the District's school resource officer, and the coach or sponsor of the extracurricular activity, as applicable, to review the test results and discuss consequences.

The student or parent shall have three school days following the meeting to provide a medical explanation for a positive result.

RETESTING

If the student wishes to return to participation in extracurricular activities after any applicable consequences, the student must be retested at the end of the period of suspension and have a negative test result; following that, the student shall be retested on the next eight random test dates so long as the student wishes to participate in extracurricular activities.

CONSEQUENCES

Consequences of positive test results shall be cumulative through the student's enrollment in middle school and shall begin anew for high school.

Consequences and suspensions for a first or second offense shall be applied in accordance with administrative regulations and during the time of year that a student typically participates in practices, performances, and competitions in his or her extracurricular activity (not during the off season).

FIRST OFFENSE

Upon a first offense of receiving a confirmed positive drug test, a student shall be suspended from any extracurricular activity for seven calendar days following the date the student and parent are notified of the test results.

During the period of suspension, the student may participate in practices but not in any competitive activities or performances.

SECOND OFFENSE

Upon a second offense of receiving a confirmed positive drug test, a student shall be suspended from any extracurricular activity for 90 calendar days, in accordance with administrative regulations, following the date the student and parent are notified of the test results.

During the period of suspension, the student may participate in practices but not in any competitive activities or performances.

THIRD OFFENSE

Upon a third offense of receiving a confirmed positive drug test, a student shall be suspended from participation in any extracurricular

activity for 365 calendar days following the date the student and parent are notified of the test results.

During the period of suspension, the student shall not be permitted to participate in practices and may have his or her class schedule adjusted as necessary.

APPEALS

A student or parent may appeal a decision made under this policy in accordance with FNG(LOCAL). The student shall be ineligible for participation in extracurricular activities while the appeal is pending.

SOMERVELL

THE STATE OF TEXAS
COUNTY OF SOMERVELL

JOINT ELECTION AGREEMENT AND CONTRACT FOR ELECTION SERVICES

THIS JOINT ELECTION AGREEMENT AND CONTRACT for election services is made by and between the **GRANBURY SCHOOL DISTRICT**, acting by and through the **Governing Body of GRANBURY INDEPENDENT SCHOOL DISTRICT,** hereinafter referred to as the "School District" and **SOMERVELL COUNTY, TEXAS,** acting by and through Christy Covey, Elections Administrator.

This joint election agreement and contract for election services ("Agreement") is made pursuant to Texas Election Code Section 31.092(b) and 271.002 for services and Texas Education Code Section 11.0581 for a joint General Election to be held on Tuesday, November 7, 2017 to be administered by Christy Covey, Somervell County Elections Administrator, hereinafter referred to as "Elections Administrator".

WHEREAS, each Party listed above plans to hold a general and/or special election on November 7, 2017.

WHEREAS, the County owns an electronic voting system, the ES&S M-100, AUTOMark Voting System, which has been duly approved by the Secretary of State pursuant to Texas Elections Code Chapter 122 as amended, and is compliant with the accessibility requirements for persons with disabilities set forth by Texas Election Code Section 61.012 . Contracting political subdivision desires to use the County's electronic voting system and to compensate the County for such use and to share in certain other expenses connected with joint elections in accordance with the applicable provisions of Chapters 31 and 271 of the Texas Election Code, as amended.

NOW THEREFORE, in consideration of the mutual covenants, agreements, and benefits to the parties, it is agreed as follows:

I. ADMINISTRATION

The Parties agree to hold a "Joint Election" in accordance with Chapter 271 of the Texas Election Code and this Agreement. The Elections Administrator shall coordinate, supervise, and handle all aspects of administering the Joint Election as provided in this Agreement. The "School District" agrees to pay Somervell County for equipment, supplies, services, and administrative costs as provided in this Agreement. The Elections Administrator shall serve as the administrator for the Joint Election; however, each Party shall remain responsible for the decisions and action of its officers necessary for the lawful conduct of its election. The Elections Administrator shall provide advisory services in connection with decisions to be made and actions to be taken by the officers of each Party as necessary.

At each polling location, joint participants shall share voting equipment and supplies to the extent possible. The parties shall share a mutual ballot in those polling places where jurisdictions overlap. However, in no instance shall a voter be permitted to receive a ballot containing an office or proposition stating a measure on which the voter is ineligible to vote. Multiple ballots styles shall be available in those shared polling places where jurisdictions do not overlap.

II. LEGAL DOCUMENTS

Each Party shall be responsible for the preparation, adoption, and publication of all required election orders, resolutions, notices, and any other pertinent documents required by the Texas Election Code and/or the School District's governing body, charter, or ordinances, except that the Elections Administrator shall be responsible for the preparation and publication of all voting system testing notices that are required by the Texas Election Code.

Preparation of the necessary materials for notices and the official ballot shall be the responsibility of each participating authority, including translation to languages other than English. Each participating authority shall provide a copy of their respective election orders and notices to the Elections Administrator. Each Party shall approve the final form and wording of the proposed ballot.

III. VOTING LOCATIONS

The Elections Administrator shall select and arrange for the use of all Election Day voting locations. The proposed voting locations are listed in Exhibit A of the Agreement. All polling locations are compliant with the accessibility requirements established by Election Code Section 43.034 and the Americans with Disabilities Act (ADA). In the event that a voting location is not available or appropriate, the Elections Administrator will arrange for use of an alternate location with the assistance and approval of the School District. The Elections Administrator shall notify the School District of any changes from the locations listed in Exhibit A.

If polling places for the November 7, 2017 joint election are different from the polling places used in its most recent election, the Elections Administrator agrees to Post a notice no later than October 16, 2017 at the entrance to any previous polling places in the jurisdiction stating that the polling location has changed and stating the polling place names and addresses in effect for the November 8, 2016 election. This notice shall be written in both the English and Spanish languages.

IV. ELECTION JUDGES , CLERKS AND OTHER ELECTION PERSONNEL

Somervell County is responsible for the appointment of the presiding judge and alternate judge for each polling location in accordance with Chapter 32 of the Texas Election Code. The Elections Administrator shall make emergency appointments of election officials if necessary.

Upon request by the Elections Administrator, Political Subdivision agrees to assist in recruiting polling place officials who are bilingual (fluent in both English and Spanish).

The Elections Administrator shall notify election judges of the eligibility requirements of Subchapter C of Chapter 32 of the Texas Election Code, and will take the necessary steps to insure that all election judges appointed for the Joint Election are eligible to serve.

The Elections Administrator will arrange for the training and compensation of all election judges and clerks. The Elections Administrator will arrange for the date, time, and place for presiding election judges to pick up their election supplies. Each presiding election judge will be sent a letter from the Elections Administrator notifying him/her of their appointment, the time and location of training, the distribution of election supplies, and the number of election clerks that the presiding judge may appoint.

Each election judge will receive compensation at the hourly rate established by Somervell County pursuant to Texas election Code Section 32.091. The election judge will receive an additional sum for the picking up the election supplies prior to Election Day and for returning the supplies and equipment to the central precinct count center after the polls close.

The Elections Administrator may employ other personnel necessary for the proper administration of the election, including such part-time help as is necessary to prepare for the election, to ensure the timely delivery of supplies during early voting and on Election Day. Part-time personnel working as members of the Early Voting Ballot Board and/or central precinct count center on election night will be compensated at the hourly rate set by Somervell County.

V. PREPARATION OF SUPPLIES AND VOTING EQUIPMENT

The Elections Administrator shall arrange for all election supplies and voting equipment including, but not limited to, official ballots, sample ballots, voter registration lists, and all forms, signs, maps and other materials used by the election judges at the voting locations. The Elections Administrator shall ensure availability of tables and chairs at each polling place.

At each polling location, joint participants shall share voting equipment and supplies to the extent possible. The participating parties shall share a mutual ballot in those precincts where jurisdictions overlap. However, in no instance shall a voter be permitted to receive a ballot containing an office or proposition stating a measure on which the voter is ineligible to vote. Multiple ballot styles shall be available in those shared polling places where jurisdictions do not overlap. The Elections Administrator shall provide the necessary voter registration information, maps, instructions, and other information needed to enable the election judges in the voting locations that have more than one ballot style to conduct a proper election.

The School District shall furnish the Elections Administrator a list of candidates and/or propositions showing the order and the exact manner in which the candidate names and/or proposition(s) are to appear on the official ballot including titles and text in which the authority's ballot is to be printed. Each participating authority shall be responsible for proofreading and approving the ballot insofar as it pertains to that authority's candidates and/or propositions.

The joint election ballots that contain ballot content for more than one joint participant because of overlapping territory shall be arranged in the following order. College District, Independent School District, City, and all other political subdivisions.

The Elections Administrator shall be responsible for the preparation, testing, and delivery of the voting equipment for the election as required by the Texas Election Code.

VI. EARLY VOTING

The participating authorities agree to conduct joint early voting and to appoint the Elections Administrator as the Early Voting Clerk in accordance with Sections 31.097 and 271.006 of the Texas Election Code. School District agrees to appoint the Elections Administrator's county employees as deputy early voting clerks. The participating authorities further agree that the Elections Administrator may appoint other deputy early voting clerks to assist in the conduct of early voting as necessary, and that these additional deputy early voting clerks shall be compensated at an hourly rate set by Somervell County pursuant to Section 83.052 of the Texas Election Code.

Early Voting by personal appearance will be held at the location, dates, and times listed in Exhibit "B" of this Agreement. Any qualified voter of the Joint Election may vote early by personal appearance at the joint early voting location.

As Early Voting Clerk, the Elections Administrator shall receive applications for early voting ballots to be voted by mail in accordance with Chapter 31 and 86 of the Texas Election Code. Any requests for early voting ballots to be voted by mail received by the participating authorities shall be forwarded immediately by fax or courier to the Elections Administrator for processing.

VII. EARLY VOTING BALLOT BOARD

The Elections Administrator is given authority to appoint an Early Voting Ballot Board (EVBB) to process early voting results from the Joint Election. The Presiding Judge, with the assistance of the Elections Administrator, shall appoint two or more additional members to constitute the EVBB. The Elections Administrator shall determine the number of EVBB members required to efficiently process the early voting ballots.

VIII. CENTRAL PRECINCT COUNT STATION AND ELECTION RETURNS

The Elections Administrator shall be responsible for establishing and operating the central precinct count station to receive precinct scanner PC card election results to be tallied, in accordance with the provisions of the Texas Elections Code and of this agreement.

The central precinct count station manager shall be responsible for releasing unofficial cumulative totals and precinct returns from the election to the joint participants, candidates, press, and general public by distribution of hard copies at the central precinct count station or electronic transmittals by facsimile (when so requested) and by posting to the Elections web page located at "www.co.somervell.tx.us".

The Elections Administrator will prepare the unofficial canvass reports after all precincts have been counted, and will deliver a copy of the unofficial canvass to each political subdivision as soon as possible after all returns have been tabulated. Each Party shall be responsible for the official canvass of its respective election(s).

The Elections Administrator shall be responsible for conducting the post-election manual recount required by Section 127.201 of the Texas Election Code unless a waiver is granted by the Secretary of State. Notification and copies of the recount, if waiver is denied, will be provided to each participating authority and the Secretary of State's Office.

IX. ALLOCATION OF COSTS

The participating authorities agree to share the costs of administering the Joint Election. Each Party agrees to pay the Somervell County Elections Administrator an administrative fee equal to ten percent (10%) of its total billable costs in accordance with section 31.100(d) of the Texas Election Code. The Somervell County Elections Administrator shall deposit all funds payable under this contract into the appropriate fund(s) payable under this contract into the appropriate fund(s) with the county treasurer in accordance with Election Code Section 31.100(b).

X. WITHDRAWAL FROM CONTRACT DUE TO CANCELLATION OF ELECTION

The School District may withdraw from this Agreement and the Joint Election should it cancel its election in accordance with Section 2.051-2.053 of the Texas Election Code. The withdrawing Party is fully liable for any expenses incurred by the Somervell County Elections Administrator on behalf of the School District plus an administrative fee of (10%) of such expenses. Any monies deposited with the Elections Administrator by the withdrawing Party shall be refunded, minus the aforementioned expenses and administrative fee if applicable.

XI. RECORDS OF THE ELECTIONS

The Elections Administrator is hereby appointed general custodian of the voted ballots and all records of the Joint Election as authorized by Section 271.010 of the Texas Election Code.

Access to the election records shall be available to each participating authority as well as to the public in accordance with applicable provisions of the Texas Election Code and the Texas Public Information Act. The election records shall be stored at the offices of the Elections Administrator or at an alternate facility used for storage of county records. The Elections Administrator shall ensure that the records are maintained in an orderly manner so that the records are clearly identifiable and retrievable.

Records of the election shall be retained and disposed of in accordance with the provisions of Section 66.058 of the Texas Election Code. If records of the election are involved in any pending election contest, investigation, litigation, or open records request, the Elections Administrator shall maintain the records until final resolution or until final judgment, whichever is applicable. It is the responsibility of each participating authority to bring to the attention of the Elections Administrator any notice of pending election contest, investigation, litigation or open records request which may be filed with the party.

XII. RECOUNTS

A recount may be obtained as provided by Title 13 of the Texas Election Code. Political Subdivision agrees that any recount shall take place at the offices of the Elections Administrator, and that the Elections Administrator shall serve as Recount Supervisor and the Political Subdivision's official or employee who performs the duties of a secretary under the Texas Election Code shall serve as Recount Coordinator.

The Elections Administrator agrees to provide advisory services to the District as necessary to conduct a proper recount. Each Party agrees to pay any additional costs incurred by the Elections Administrator if a political subdivision requires a recount or the election is contested in any manner.

XIII. MISCELLANEOUS PROVISIONS

1. It is understood that to the extent space is available, other districts and political subdivisions may wish to participate in the use of the leased election equipment and voting places, and it is agreed that the Elections Administrator may contract with such other districts or political subdivisions for such purposes and that in such event there may be an adjustment of the pro-rata share to be paid to the County by the participating authorities.
2. The Elections Administrator shall file copies of this document with the Somervell County Treasurer and the Somervell County Auditor in accordance with Section 31.099 of the Texas Election Code.
3. Nothing in this contract prevents any party from taking appropriate legal action against any other party and/or other election personnel for a breach of this contract or a violation of the Texas Election Code.
4. This agreement shall be construed under and in accord with the law of the State of Texas, and all obligations of the parties created hereunder are performable in Somervell County, Texas.

5. In the event that one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof and this agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

6. All parties shall comply with all applicable laws, ordinances, and codes of the State of Texas, all local governments, and any other entities with local jurisdiction.

7. The waiver by any party of a breach of any provision of this Agreement shall not operate as, or be construed as a waiver of any subsequent breach.

8. Any amendments of this Agreement shall be of no effect unless in writing and signed by all parities hereto.

9. Nothing in this Agreement shall authorize or permit a change in:
   a. The officer with whom or the place at which any document or record relating to the election is to be filed;
   b. The place at which any function is to be carried out;
   c. The officers who will prepare the official canvass of the election returns;
   d. The officer who will serve as custodian of the voted ballots or other election records; or
   e. Any other nontransferable functions specified by Section 31.096 of the Texas Election Code.

10. The Election Administrator is the agent of the Governing Body for the purpose of contracting with third parties with respect to the election expenses within the scope of the Elections Administrator's duties. The Elections Administrator, however, is not liable should Somervell County fail to pay a claim.

XIV. COST ESTIMATES AND DEPOSIT OF FUNDS

The total estimated obligation for each Party under the terms of this agreement is listed below. Each Party agrees to pay the Somervell County Elections Administrator a deposit of approximately 75% of this estimated obligation no later than 15 days after execution of this agreement. Total cost shall be calculated after the November 7, 2017 election, and if the amount of the School District's total obligation exceeds the amount deposited, the School District shall pay to the Elections Administrator the balance due within 30 days after receipt of the final invoice from the Elections Administrator. However, if the amount of the political subdivision's total obligation is less than the amount deposited, the Elections Administrator shall refund to the political subdivision the excess amount paid within 30 days after the final costs are calculated.

As partial payment of the estimated costs of $ 1,980.00 under this Agreement, GRANBURY INDEPENDENT SCHOOL DISTRICT shall pay to Somervell County the sum of $ 1,485.00 when this Agreement is executed and the election is called.

XV. JOINT CONTRACT ACCEPTANCE AND APPROVAL

IN TESTIMONY HEREOF, this Agreement has been executed on behalf of the Parties hereto as follows, to-wit:

(1) It has on the _____ day of _____, 2017 been executed by the Somervell County Elections Administrator pursuant to the Texas Elections code so authorizing;

(2) It has on the _____ day of _____, 2017 been executed on behalf of Granbury Independent School District, Texas pursuant to an action of Granbury Independent School District.

ACCEPTED AND AGREED TO BY POLITICAL SUBDIVISION:

_____

GRANBURY I.S.D.

ACCEPTED AND AGREED TO BY THE SOMERVELL COUNTY ELECTIONS ADMINISTRATOR:

_____

Christy Covey

APPROVED AS TO FORM BY:

_____

ANDREW LUCAS, COUNTY ATTORNEY
SOMERVELL COUNTY, TEXAS

EXHIBIT "A"

NOVEMBER 7, 2017
JOINT GENERAL ELECTION
GRANBURY I.S.D. & SOMERVELL COUNTY

EARLY VOTING LOCATION & HOURS

COUNTY ANNEX, CONFERENCE ROOM
206 ELM ST GLEN ROSE, TEXAS

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
October 23	**October 23** ***Early Voting*** **8 am – 5 pm**	**October 24** ***Early Voting*** **8 am – 5 pm**	**October 25** ***Early Voting*** **8 am – 5 pm**	**October 26** ***Early Voting*** **8 am – 5 pm**	**October 27** ***Early Voting*** **8 am – 5 pm**	October 28
October 29	**October 30** ***Early Voting*** **8 am – 5 pm**	**October 31** ***Early Voting*** **8 am – 5 pm**	**November 1** ***Early Voting*** **8 am – 5 pm**	**November 2** ***Early Voting*** **8 am – 5 pm**	**November 3** ***Early Voting*** **8 am – 5 pm**	November 4

EXHIBIT "B"

NOVEMBER 7, 2017
JOINT GENERAL ELECTION
GRANBURY I.S.D. & SOMERVELL COUNTY

ELECTION DAY POLLING LOCATIONS

Precinct 3	Expo Center 202 Bo Gibbs Blvd.

EXHIBIT "C"

ESTIMATED ELECTION EXPENSES FOR GRANBURY I.S.D.
NOVEMBER 7, 2017 GENERAL ELECTION

This estimate is only to help determine the advance funds for the November 7, 2017 Joint Election. (Fees reflect Granbury I.S.D. "shared" cost)

Supply Costs: Early Voting Kit Election Day Voting Kit By Mail Packet/Kits EPollBook Labels	**$ 100.00**
Programming: PC Cards ADA Voting Equipment Ballot Programming & Printing	**$ 500.00**
Publication Expenses: Notice Of Public Testing Notice of Election	**$ 100.00**
Payroll Expenses: Early Voting Clerks Election Day Workers Early Voting Ballot Board	**$ 800.00**
Electronic Voting Equipment Rental: M100 Precinct Scanner ADA AutoMARK EPollBook	**$ 300.00**
Cost of Election	**$ 1,800.00**
Administrative Fee (10%)	**$ 180.00**
TOTAL ESTIMATED COST	**$ 1,980.00**

Texas Election Code

Section 31.100(c) If the estimated expenses, not including the fee charged under Subsection(d), exceed the actual expenses, the amount of the difference shall be refunded to the Contracting Authority.

Section 2.052 In the event said election, or any part thereof, is canceled, the Governing Body shall reimburse the county for only those expenses incurred.

Johnson County

ELECTION AGREEMENT
FOR JOHNSON COUNTY AND GRANBURY INDEPENDENT SCHOOL DISTRICT
NOVEMBER 7, 2017

THIS AGREEMENT is made and entered into this ___day of _____2017, by and between the COUNTY OF JOHNSON,TEXAS, acting by and through the JOHNSON COUNTY ELECTIONS ADMINISTRATOR (hereinafter referred to as "COUNTY") and GRANBURY INDEPENDENT SCHOOL DISTRICT, acting by and through its Superintendent or his designee (hereinafter referred to as "ISD").

WHEREAS, the COUNTY will be conducting the "ISD" General Election on November 7, 2017 for registered voters of Johnson County, Texas residing within ISD; and

WHEREAS, pursuant to Sec. 31.093, Texas Elections Code, the County Elections Administrator is required to enter into a contract with ISD to conduct and furnish election services for this November 7, 2017 General Election of ISD: and

WHEREAS, ISD desires that the Johnson County Elections Administrator conduct and coordinate this election; NOW THEREFORE,

FOR AND IN CONSIDERATION of the mutual project referenced herein, the parties hereto agree to hold an election on November 7, 2017 from 7:00 a.m. until 7:00 p.m., in accordance with Section 271.002, Texas Election Code, and that said election to be conducted pursuant to the terms of this agreement.

I. AGREEMENT

GENERAL TERMS:

1.01 On November 7, 2017, the election shall be held from 7:00 AM until 7:00 PM, that day, at the location listed on Exhibit B.

1.02 The political subdivision participating in the election on November 7, 2017, shall have and use the election Judges and ES&S AutoMark voting equipment.

II. JOHNSON COUNTY

2.01 The COUNTY agrees to coordinate, supervise, and conduct the Election, pursuant to the provisions of the Texas Election Code unless specifically provided otherwise in this Agreement with the understanding that the Election is only for the registered voters of Johnson County, Texas residing within the ISD.

2.02 The Elections Administrator shall perform the following duties:

a. Designate voting locations and contact the owners or custodians of public (or if unavailable, private) buildings and arrange for their use. Such voting locations shall be furnished to ISD as soon as possible.

b. Appoint, notify, and train the presiding judges and alternate judges and clerks. The names and addresses of each judge and alternate judge and clerk shall be furnished to the ISD at a later date.

c. Compensate election judges, alternate judges and clerks.

d. Transport voting equipment to and from each polling location.

e. Rent, if necessary, voting locations.

f. Provide lists of registered voters to the election judges.

g. Preparation of programs and test materials for tabulation of the ballots to be used with electronic voting equipment in accordance with the provisions of the Texas Election Code and of this Agreement.

h. Publish notice of the date, time, and place of the testing of the electronic tabulation equipment and conduct such testing.

III. EARLY VOTING AND ELECTION DAY VOTING

3.01 Early Voting by Personal Appearance

a. The Elections Administrator, Patty Bourgeois shall serve as Early Voting Judge for the ISD General Election and other judges and clerks shall be appointed by her as needed.

b. Early Voting by personal appearance shall be conducted at the location listed on Exhibit A. All eligible voters in ISD of Granbury may vote early at the Elections Office; 103 S Walnut St., Cleburne, Texas 76033.

c. Early Voting by personal appearance will begin on October 23, 2017, and will end on November 3, 2017. There will be early voting on Saturdays, Sundays, or legal holidays, unless otherwise agreed to by the parties.

d. Temporary extended hours at those sites listed as in sec: 85.005 of the Election Code.

3.02 Early Voting By Mail:

a. The COUNTY shall be responsible for early voting ballot requests by mail.

b ISD shall forward any requests by mail applications to the COUNTY.

c. The COUNTY shall be responsible for all preparation of mail ballots including mailing ballot to voter.

3.03 The Ballot Board Judge for the ISD shall be as designated by the COUNTY. The Early Voting Ballot Board's duties will include:

(1) Serve as Signature Verification Committee
(2) Prepare the mail ballots for tabulation.
(3) Convene to count provisional ballots and late ballots from out of the country, if any. (7th day or earlier after Election Day).

3.04 Election Day Voting:
The COUNTY shall be responsible for the following:

a. Procure, prepare, and distribute supplies and the ES&S AutoMark and other election equipment for personal appearance on Election Day.

b. Procure, prepare, and distribute Election Day supplies, tables, chairs if needed, and equipment, including ballots.

c. Supervise the handling and disposition of election returns, tabulate unofficial returns, and assist in preparing the tabulation for the official canvass.

d. Prepare the canvass report after all precincts have been counted and make available a copy of the appropriate part of the tabulation report.

e. Conduct the manual count.

3.05 Serve as custodian of election records and store election records as provided by Section 66.058 of the Texas Election Code for a period of 6 months.

IV. ISD

ISD shall have the following responsibilities in conducting this election on November 07, 2017;

4.01 Prepare any election orders, resolutions, notices, writ of election, and other pertinent documents for adoption for execution by the appropriate officer; and take all actions required by law for calling the election, handling contests, canvassing the returns, and declaring the results of the election.

4.02 Prepare and publish information for the required election notice.

4.03 Deliver to the Elections Administrator the official wording, including Spanish translation, to be printed on the optical scan ballot.

4.04 Approve final optical scan ballot wording for content, form, and spelling.

4.05 Prepare and publish the Notice of Election, which is the required and described method of giving notice in accordance to Texas Election Code (Sec 4.003(a) (1).

4.06 Provide maps and other reference guides.

4.07 Pursuant to Texas Election Code Sec. 67.003, canvass the official results between the 3rd and 11th day following the election.

V. PAYMENT FOR SERVICES

5.01 In consideration for the services and expenses provided by the County for conducting this election, the County shall be reimbursed for the optical scan ballots, ballot layout, media, coding the ES&S AutoMark equipment, M650 optical scan equipment, voting supplies, Election Judges, Clerks, Central Count, Ballot board, a 10 % administration fee, and any other expenses listed on Exhibit C.

5.02 Should a recount be required, those costs associated with the recount, if any, shall be in accordance with the provisions of the Texas Election Code.

5.03 The official for parties to contact for all purposes shall be listed at the end of the Agreement. All notices and other deliveries under the Agreement shall be delivered to said individual so listed.

VI. RUN-OFF ELECTION

6.01 In the event there is a run-off election, this Agreement shall be extended for the time necessary to conduct the run-off election and the ISD and COUNTY agree to continue to perform their respective responsibilities as set forth in this Agreement as are applicable to a run-off election. ISD will be responsible for any and all additional costs associated with the run-off election incurred by COUNTY. Any additional costs owed to COUNTY by ISD will be invoiced by COUNTY and ISD agrees to pay said invoiced amount within thirty (30) days of receipt of the invoice from COUNTY.

VII. TERMINATION IF ELECTION IS CANCELED

7.01 In the event that the election is canceled due to all candidates being unopposed, County and ISD agree that this Agreement will be terminated and ISD will owe a cancellation fee of $75.00 to be paid by ISD within thirty (30) days of said cancellation.

ACCEPTANCE:

On behalf of Johnson County Elections Administration, I hereby accept the terms of the Agreement.

Signed the_____ day of _____, 2017.

_____
Patty Bourgeois
Elections Administrator
Johnson County, Texas

On behalf of Granbury Independent School District, I hereby accept the terms of this Agreement.

Signed the_____ day of _____, 2017.

_____
James Largent, Granbury
Superintendent

IN WITNESS WHEREOF, the above Agreement was adopted at a meeting of the Commissioner's Court of Johnson County on the _____ day of _____, 2017.

COUNTY OF JOHNSON

_____
County Judge
Johnson County Commissioners Court

Officials for notice:
Patty Bourgeois
Elections Administrator
Johnson County
P.O. Box 895
Cleburne, Texas 76033

James Largent, Granbury
Superintendent
600 W. Pearl St.
Granbury, Texas 76048

EXHIBIT A/B
(ANEXO A/B)
EARLY VOTING/ ELECTION DAY
POLLING LOCATION
GRANBURY ISD
NOVEMBER 07, 2017
GENERAL ELECTION
(VOTACIÓN ADELANTADA/DÍA DE ELECCIONES
CENTRO DE VOTACIÓN
GRANBURY ISD
07 DE NOVIEMBRE DEL 2017
ELECCIÓN GENERAL)

Exhibit A
(Anexo A)

October 23, 2017 through November 3, 2017 is the period for early voting by personal appearance (Sec. 85.001). Any voter qualified to vote in the November 7, 2017, General Election is eligible for early voting by personal appearance.
Early voting by personal appearance will be conducted at the following location:
Monday, October 23, 2017 – Friday, October 27, 2017 hours: 8:00 am until 5:00 pm
Monday, October 30, 2017 - Friday, November 3, 2017 hours: 7:00 am until 7:00 pm
(El 23 de octubre de 2017 al 3 de noviembre de 2017 es el período de la votación anticipada por la apariencia personal (Sec. 85.001). Cualquier votante calificado para votar en el 7 de noviembre de 2017, elecciones generales es elegible para la votación anticipada por la apariencia personal. Votación Temprana mediante la comparecencia personal se realizará en la siguiente ubicación: lunes, octubre 23, 2017 - viernes, 27 de octubre de 2017 horario: 8:00 am hasta las 5:00 pm lunes, octubre 30, 2017 - viernes, 3 de noviembre de 2017 horario: de 7:00 am hasta las 7:00 pm)
Hours for additional weekend early voting will be extended to the early voting location to include:
Saturday October 28, 2017, 7:00 am to 7:00 pm.
Sunday October 29, 2017, 11:00 am to 4:00 pm.
(Horas para la votación anticipada de fin de semana adicional será extendido a la votación temprana ubicación para incluir:
sábado, octubre 28, 2017, 7:00 am a 7:00 pm.
domingo 29 de octubre, 2017, 11:00 am a 4:00 pm)

GRANBURY ISD
EARLY VOTING LOCATION
(GRANBURY ISD CENTRO DE VOTACIÓN
ADELANTADA)

Johnson County Elections
103 S. Walnut St.
Cleburne, Texas 76033

Exhibit C

COST OF SERVICE. Granbury ISD shall pay for services , supplies, and equipment in occordance with the following estimated cost schedule. The Granbury ISD will be liable to pay all the expense that have endured; and a 10% administration fee.

GRANBURY ISD: 2017 NOVEMBER 7th
Contracted Election with Johnson County/Separate Ballots 1 EV & 2 ED Location.

1. VOTING EQUIPMENT	Estimated	Actual
(X) Rental M650 Optical Scanner	$0.00	$0.00
(X) Rental ES&S Auto-Mark for HAVA Compliance. 2 @ 350.00	$700.00	$0.00
(X) Programming Charges/Coding/Media/ shipping for 650 Central count & Auto-marks	$900.00	$0.00
(X) Printing Ballots/Layout/Spanish Coding/ shipping	$150.00	$0.00
(X) Publish Notice of Tabulation test	$0.00	$0.00
(X) Delivery & P/Up of Auto-mark @ $10.00 per hr for 2hrs X 2 people	$0.00	$0.00
(X) Building Rental	$25.00	$0.00
2. PERSONNEL EXPENSES		
(X) Ballot Board @ $11.00 per hr for 5 hrs X 3 people	$165.00	$0.00
(X) Central Counting Station Personnel	$200.00	$0.00
Manager and technical personnel	$200.00	$0.00
(X) Security @ $35.00 per hr for 5 hrs X 1 deputy	$175.00	$0.00
3. ESTIMATED EARLY VOTING AND ELECTION DAY COSTS		
(X) Judge's Kit Early Voting	$35.00	$0.00
(X) Ballot by Mail GISD: 50 @ $5.00	$240.00	$0.00
(X) Early Voting Judge @ 13.00 per hr for 130 hrs X 1 judge	$1,690.00	
(X) Early Voting Clerks @ 11.00 per hr for 117.50 hrs X 2 clerks	$2,585.00	$0.00
(X) Early Voting mileage reimbursement	$0.00	$0.00
(X) Early Voting Pick up & delivery fee	$25.00	$0.00
(X) Judge's Kit Election Day 2 @ $40.00 ea	$80.00	$0.00

Exhibit C

(X) Election Day Judge @ 13.00 per hr for 15hrs X 2 judges.....	$390.00	$0.00
(X) Election Day Clerks @ 11.00 per hr for 13 hrs X 4 clerks.....	$572.00	$0.00
(X) Election Day Pick up & delivery fee $25.00 X 2.....	$50.00	$0.00
(X) Supplies, toner cartridges, red seals, & etc	$200.00	$0.00
Subtotal	$8,382.00	$0.00
(X) CONTRACT ADMINISTRATIVE FEE COST 10% of subtotal	$838.20	$0.00
TOTAL COST ...	**$9,220.20**	**$0.00**

*** Per section: 7.01**

If the Election is canceled there will be a fee of $75.00 to be paid by ISD within (30) days of said cancellation.

*** Reference to:**

Exhibit B
(Anexo B)

ELECTION DAY LOCATIONS
(Ubicaciones de la jornada electoral)

November 7, 2017 Hours for
Election Day are 7:00 am. until 7:00 pm.
(El 7 de noviembre de 2017 horas para el
día de las elecciones son las 7:00 am. hasta las 7:00 pm)

1 **Reece Prairie Baptist Church**
(Iglesia Bautista Reece Prairie)
9705 CR 1016
Burleson, Texas 76028

15 **Bono Baptist Church**
(Iglesia Bautista Bono)
6349 Bono Rd.
Godley, Texas 76044

Hood County

STATE OF TEXAS

COUNTY OF HOOD

*****

CONTRACT FOR ELECTION
AND
JOINT ELECTION AGREEMENT

THIS CONTRACT IS ENTERED INTO BETWEEN THE HOOD COUNTY ELECTIONS ADMINISTRATOR, HEREINAFTER REFERRED TO AS E.A., AND THE FOLLOWING POLITICAL SUBDIVISIONS, HEREINAFTER REFERRED TO JOINTLY AS ENTITIES;

THE CITY OF CRESSON, ACTING BY AND THROUGH ITS MAYOR AND COUNCILMEN,
THE CITY OF DECORDOVA, ACTING BY AND THROUGH ITS MAYOR AND COUNCILMEN,
THE CITY OF GRANBURY, ACTING BY AND THROUGH ITS MAYOR AND COUNCILMEN,
THE CITY OF STOCKTON BEND, ACTING BY AND THROUGH ITS AULDERMEN,
THE CITY OF TOLAR, ACTING BY AND THROUGH ITS MAYOR AND COUNCILMEN,
GRANBURY ISD (GISD), ACTING BY AND THROUGH ITS BOARD FO TRUSTEES,
TOLAR ISD (TISD), ACTING BY AND THROUGH ITS BOARD OF TRUSTEES,

ENTITIES AND E.A. HAVE DETERMINED THAT IT IS IN THE PUBLIC INTEREST OF THE INHABITANTS OF ENTITIES THAT THE FOLLOWING CONTRACT BE MADE AND ENTERED INTO TO SECURE ELECTION SERVICES FROM THE HOOD COUNTY E.A. FOR AN ELECTION TO BE CONDUCTED BY THE ENITIES ON NOVEMBER 7, 2017, AND IN CONNECTION THEREWITH DO HERBY AGREE AS FOLLOWS:

I. THE HOOD COUNTY ELECTION ADMINISTRATOR SHALL BE RESPONSIBLE FOR PROVIDING THE FOLLOWING SERVICES:

A. PROCURING, ALLOCATING, AND DISTRIBUTING ALL ELECTION SUPPLIES, INCLUDING PREPARING AND PRINTING OF BALLOTS FOR VOTING BY MAIL, AND PROGRAMMING BALLOTS FOR USE WITH THE COUNTY'S DIRECT RECORDING ELECTRONIC (IVOTRONIC TOUCH SCREEN) MACHINES. ENTITIES MUST TURN IN THEIR BALLOT STYLE AND ISSUES TO COUNTY ELECTION ADMINISTRATOR IN **ENGLISH AND SPANISH**.

B. EMPLOYING ALL ELECTION OFFICERS AS APPOINTED BY THE ENTITIES AND PERSONNEL NECESSARY TO CONDUCT THE JOINT ELECTION ON NOVEMBER 7, 2017, TRAINING SUCH OFFICERS AND PERSONNEL, FIGURING AND REPORTING THE PAYROLL FOR THOSE EMPLOYED.

C. AS THE EARLY VOTING CLERK FOR THE JOINT ELECTION, HANDLING VOTING BY PERSONAL APPEARANCE AT THE COUNTY E.A. OFFICE LOCATED AT COUNTY ANNEX 1, 1410 W. PEARL STREET, GRANBURY, TEXAS, 76048 AND PROCESSING ALL APPLICATIONS FOR VOTING BY MAIL. EARLY

VOTE CALENDAR (EXHIBIT A).

D. SECURING ALL POLLING LOCATIONS AND PROVIDING THE APPROPRIATE NUMBER OF VOTING MACHINES FOR RENT FOR EACH POLLING LOCATION.

E. PROVIDING ALL VOTING IVOTRONIC MACHINES, FOR WHICH BILLING SHALL BE APPORTIONED EQUALLY BETWEEN ALL ENTITIES SHARING THE SAME POLLING LOCATION.

F. PUBLISHING ALL NOTICES FOR THE ELECTION, EXCEPT THAT REQUIRED FOR DRAWING FOR PLACES ON THE BALLOT.

G. KEEPING THE ELECTION ADMINISTRATOR'S OFFICE OPEN ON ELECTION DAY FROM 7:00 AM UNTIL ALL WORK IS COMPLETED, PROVIDING FOR EMERGENCY VOTING AND PROVIDING ASSISTANCE TO ELECTION OFFICERS AT THE POLLING LOCATIONS AND THE PUBLIC.

H. RECEIVING ALL ELECTION RETURNS AND TABULATE UNOFFICIAL RETURNS AND PROVIDING ALL DOCUMENTS FOR THE OFFICIAL CANVASS TO EACH ENTITY ON TUESDAY AFTER ELECTION.

I. ACTING AS THE GENERAL CUSTODIAN OF THE OFFICIAL BALLOTS AND ACCOMPANYING DOCUMENTS FOR THE PERIOD REQUIRED BY LAW.

J. PROVIDING EACH ENTITY WITH A LIST OF THE JUDGES AND ALTERNATE JUDGES AS SOON AS SECURED (EXHIBIT B).

K. SENDING TO EACH ENTITY A STATEMENT OF COSTS PAYABLE BY THAT ENTITY BASED ON THE FOLLOWING SCHEDULE FOR APPORTIONING THE ELECTION COST (EXHIBIT C):

(1) COSTS FOR THE PERSONNEL AT EACH POLLING LOCATION, FOR WHICH BILLING SHALL BE APPORTIONED EQUALLY BETWEEN ALL ENTITIES SHARING THE POLLING LOCATION.

(2) COSTS FOR PAPER BALLOTS, PROGRAMMING OF IVOTRONIC MACHINES, RENTAL OF IVOTRONIC MACHINES, OTHER ELECTION SUPPLIES, NOTICES, EARLY VOTING, AND ANY OTHER COSTS THAT MAY OCCUR SHALL BE APPORTIONED ACCORDING TO THE FOLLOWING FORMULA BASED ON THE BALLOT ORDERS:

(a) ACTUAL COST TO EACH OR SHARED AND SHARE ALIKE FUNCTIONS DIVIDED.

(b) COSTS OF EARLY VOTING WILL BE SHARED BY ALL ENTITIES.

(3) COSTS OF OVERALL SUPERVISION FEE NOT TO EXCEED TEN (10%) PERCENT OF EACH ENTITY'S COST FOR SAID JOINT ELECTION. SAID FEE IS PAYABLE TO HOOD COUNTY. IT IS ALSO UNDERSTOOD BY ALL ENTITIES

THAT NONE OF SAID FEES PAID UNDER THIS AGREEMENT SHALL BE USED AS PERSONAL COMPENSATION TO THE ELECTION ADMINISTRATOR.

II. THE ENTITIES SHALL BE RESPONSIBLE FOR THE FOLLOWING ACTIONS:

A. PREPARING AND PROVIDING TO THE COUNTY E.A. ALL ELECTION ORDERS, NOTICES, AND ANY OTHER DOCUMENTS REQUIRED BY LAW IN ENGLISH AND SPANISH.

B. AUTHORIZING BY THE ACTION OF THEIR GOVERNING BODIES THE COUNTY E.A. TO CONTACT ELECTION JUDGES AND ALTERNATE JUDGES.

C. PREPARING AND SUBMITTING FOR PRECLEARANCE TO THE U.S. DEPARTMENT OF JUSTICE ANY CHANGES TO VOTING PRACTICES, EXCEPT THE E.A. SHALL ASSIST IN SAID PREPARATION TO THE EXTENT FEASIBLE.

D. APPOINTING THE COUNTY E.A. AS THE EARLY VOTING CLERK FOR THE JOINT ELECTION.

E. APPOINTING THE COUNTY E.A. AS THE GENERAL CUSTODIAN OF THE ELECTION MATERIALS UNTIL THE TIME PERIOD REQUIRED BY LAW HAS LAPSED.

F. DELIVERING TO THE COUNTY E.A. THE NAMES OF ALL CANDIDATES FOR THE OFFICES IN THE ORDER THAT THEY ARE TO APPEAR ON THE BALLOT, AS SOON AS POSSIBLE AFTER THE DEADLINE FOR FILING FOR A POSITION ON THE BALLOT, AND ANY ISSUES THAT ARE TO APPEAR ON THE BALLOT WITH THE EXACT FORM, WORDING AND SPELLING THAT ARE TO BE USED IN ENGLISH AND SPANISH.

G. REVIEWING ALL MATERIALS SUBMITTED TO THEM BY THE CLERK AND RESPONDING TO ALL REQUESTS FOR APPROVAL OF INFORMATION IN A TIMELY MANNER.

H. PAYING THE COST OF CONDUCTING THE JOINT ELECTION WITHIN **30 DAYS** FROM THE DATE OF RECEIVING THE STATEMENT OF COSTS PAYABLE FROM THE ELECTION ADMINISTRATOR

I. PAYING ANY ADDITIONAL COSTS INCURRED BY THE COUNTY E.A. IF A RECOUNT FOR SAID ELECTIONS IS REQUIRED, OR THE ELECTIONS ARE CONTESTED IN ANY MANNER.

J. PAYING ANY ADDITIONAL COSTS INCURRED BY THE COUNTY E.A. IF A RUNOFF ELECTION FOR SAID ELECTIONS IS REQUIRED.

K. POSTING NOTICE AND CONDUCTING THE OFFICIAL CANVASS OF ELECTIONS OF ENTITIES.

III. IN CONNECTION WITH THE PERFORMANCE OF THIS CONTRACT NEITHER HOOD COUNTY NOR THE COUNTY ELECTIONS ADMINISTRATOR SHALL BE LIABLE TO THIRD PARTIES FOR ANY DEFAULT OF THE ENTITIES IN

CONNECTION WITH THE HOLDING OF THE JOINT ELECTION, INCLUDING THE FAILURE BY SUCH ENTITIES TO PAY ANY EXPENSES HEREUNDER, AND SUCH ENTITIES SHALL NOT BE LIABLE TO THIRD PARTIES FOR ANY DEFAULT OF THE COUNTY ELECTIONS ADMINISTRATOR IN CONNECTION WITH THE HOLDING OF THE JOINT ELECTION.

IV. THIS CONTRACT SHALL BE CONSTRUED UNDER AND IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS, AND ALL OBLIGATIONS OF THE PARTIES CREATED HEREUNDER ARE PERFORMABLE IN HOOD COUNTY, TEXAS.

V. IN CASE ANY OF THE ENTITIES SHALL CANCEL THEIR ELECTION UNDER SECTION 2.051 OF THE ELECTION CODE, (ELECTION OF UNOPPOSED CANDIDATE), SAID CONTRACT SHALL BECOME NULL AND VOID AS IT PERTAINS TO THAT ENTITY, AND SHALL BECOME ONLY A CONTRACT FOR ELECTION SERVICES BETWEEN THE COUNTY E.A. AND THE SURVIVING ENTITIES.

VI. IN CASE ANY ONE OR MORE OF THE PROVISIONS CONTAINED IN THE CONTRACT SHALL FOR ANY REASON BE HELD TO BE INVALID, ILLEGAL OR UNENFORCEABLE IN ANY RESPECT, SUCH INVALIDITY, ILLEGALITY OR UNENFORCEABILITY SHALL NOT AFFECT ANY OTHER PROVISION THEREOF, AND THIS CONTRACT SHALL BE CONSTRUED AS IF SUCH INVALID, ILLEGAL OR UNENFORCEABLE PROVISION HAD NEVER BEEN CONTAINED HEREIN.

VII. NO AMENDMENT, MODIFICATION OR ALTERATION OF THE TERMS HEREOF SHALL BE BINDING UNLESS THE SAME IS IN WRITING, DATED SUBSEQUENT TO THE DATE OF THIS CONTRACT AND DULY EXECUTED BY THE PARTIES HEREOF.

EXECUTED THIS THE _____DAY OF _____ 2017

CITY OF CRESSON

ATTESTED: MAYOR, CITY OF CRESSON

_____ _____

CITY OF DECORDOVA

ATTESTED: MAYOR, CITY OF DECORDOVA

_____ _____

CITY OF GRANBURY

ATTESTED: MAYOR, CITY OF GRANBURY

_____ _____

ATTESTED:

CITY OF STOCKTON BEND
MAYOR, CITY OF STOCKTON BEND

ATTESTED:

CITY OF TOLAR
MAYOR, CITY OF TOLAR

ATTESTED:

GRANBURY ISD
PRESIDENT, BOARD OF TRUSTEES

ATTESTED:

TOLAR ISD
PRESIDENT, BOARD OF TRUSTEES

SEAL

HOOD COUNTY ELECTIONS ADMINISTRATOR
JENISE 'CRICKETT' MILLER

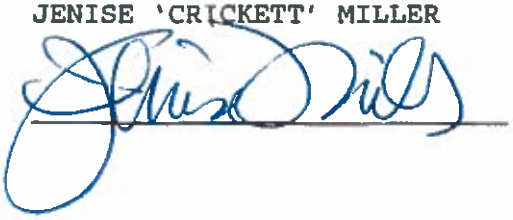


EXHIBIT A: EARLY VOTING SCHEDULE

**Monday 30th and Tuesday 31st are 12-hour days, if there are no city elections, the hours will be 8 am - 5 pm. The deadline for registered voters to petition for extended voting has not occurred, so there may be additional voting hours. If there are any changes to the early voting schedule, I will notify each entity.

MAIN EARLY VOTING SITE: HOOD COUNTY ANNEX 1
1410 WEST PEARL ST
GRANBURY, TX 76048

October

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	23 8:00 am - 5:00 pm	24 8:00 am - 5:00 pm	25 8:00 am - 5:00 pm	26 8:00 am - 5:00 pm	27 8:00 am - 5:00 pm	

October November

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	30 ** 7:00 am - 7:00 pm	31 ** 7:00 am - 7:00 pm	1 8:00 am - 5:00 pm	2 8:00 am - 5:00 pm	3 8:00 am - 5:00 pm	

VOTING BY MAIL:

Jenise Miller, Hood County Elections, 1410 W Pearl St, Granbury TX, 76048

EXHIBIT B: ELECTION JUDGES
(As of June 15, 2017; these judges' terms expire July 31, 2017. Commissioners Court will be appointing new judges in August. Once the judges have been approved, I will send a list to each entity holding an election.)

Election Day Vote Centers	Presiding Judge	Alternate Judge
Annex 1	Terry McNew	Shriley Ledford
First Baptist Church	Jerry Robinson	Harold Granek
Pecan Activity Center	Pat Bergeman	Berni Mull
Acton Baptist	Margo Walsh	Ralph Gomez
Tolar Community Center	Van Vernon	Duane Strickland
Generations	Bobby Mabery	Nick Cangiamilla
Lakeside Baptist Church	Pamela Colberg	Bob Cantrell
Lipan Church of Christ	Walter Baldree	Patricia McNeely
St Frances Cabrini Catholic Church	Diane Schumann	Kelly Malleck
The Way Church	Betty Knox	Sandra Fest

EXHIBIT C: ESTIMATED COST OF ELECTION

Each participating Authority's share of election cost will be a pro rata share of the total costs incurred by the Elections Administrator in connection with the administration of elections of other entities held at the same time as the election. Each Participating Authority's share of the costs will be determined as follows: The number of registered voters in each individual Participating Authority will be divided by the number of all registered voters of all Participating Authorities to determine each entity's pro rata share expressed as a percentage, which will then be multiplied against each of the allocated costs as itemized on the final Total Cost report/invoice submitted to each Participating Authority after the election.

If the County acquires additional equipment, different equipment, or upgrades existing equipment during the term of this Contract, the charge for the use of the equipment may be reset by the Hood County Commissioners Court.

Early voting and Election Day personnel: $10/hr
Early voting ballot board: $10/hr
Election supplies:
    11 polling locations (1 early voting, 10 Election Day) X $15.00 each (Divided between entities)
Publication of notices: $300-500
Site support: $4400
Programming/Printing: $1000-5000
Absentee Ballots Mailed: $50-250
Wifi: $80-200
Ivotronic voting machine fee: $1000-7000
Uhaul fee: $250-400
Administrative fee: 10%

PARKER

THE STATE OF TEXAS

COUNTY OF PARKER

JOINT ELECTION AGREEMENT AND CONTRACT FOR ELECTION SERVICES

THIS CONTRACT for election services is made by and between Parker County Elections Administrator and the following political subdivisions located entirely or partially inside the boundaries of Parker County:

GRANBURY ISD

This contract is made pursuant to Texas Election Code Sections 31.092 and 271.002 and Texas Education Code Section 11.0581 for a joint NOVEMBER 7, 2017 election to be administered by Don Markum, Parker County Elections Administrator, hereinafter referred to as "Elections Administrator."

RECITALS

Each participating authority listed above plans to hold a special or general election on NOVEMBER 7, 2017

The county owns an electronic voting system, the HART InterCivic eSlate/eScan Voting System (Version 6.2.1), which has been duly approved by the Secretary of State pursuant to Texas Election Code Chapter 122 as amended, and is compliant with the accessibility requirements for persons with disabilities set forth by Texas Code Section 61.012. The contracting political subdivisions desire to use the County's to use the County's electronic voting system and the compensate the County for such use and to share in certain other expenses connected with joint elections in accordance with the applicable provisions of Chapters 31 and 271 of the Texas Election Code, as amended.

NOW THEREFORE, in consideration of the mutual, agreements, and benefits to the parties, IT IS AGREED as follows:

I: ADMINISTRATION

The parties agree to hold a "Joint Election" with Parker County and each other in accordance with Chapter 271 of the Texas Election Code and this agreement. The Parker County Elections Administrator shall coordinate, supervise, and handle all aspects of administering the Joint Election as provided in this agreement. Each participating authority agrees to pay the Parker County Elections Administrator for equipment, supplies, services and administrative costs as provided in this agreement. The Parker County Elections Administrator shall serve as the administrator for the Joint Election; however, each participating authority shall remain responsible for the decisions and actions of its officers necessary for the lawful conduct of its election. The Elections Administrator shall provide advisory services in connection with decisions to be made and actions to be taken by the officers of each participating authority as necessary.

It is understood that other political subdivisions may wish to participate in the use of the County's electronic voting system and polling places, and it is agreed that the Elections Administrator may enter into other contracts for election services for those purposes on terms and conditions generally similar to those set forth in this contract. In such cases, costs shall be pro-rated among the participants according to Section XI of this contract.

At each polling location, joint participants shall share voting equipment and supplies to the extent possible. The participating parties shall share a mutual ballot in those polling places where jurisdictions overlap. However, in no instance shall a voter be permitted to receive a ballot containing an office or proposition stating a measure on which the voter is ineligible to vote. Multiple ballot styles shall be available in those shared polling places where jurisdictions do not overlap.

II: LEGAL DOCUMENTS

Each participating authority shall be responsible for the preparation, adoption, and publication of all required election orders, resolutions, notices, and other pertinent documents required by the Texas Election Code and/or the participating authority's governing body, charter, or ordinances, except that the Elections Administrator shall be responsible for the preparation and publication of all voting system testing notices that are required by the Texas Election Code.

Preparation of the necessary materials for notices and the official ballot shall be the responsibility of each participating authority, including translation to languages other than English. Each participating authority shall provide a copy of their respective election orders and notices to the Parker County Elections Administrator.

The Elections Administrator shall prepare a submission, on behalf of all participating authorities, to the United States Department of Justice for preclearance of the joint election procedures and polling places, pursuant to the Voting Rights Act of 1965, as amended. The Elections Administrator will provide to each participating authority a photocopy of the joint submission and correspondence from the Department of Justice. (If Required)

The joint submission prepared by the Elections Administrator will not include submission of information for any special elections held by the participating authorities. Participating authorities are hereby notified and encouraged to prepare their own submissions to the United States Department of Justice for special election procedures, or any changes that are specific to their own political subdivision.

By signing this agreement, each participating authority certifies that is has no unresolved preclearance or voting rights issues known to it that would preclude or delay Department of Justice preclearance of the joint election.

The Elections Administrator will file an amended submission to the United States Department of Justice in the event that any polling places are changed after the original submission is filed, including changes resulting from the withdrawal of one or more participating authorities pursuant to Section XII of this contract.

III: VOTING LOCATIONS

The Elections administrator shall select and arrange for the use of and payment for all Election Day voting locations. Voting locations will be whenever possible; the usual voting location for each election precinct in elections conducted by the county, and shall be compliant with the accessibility requirements established by Election Code Section43.034 and the Americans with Disabilities act (ADA). The proposed voting locations are listed in Attachment A of this agreement. In the event that a voting location is not available or appropriate, the Elections Administrator will arrange for use of an alternate location with the approval of the affected participating authorities. The Elections Administrator shall notify the participating authorities of any changes from the locations listed in Attachment 'A'.

If polling places for the NOVEMBER 7, 2017 joint election are different from the polling place(s) used by a participating authority in its most recent election, the authority agrees to post a notice no later than NOVEMBER 5, 2017 at the entrance to any previous polling places in the jurisdiction stating that the polling location has changed and stating the political subdivision's polling place names and addresses in effect for the NOVEMBER 7 ,2017 This notice shall be written in both English and Spanish languages.

IV: ELECTION JUDGES, CLERKS, AND OTHER ELECTION PERSONNEL

Parker County shall be responsible for the appointment of the presiding judge and alternate judge for each polling location. The Elections Administrator shall make emergency appointments of the election officials if necessary.

Upon request by the Elections Administrator, each participating authority agrees to assist in recruiting polling place officials who are bilingual (fluent in both English and Spanish). In compliance with the Federal Voting Rights Act of 1965, as amended, each polling place containing more than 5% Hispanic population as determined by the 2010 Census shall have one or more election official who is fluent in both English and Spanish languages. If a presiding judge is not bilingual, and is unable to appoint a bilingual clerk, the Elections Administrator may recommend a bilingual worker for the polling place. If the Elections Administrator is unable to recommend or recruit a bilingual worker, the participating authority or authorities served by that polling place shall be responsible for recruiting a bilingual worker for translation services at that polling place.

The Elections Administrator shall notify all election judges of the eligibility requirements of Subchapter C of Chapter 32 of the Texas Election Code, and will take the necessary steps to ensure that all election judges appointed for the Joint Election are eligible to serve.

The Elections Administrator shall arrange for the training and compensation of all election judges and clerks. The Elections Administrator shall arrange for the date, time, and place for presiding election judges to pick up their election supplies. Each presiding election judge will be sent a letter from the Elections Administrator notifying him of his appointment, the time and location of training and distribution of election supplies, and the number of election clerks that the presiding judge may appoint.

Each election judge and clerk will receive compensation at the hourly rate established by Parker County pursuant to Texas Election Code Section 32.091. The election judge will receive an additional sum of $25.00 for picking up the election supplies prior to the Election Day and for returning the supplies and equipment to the central counting station after the polls close.

Election judges and clerks who attend voting equipment training and/or procedures training shall be compensated at the same hourly rate that they are to be paid on election day.

The Elections Administrator may employ other personnel necessary for the proper administration of the election, including such part-time help as is necessary to prepare for the election, to ensure the timely delivery of supplies during early voting and on Election Day, and for the efficient tabulation of ballots at the central counting station. Part-time personnel working as members of the Early Voting Ballot Board and/or central counting station on election night will be compensated at the hourly rate set by Parker County in accordance with Election Code Sections 87.005, 127.004, and 127.006.

V: PREPARATION OF SUPPLIES AND VOTING EQUIPMENT

The Elections Administrator shall arrange for all election supplies and voting equipment including, but not limited to, official ballots, sample ballots, voter registration lists, and all forms, signs, maps and other materials used by the election judges at the voting locations. The Elections Administrator shall ensure availability of tables, and chairs at each polling place and shall procure rented tables and chairs for those polling places that do not have tables and/or chairs.

At each polling location, joint participants shall share voting equipment and supplies to the extent possible. The participating parties shall share a mutual ballot in those precincts where jurisdictions overlap. However, in no instance shall a voter be permitted to receive a ballot containing an office or proposition stating a measure on which the voter is ineligible to vote. Multiple ballot styles shall be available in those shared polling places where jurisdictions do not overlap. The Elections Administrator shall provide the necessary voter registration information, instructions, and other information needed to enable the election judges in the voting locations that have more than one ballot style to conduct a proper election. Each party to this agreement will have to supply maps at the polling locations for their jurisdiction.

Each participating authority shall furnish the Elections Administrator a list of candidates and/or propositions showing the order and the exact manner in which the candidate name and/or proposition(s) are to appear on the official ballot (including titles and text in each language in which the authority's ballot is to be printed). Each participating authority shall be responsible for proofreading and approving the ballot insofar as it pertains to that authority's candidates and/or propositions.

The Elections Administrator shall be responsible for the preparation, testing, and delivery of the voting equipment for the election as required by the Election Code.

The Elections Administrator shall conduct criminal background checks on relevant employees upon hiring as required by Election Code Section 129.051(g).

IV: EARLY VOTING

The participating authorities agree to conduct joint early voting and to appoint the Election Administrator as the Early Voting Clerk in accordance with Sections 31.097 and 271.006 of the Texas Election Code. Each participating authority agrees to appoint the Elections Administrator's permanent county employees as deputy early voting clerks. The participating authorities further agree that the Elections Administrator may appoint other deputy early voting clerks to assist in the conduct of early voting necessary, and that these additional deputy early voting clerks shall be compensated at an hourly rate set by Parker County pursuant to Section 83.052 of the Texas Election Code. Deputy early voting clerks who are permanent employees of the Parker County Elections Administrator or any participating authority shall serve in that capacity without additional compensation.

Early Voting by personal appearance will be held at the locations, dates, and times listed in Attachment "A" of this document and shall be the Early Voting site to be used in the Parker County GENERAL to be held on NOVEMBER 7, 2017. Any qualified voter of the Joint Election may vote early by personal appearance at any of the joint early voting locations.

As Early Voting Clerk, the Elections Administrator shall receive applications for early voting ballots to be voted by mail in accordance with Chapter 31 and 86 of the Texas Election Code. Any requests for early voting ballots to be voted by mail received by the participating authorities shall be forwarded immediately by fax or courier to the Elections Administrator for processing.

The Elections administrator shall provide each participating authority a copy of the early voting report on a daily basis and a cumulative final early voting report following the election. In accordance with Section 87.121 (g) of the Texas Election Code, the daily reports showing the previous day's early voting activity will be distributed to each participating authority no later than 5pm each business day if requested in writing.

VII: EARLY VOTING BALLOT BOARD

Parker County shall appoint an Early Voting Ballot Board (EVBB) to process early voting results from the Joint Election. The Presiding Judge, with the assistance of the Elections Administrator, shall appoint two or more additional members to constitute the EVBB. The Elections Administrator shall determine the number of EVBB members if required to efficiently process the early voting ballots.

VIII: CENTRAL COUNTING STATION AND ELECTION RETURNS

The Elections Administrator shall be responsible for establishing and operating the central remote counting stations to receive and tabulate the voted ballots in accordance with the provisions of the Texas Election Code and of this agreement.

The participating authorities hereby, In accordance with Section 127.002, 127.003, and 127.005 of the Texas Elections Code, appoint the following central counting station officials:

Early Voting Clerk: Don Markum

Central Count Station Manager/Tabulation: Gina Osborn and Elizabeth Wroblski

Central Count Assistants: Beth Molder and Lori Williams

Presiding Judge: Michael Prince

Alternate Judge: Gary Howard

The counting station manager or his/her representative shall deliver timely cumulative reports of the election results as precincts report to the central count station. The manager shall be responsible for releasing unofficial cumulative totals and precinct returns from the election to the joint participants, candidates, press, and general public by distribution of hard copies at the central counting station. To ensure the accuracy of reported election returns, results printed on the tapes produced by Parker County's voting equipment will not be released to the participating authorities at the remote collection sites or by phone from individual polling locations.

The Elections Administrator will prepare unofficial canvass reports that are necessary for the compliance with Election Code Section 67.004 after all precincts have been counted and will deliver a copy of these unofficial canvass reports to each participating authority as soon as possible after all returns have been tabulated. Each participating authority shall be responsible for the official canvass of its respective election(s).

The Elections Administrator will prepare the electronic precinct by precinct results for uploading to the Secretary of State as required by Section 67.017 of the Texas Election Code.

The Elections Administrator shall be responsible for conducting the post-election manual recount required by Section 127.201 of the Texas Election Code unless a waiver is granted by the Secretary of State. Notification and copies of the recount, if waiver is denied, will be provided to each participating authority and the Secretary of State's Office.

IX: PARTICIPATING AUTHORITIES WITH TERRITORY OUTSIDE PARKER COUNTY

X: RUNOFF ELECTIONS

Each participating authority shall have the option of extending the terms of this agreement through its runoff election, if applicable. In the event of such runoff election, the terms of the agreement shall automatically extend unless the participating authority notifies the Elections Administrator in writing within 3 business days of the original election.

Each participating authority shall reserve the right to reduce the number if early voting locations and/or election day voting locations in a run-off election. If necessary, any voting changes made by a participating authority between the original election and the run-off election shall be submitted by the authority making the change to the United States Department of Justice for the preclearance required by the Federal Voting Rights Act of 1965, as amended. (If necessary)

Each participating authority agrees to order any run-off election(s) at its meeting for canvassing the votes from the NOVEMBER 7, 2017 election and to conduct its drawing for ballot positions at or immediately following such meeting in order to expedite preparations for its run-off election.

Each participating authority eligible to hold run-off elections agrees that the date of the run-off election, if necessary, shall be determined jointly by the participating authority (ies) and the Elections Administrator.

XI: ELECTION EXPENSE AND ALLOCATION OF COSTS

The participating authorities agree to share the costs of administering the Joint Election. Allocation of costs will be estimated and where multiple participants are utilizing a polling cost will be shared. Costs for Early Voting by Personal Appearance, Early Voting by Mail, and ballot programming shall be allocated based upon the fees agreed to by the participating authorities (See annex A.)

Costs for Early Voting by Mail shall be allocated according to the actual number of ballots mailed to each participating authorities voters.

Each participating authority agrees to pay the Parker County Elections Administrator as administrative fee equal to ten percent (10%) of its total billable costs in accordance with Section 31.100(d) of the Texas Election Code.

The Parker County Elections Administrator shall deposit all funds payable under this contract into the appropriate fund(s) within the county treasury in accordance with Election Code Section 31.100.

XII: WITHDRAWL FROM CONTRACT DUE TO CANCELLATION OF ELECTION

Any participating authority may withdraw from this agreement and the Joint Election should it cancel its election in accordance with Sections 2.051-2.053 of the Texas Election Code. The withdrawing authority is fully liable for any expenses incurred by the Parker County Elections Administrator on behalf of the authority plus an administrative fee of ten percent (10%) of such expenses. The minimum fee shall be $75.00. Any monies over the $75.00 minimum fee will be due within thirty days of the withdrawal from the contract.

XII: RECORDS OF THE ELECTION

The Elections Administrator is hereby appointed general custodian of the voted ballots and all records of the Joint Election as authorized by Section 271.010 of the Texas Election Code.

Access to the election records shall be available to each participating authority as well as to the public in accordance with applicable provisions of the Texas Election Code and the Texas Public Information Act. The election records shall be stored at the offices of the Elections Administrator or at an alternate facility used for storage of county records. The Elections Administrator shall ensure that the records are maintained in an orderly manner so that the records are clearly identifiable and retrievable.

Records of the election shall be retained and disposed of in accordance with the provisions of Section 66.058 of the Texas Election Code. If records of the election are involved in any pending election contest, investigation, litigation, or open records request, the Elections Administrator shall maintain the records until final resolution or until final judgment, whichever is applicable. It is the responsibility of each participating authority to bring to the attention of the Elections Administrator any notice of pending election contest, investigation, litigation or open records request which may be filed with the participating authority.

XIV: RECOUNTS

A recount may be obtained as provided by Title 13 of the Texas Election Code. By signing this document, the presiding officer of the contracting participating authority agrees that any recount shall take place at the offices of the Elections Administrator, and that the Elections Administrator shall serve as Recount Supervisor and the participating authority's official or employee who performs the duties of the secretary under the Texas Election Code shall serve as Recount Coordinator.

The Elections Administrator agrees to provide advisory services to each participating authority as necessary to conduct a proper recount.

XV: MISCELLANEOUS PROVISIONS

1. It is understood that to the extent space is available, other districts and political subdivisions may wish to participate in the use of the county's election equipment and voting places, and it is agreed that the Elections Administrator may contract with such other districts or political subdivisions for such purposes and that in such event there may be an adjustment of the pro-rata share to be paid to the County by the participating authorities.
2. The Elections Administrator shall file copies of this document with the Parker County Judge, Parker County Auditor, and the Parker County Treasurer in accordance with Section 31.099 of the Texas Election Code.
3. Nothing in this contract prevents any party from taking appropriate legal action against any other party and/or other election personnel for a breach of this contract or a violation of the Texas Election Code.
4. This agreement shall be constructed under and in accord with the laws of the State of Texas, and all obligations of the parties created hereunder and performable in Parker County, Texas.

5. In the event that one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision hereof and this agreement shall be constructed as if such invalid, illegal, or unenforceable provision had never been contained herein.
6. All parties shall comply with all applicable laws, ordinances, and codes of the State of Texas, all local governments, and other entities with local jurisdiction.
7. The waiver by any party of a breach of any provision of this agreement shall not operate as or be construed as a waiver of any subsequent breach.
8. Any amendments of this agreement shall be of no effect unless in writing and signed by all parties hereto.

XVI: COSTS ESTIMATES AND DEPOSIT OF FUNDS

The total estimated obligation for each participating authority under the terms of this agreement. Each participating authority agrees to pay the Parker County Elections Administrator of 75% due with the signed contract. The exact amount of each participating authority's obligation under the terms of this agreement shall be calculated after the NOVEMBER 7, 2017 election (or runoff election, if applicable), and the authority shall pay to the Elections Administrator the balance due within 30 days after the receipt of the invoice from the Parker County Treasurer's Office.

The total estimated obligation and required deposit for each participating authority under the terms of this agreement shall be as follows:

SHOW DEPOSIT DUE FOR EACH ENTITY AND TOTAL ESTIMATED

PLEASE SEE ATTACHED

XVII: JOINT CONTRACT ACCEPTANCE AND APPROVAL

IN TESTIMONY HEREOF, this Agreement has been executed on behalf of the Parties hereto as follows, to-wit:

1. It has on the _____day of_____, _____ been executed by the Parker County Elections Administrator pursuant to the Texas Elections code so authorizing;
2. It has on the _____day of _____, _____ been executed on behalf of the GRANBURY ISD, TEXAS PURSUANT TO AN ACTION OF THE GRANBURY ISD so authorizing;

ACCEPTED AND AGREED TO BY THE PARKER COUNTY ELECTIONS ADMINISTRATOR

_____
DON MARKUM
PARKER COUNTY ELECTIONS ADMINISTRATOR

ACCEPTED AND AGREED TO BY THE GRANBURY ISD

_____
NANCY ALANA
BOARD PRESIDENT

APPROVED AS TO FORM BY

_____
JOHN FORREST, COUNTY ATTORNEY
PARKER COUNTY, TEXAS

GRANBURY ISD

	EST:	FINAL:
Programming	$ 1,500.00	
Shipping	$ 10.00	
Shipping of MBBs to HART	$ 10.00	
Early Voting Supplies	$ 25.00	
Election Day	$ 25.00	
Election Day Payroll	$ 1,000.00	
Central Count/Ballot Board	$ 500.00	
Early Voting By Mail	$ 20.00	
Ballot Paper	$ 100.00	
Mileage of Pickuing Up Supplies Everyday	$ 300.00	
Preparation and Distribuation of Early Voting Supplies	$ 50.00	
Preparation and Distribuation of Election Day Supplies	$ 50.00	
LAT Notice, Weatherford Democrat ONLY	$ 100.00	
Notice of Election, Weatherford Democrat, Springtown Epigraph, Azle News, and Community News	$ 500.00	
Total	$ 4,190.00	
10% Administrative Fee	$ 419.00	
Rental Agreement of Machines (after 10%)	$ 500.00	
Total	$ 5,109.00	
Down Payment (75% due with contract)	$ 3,831.75	

GRANBURY ISD

SCHOOL CALENDAR 2017-18

July 2017						
S	M	T	W	T	F	S
						1
2	H	H	H	H	H	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2017						
S	M	T	W	T	F	S
		1	2	3	4	5
6	NH	NH	SD/C	SD	SD	12
13	SD	SD	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017						
S	M	T	W	T	F	S
					1	2
3	H	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	ER}	23
24	{SD	26	27	28	29	30

October 2017						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2017						
S	M	T	W	T	F	S
			1	2	ER}	4
5	{6	7	8	9	10	11
12	13	14	15	16	17	18
19	H	H	H	H	H	25
26	27	28	29	30		

December 2017						
S	M	T	W	T	F	S
					SFD	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	ER}	H	23
24	H	H	H	H	H	30
31						

January 2018						
S	M	T	W	T	F	S
	H	H	H	H	H	6
7	{SD	9	10	11	12	13
14	H	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	ER}	17
18	{SD	20	21	22	23	24
25	26	27	28			

March 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	H	H	H	H	H	17
18	19	20	21	22	23	24
25	26	27	28	29	H	31

April 2018						
S	M	T	W	T	F	S
1	2	3	4	5	ER}	7
8	{SD/C	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	SFD}	28
29	30					

May 2018						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	ER}	SFD	S	26
27	H	SD	SD	SD/C		

June 2018						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

CALENDAR KEYS

NH	New Hire Orientation
SFD	Student Flex Day/Teacher Work Day
SD	Staff Day/Student Holiday
SD/C	Student Holiday/Teacher Comp Day for summer trainings attended May 31, Apr 9, Aug 9
	First & Last Day of School
H	Student/Teacher Holiday
{ }	Beginning of grading period
ER	End of grading period/Early Release
	Graduation

DATES AT A GLANCE

Aug. 14: Convocation
Aug. 16: First Day of School
Sep.4: Labor Day
Nov 20-24: Thanksgiving Break
Dec 22-Jan 5: Christmas Break
Jan 15: Dr. Martin Luther King Jr. Day
Feb 19: President's Day
Mar 12-16: Spring Break
Mar 30: Good Friday
May 28: Memorial Day
May 25: Last Day of School
Jun. 1: GHS Graduation

GRADING PERIODS

First Semester-84 Days

1st GP - 27 days; Aug 16-Sep 22
2nd GP - 29 days; Sep 26-Nov 3
3rd GP - 28 days; Nov 6- Dec 21

Second Semester-87 Days

4th GP - 28 days; Jan 9-Feb 16
5th GP - 28 days; Feb 20-Apr 6
6th GP - 31 days; Apr 10-May 25

www.granburyisd.org

GAP (Granbury Appraisal Program) Definitions

Four Domains:

Planning
Teacher designs clear, well organized lessons that are aligned with standards and are appropriate for diverse learners. These lessons are developed using formal and/or informal methods of assessment to encourage higher-order thinking.

Instruction
Teacher communicates and connects learning to real world applications using proper sequencing, implements motivational strategies to encourage active engagement, makes needed instructional adjustments to differentiate instruction, and implements technology when appropriate while following the district's (course) scope and sequence.

Learning Environment
Teacher leads a mutually respectful and collaborative class while implementing positive classroom management procedures that encourage student participation and learning. The room is organized in a safe and efficient manner to facilitate the day's lesson and the teacher has posted the classroom objective for the day.

Professional Practices during Summative Conference
Teacher demonstrates supportive and proper communication with students, parents, and staff in a timely and respectful manner.

Scoring
Since the goal of GAP is to enhance the learning of all students, the "met expectations" level is a high standard of performance. Teaching behaviors that result in considerable impact on student learning and that are demonstrated a high percentage of the time and with a high percentage of students (80-89%) "met expectations." Words associated with "met expectations" teaching behaviors or the rating of "met expectations" are: skillful, experienced, masterful, well-advanced, and knowledgeable.
The five performance levels under GAP (Exceeds Expectations, Met Expectations, Developing, Did Not Meet Expectations, and Not Observed) are defined in terms of the impact on student learning. In other words, what is the impact on student learning and how often and with how many students does the positive impact on learning occur?

When making performance-level decisions, the appraiser first identifies evidence related to the critical attributes of the criteria. Next, the appraiser views the evidence in light of quality and quantity. **Quality** focuses on the "strength, impact, variety and alignment" of the teaching

behavior and how it relates to student success. **Quantity** relates to the frequency and the number of students for which the teaching behavior resulted in student learning.

Quantity:

Exceeds Expectations	90%-100%
Met Expectations	80%-89%
Developing	50-%-79%
Did Not Meet Expectations	0-49%
Does Not Apply	Was not relevant to the teacher or the class lesson

Quality:

Exceeds Expectations (All/Almost All)	Met Expectations (Most)	Developing (Some)	Did Not Meet Expectations (Less than half)	Does Not Apply (not observed)
Consistently	Generally	Occasionally	Rarely	Not relevant to lesson or teacher
Uniformly	Common practice	Sporadic	Infrequent	
Seen from beginning to end	Predictable	Random	Non-existent	
Highly predictable	Typical	Moderately	Not attempted	
Seamless routines	Prevalent	More often than not	Minimal	
Excels	As a rule	Irregular	Hardly every	
	Approaches	Seldom	Inferior	
	Skillful			
	Knowledgeable			

Glossary

Planning Domain

Appropriate Materials - Teacher selects materials, techniques, and strategies which support the activity while complying with the TEKS and the GISD scope and sequence

Differentiated Instruction - Developing lessons to provide students from various educational and social backgrounds the opportunity to learn through different avenues in terms of acquiring content and/or processing information

Intervention - Teacher develops short and long-term educational plans for students who are not successful

Modifies and Adapts - Teacher modifies/adapts materials for all students to ensure the opportunity for learning

Assessment and Instruction Aligned - Assessment is directly linked to goals, objectives, and instructional strategies

Appropriate Assessment - Assessments reflect developmental level of students, while addressing the needs of the students

Formal and Informal Assessment - Teacher uses collected data to develop lessons based upon student's performance on the assessment

Engaging Lessons - Teacher develops lessons which provide student collaboration, real-life application, student involvement, and active learning

Instruction Domain

Actively, Engaged Students - Students are actively engaged learners and are participating with teacher and other students in the lesson activities which are aligned to the objective

Successful in Learning Process - Students demonstrate success with the stated, implied, or written learning objectives and the assessment aligns with the objective

Critical Thinking - Learning activities produce a logical and innovative approach, or a solution to a problem or concern

Student Self-Directed - Students initiate or adapt activities and projects to enhance understanding

Monitor Student Performance - Teacher assesses for learning throughout the lesson and activities

Connects Learning - Students demonstrate a connection of the learning to work and life applications

Motivational Strategies - Teacher develops activities and utilizes classroom strategies to encourage student discourse and participation

Pacing/Sequencing - Teacher sequences and paces activities for instruction while following the GISD scope and sequence

Appropriate Questioning - Teacher uses questioning strategies which challenge and engage the students

Use of Technology - Teacher and students utilize technology in the lesson when available and appropriate

Instructional Adjustments - Teacher is able to adjust the lesson and/or activities to meet the needs of the individual students

Learning Environment Domain

Classroom Management - Teacher establishes positive classroom routines through the use of normal rules and classroom procedures

Discipline Management - Teacher effectively implements the discipline management procedures approved by the campus

Manage Time and Materials - Teacher has materials ready for instruction to maximize academic learning

Safe and Efficient Classroom - Teacher establishes an orderly classroom that allows for efficient transitions and removes unsafe obstacles

Mutually Respectful - Teacher establishes and models a positive classroom climate that promotes student engagement and collaboration
Constructive Feedback - Teacher offers accurate and specific feedback to individuals or the class

Objective Posted - The day's learning objective is clearly visible for students and visitors and the objective is aligned with the GISD curriculum documents or course syllabus

Teacher Communication - Teacher is able to clearly explain the lesson and activities which relate to the learning objective to students in an appropriate and respectful manner

Professional Practices Domain

Communication with Students - Teacher models courtesy and respect through patience and active listening while handling incorrect responses with dignity

Communication with Reluctant Students - Teacher readily recognizes students who have difficulty in performance and positively reinforces student-learning success

Communication with Parents - Teacher's verbal and nonverbal communication establishes a climate of trust and mutual respect and is without significant error in content or presentation

Participation with Administration - Teacher communicates with campus administration in a professional and timely manner

Participation with Staff – Teacher communicates professionally with campus and district staff members in a timely manner

Planning	Exceeds Expectations	Met Expectation	Developing	Did Not Meet Expectations	Does Not Apply	
Appropriate Materials						comment:
Differentiated instruction for students in at-risk situations						comment:
Appropriate plans for intervention						comment:
Modifies and adapts lessons						comment:
Assessment and instruction are aligned with standards						comment:
Appropriate assessment and						comment:
Learning reinforced						comment:
The teacher uses formal and/or informal methods						comment:
The teacher plans engaging, flexible lessons that encourage higher-order thinking						comment:
Total						
						Overall Comment:

Instruction	Exceeds Expectations	Met Expectation	Developing	Did Not Meet Expectations	Does Not Apply	
Actively, engaged students who are successful in the learning process						comment:
						comment:
Successful in the learning process						comment:
Critical thinking/ problem solving						comment:
Student self-directed						comment:
Monitors student performance						comment:
Connects learning to real world experiences						comment:
Motivational strategies						comment:
Pacing/sequencing of lesson and instruction						comment:
Appropriate questioning and inquiry						comment:
Use of technology						comment:
						comment:
Makes needed instructional						comment:
Total						
						Overall Comment:

Learning Environment	Exceeds Expectations	Met Expectation	Developing	Did Not Meet Expectations	Does Not Apply	
Classroom management procedures						comment:
Discipline management procedures						
demonstrate that students understand and respect each other and authority						comment:
Manages time and materials						comment:
Organizes a safe and efficient						comment:
The teacher leads a mutually respectful and collaborative class of actively engaged learners						comment:
The teacher utilizes constructive feedback with students						comment:
Objective is clearly posted						comment:
Teacher communication is clear and effective						
Total						Overall Comment:

Summative Conference Professional Practices	Exceeds Expectations	Met Expectations	Developing	Did Not Meet Expectations	Does Not Apply	
Verbal/non-verbal communication with students						comment:
Communication with reluctant						comment:
						comment:
Communication with parents						comment:
Active and constructive participation with administration						comment:
Participates and communicates professionally with campus and district staff members						
Total						
Overall Total						Overall Comment:

GRANBURY ISD

Granbury Appraisal Program GAP

July 24, 2017

District of Innovation

- Believe that a portfolio system allows teachers to monitor goals, provide self-reflection, and allows the supervisor a better opportunity to assess the entire school year's performance

- Board Policy states:
  - The District shall appraise teachers annually using a local appraisal process and evaluation criteria, including a portfolio, developed in accordance with law and administrative regulations. DNA (Local)

Process

- Committee
  - 4 Secondary teachers
  - 3 Elementary teachers
  - 3 Secondary administrators
  - 2 Elementary administrators
  - 3 Central office administrators
- Face to face and electronic meetings
  - April - July

GAP Vision

- Developed a vision for our appraisal system
  - Easy for staff to understand
  - Set and reflect on professional goals and visit with appraiser
  - Meshed with GTEI program
  - Relevant to our district's goals and vision (PBL, Technology, Engagement)
- 3 E's
  - Efficient
  - Effective
  - Evidence Based
- Blended PDAS and T-TESS
  - Terminology
  - Check boxes
  - Ability to write comments

Four Domains

- Planning
  - Well organized and developed lessons to encourage higher-order thinking
- Instruction
  - Real world application and implementation of technology
- Learning Environment
  - Respectful and collaborative classes that encourage student participation
- Professional Practices
  - Supportive and proper interactions which promote a healthy work force

Scoring

- Appraiser looking at Quality and Quantity
  - Quality-focuses on strength, impact, variety, and alignment and how it aligns to student success
  - Quantity-frequency and the number of students for which teaching behavior resulted in student learning
- Five performance levels
  - Exceeds Expectations
  - Met Expectations
  - Developing
  - Did Not Meet Expectations
  - Not Observed

Quantity-frequency of students

• Exceeds Expectations	90%-100%
• Met Expectations	80%-89%
• Developing	50-%-79%
• Did Not Meet Expectations	0-49%
• Does Not Apply	Was not relevant to the teacher or the class lesson

Quality-strength, impact, variety

Exceeds Expectations (All/Almost All)	Met Expectations (Most)	Developing (Some)	Did Not Meet Expectations (Less than half)	Does Not Apply (not observed)
Consistently	Generally	Occasionally	Rarely	Not relevant to lesson or teacher
Uniformly	Common practice	Sporadic	Infrequent	
Seen from beginning to end	Predictable	Random	Non-existent	
Highly predictable	Typical	Moderately	Not attempted	
Seamless routines	Prevalent	More often than not	Minimal	
Excels	As a rule	Irregular	Hardly every	
	Approaches	Seldom	Inferior	
	Skillful			
	Knowledgeable			

GAP Evaluation Instrument

Planning	Exceeds Expectations	Met Expectations	Developing	Did Not Meet Expectations	Does Not Apply	
Appropriate Materials						comment:
Differentiated instruction for students in at-risk situations						comment:
Appropriate plans for intervention						comment:
Modifies and adapts lessons						comment:
Assessment and instruction are aligned with standards						comment:
Appropriate assessment and instruction						comment:
Learning reinforced						comment:
The teacher uses formal and/or informal methods						comment:
The teacher plans engaging, flexible lessons that encourage higher-order thinking						comment:
Total						Overall Comment:

Portfolio

- Each teacher will create an electronic portfolio
  - About Me
  - Resume
  - Goals
  - Instructional Framework

Portfolio



- https://sites.google.com/a/granburyisd.org/2017-2018-gap/2015-2016

GRANBURY ISD

Granbury Appraisal Program GAP

July 24, 2017

20176 TASB Model Student Code of Conduct

The *TASB Model Student Code of Conduct* is intended to assist your district in developing and maintaining your local Student Code of Conduct, mandated by Chapter 37 of the Texas Education Code. The *Model* addresses the legal requirements and offers suggestions that you may wish to include in your Student Code of Conduct ("Code").

The *Model* attempts to organize and harmonize the provisions of the law into a framework that, with fine-tuning by individual districts, can serve to communicate to students, parents, school staff, and the community exactly what is expected of students and how misconduct will be handled.

~~Typically, the *Model Student Code of Conduct* is only updated in odd-numbered years, after a legislative session. **We are providing a supplement this year** to incorporate some important clarifications associated with changes from the 84th~~Changes from the 85th **Legislative Session** go into effect with the start of the 2017–18 school year, so it is important that they be incorporated into the district's Code as soon as possible.~~ Revisions that should be incorporated into the district's Code for the 2016–17 school year.~~ Relevant changes in law include the following:

- Senate Bill (SB) 179, also known as "David's Law," requires school districts to adopt certain practices and procedures to prevent and respond to bullying and cyberbullying, expands district jurisdiction for off-campus cyberbullying, and establishes civil and criminal consequences for certain types of bullying. The definitions for bullying and cyberbullying have been revised, with both now located in Education Code Section 37.0832. Additionally, districts are now required to develop procedures for students to anonymously report an incident of bullying, must provide notice to parents of the alleged victim by the third business day after an alleged incident of bullying is reported, and must have a school counselor serve as an impartial resource for interpersonal conflicts and discord, including accusations of bullying, involving two or more students. The bill provides for permissive DAEP placement or expulsion for students who have engaged in certain behavior, including participating in group bullying that incites violence, releasing or threatening to release intimate visual material of a student, or encouraging a student to commit or attempt to commit suicide.~~Clarification regarding the mitigating factors that the campus behavior coordinator must consider when making decisions regarding discipline.~~
- House Bill (HB) 674 prohibits out-of-school suspension for any student~~s~~ below grade 3 unless the student engages in conduct that is alcohol or drug-related or that contains the elements of certain weapons offenses or certain violent offenses under the Penal Code. The bill also provides an option for districts to implement a positive behavior program containing certain elements as a disciplinary alternative for students below grade 3. ~~Clarification of the reasons for which a DAEP placement may be extended beyond one year.~~
- As required by HB 1935, all references to "illegal knife" have been revised to "location-restricted knife" throughout the Code. These knives are defined as those with a blade over five and one-half inches. ~~Rewording of the provisions regarding permissive expulsion for engaging in certain conduct within 300 feet of school property to better track statute.~~
- To address the requirements of SB 1553, provisions have been added to the Code regarding the authority of a school administrator, school resource officer, or school district police officer to refuse to allow a person entry or to eject a person from property under the district's control if the person poses a substantial risk to any other person or, after a verbal warning, is behaving in a manner that is inappropriate in a school setting.

HB 913 adds improvised explosive devices to the Penal Code statutes defining prohibited weapons and related offenses, and HB 1819 revises the definition of prohibited weapons as it relates to firearm silencers. While revisions to the text within the body of the *Model* were not necessary as a result of these changes in law, the definition of prohibited weapons in the glossary has been updated. ~~Rewording of the provisions regarding mandatory expulsion for weapons to better track statute and clarify exceptions to mandatory expulsions.~~

- HB 1808 adds sexual coercion to the list of Title 5 offenses in the glossary and modifies existing Penal Code provisions regarding human trafficking and sexual offenses. ~~Inclusion in the glossary of relevant federal and state definitions of weapons that may result in student discipline.~~
- SB 1232 changes the definition of public lewdness, which may result in mandatory DAEP placement, and adds the offense of bestiality to the list of Title 5 offenses in the Penal Code.

The *Model Student Code of Conduct* has been lightly edited throughout for clarity and to incorporate recent changes that have been made to other policies. We encourage administrators to read through the entire *Model* carefully, especially the Editorial Notes, and to make sure that all necessary information is included in the district's Code.

Disclaimer: 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.

The *Model Student Code of Conduct* is copyrighted by TASB but may be reproduced by districts that subscribe to Policy Service in the development of their local Student Codes of Conduct. Further use or copying is prohibited without the written consent of TASB Policy Service.

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STUDENT CODE OF CONDUCT

2016~~6~~7-2018~~7~~7

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

If you have difficulty accessing the information in this document because of disability, please contact ——————————Granbury ISD Administration, 817-408-4000.

DRAFT

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Student Code of Conduct

Accessibility

If you have difficulty accessing the information in this document because of disability, please contact ~~*(district employee name, position title, and email or phone number)*~~*Granbury ISD Administration at 817-408-4000 or faith.barnes@granburyisd.org*.

Purpose

The Student Code of Conduct ("Code") 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), placement in a juvenile justice alternative education program (JJAEP), or expulsion from school.

This Student Code of Conduct has been adopted by the Granbury ISD ~~*(district name)*~~ 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 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 Superintendent ~~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 or JJAEP, expelled, or taken into custody by a law enforcement officer under Chapter 37 of the Education Code.

Because the Student Code of Conduct is adopted by the district's board of trustees, it has the force of policy; 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.

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.~~ On January 23, 2017, the Granbury ISD Board of Trustees voted unanimously to approve a local innovation plan that included an exemption to the Student Discipline Campus Behavior Coordinator (TEC 37.0012). Granbury ISD believes that school discipline is best administered and managed within a team concept and should not be limited to one school administrator being responsible for contacting and the documentation requirements to parents. Granbury will use all school administrators to effectively manage student behavior and consistently monitor school discipline and parental contact.

~~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 *(online location of digital copy of Student Handbook).*~~

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 a student engages in cyberbullying, as provided by Education Code 37.0832;
7. When criminal mischief is committed on or off school property or at a school-related event;
8. For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;
9. For certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas;
10. When the student commits a felony , as provided by Education Code 37.006 or 37.0081; and
11. 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.

~~OR~~

~~District administrators conduct routine blanket inspections and searches of lockers and desks.~~

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.

Unauthorized Persons

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

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

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with FNG(LOCAL) or GF(LOCAL), as appropriate.

See **DAEP—Restrictions During Placement** on page 23~~on page 23~~, 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.

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 in 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 , cyberbullying, harassment , or making hit lists . (See glossary for all four terms.)
- Release or threaten to release intimate visual material of a minor or a student who is 18 years of age or older without the student's consent.
- Engage in 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 individual being recorded or in any way that disrupts the educational environment or invades the privacy of others.

Property Offenses

Students shall not:

- Damage or vandalize property owned by others. (For felony criminal mischief, see DAEP Placement 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 that is intended to be used as a weapon or could reasonably be perceived as a weapon;
- An air gun or BB gun;
- Ammunition ;
- *A location-restricted knife ;
- A hand instrument designed to cut or stab another by being thrown;
- *A firearm;
- 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. In most circumstances, possession of these items is punishable by mandatory expulsion under federal or state law.

Possession of Telecommunications or Other Electronic Devices

Students shall not:

- ~~Display, turn on, or use a telecommunications device, including a cellular telephone, or other electronic device on school property during the school day.~~

~~OR~~

- Use a telecommunications device, including a cellular telephone, or other electronic device in violation of district and campus rules.

~~OR~~

- ~~Possess a telecommunications device, including a cellular telephone, or other electronic device at school during the school day.~~

~~OR~~

- ~~Possess a telecommunications device, including a cellular telephone, or other electronic device at school or at a school-related or school-sponsored event.~~

Illegal, Prescription, and Over-the-Counter Drugs

Students shall not:

- Possess, use, give, or sell alcohol or an illegal drug. (Also see DAEP Placement and Expulsion for mandatory and permissive consequences under state law.)
- Possess or sell seeds or pieces of marijuana ~~-~~in less than a usable amount. Possess, use, give, or sell paraphernalia related to any prohibited substance. (See glossary for "paraphernalia.")
- Possess, use, abuse, or sell look-alike drugs or attempt to pass items off as drugs or contraband.
- Abuse the student's own prescription drug, give a prescription drug to another student, or possess or be under the influence of another person's prescription drug on school property or at a school-related event. (See glossary for "abuse.")
- Abuse over-the-counter drugs. (See glossary for "abuse.") Be under the influence of prescription or over-the-counter drugs that cause impairment 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 or infringes on the rights of another student at school.

- Send, post, deliver, or possess electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyberbullying and "sexting," either on or off school property, if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.
- Use the Internet or other electronic communication to engage in or encourage illegal behavior or threaten school safety, including off school property if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.

Safety Transgressions

Students shall not:

- Possess published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.
- Engage in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, 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 .~~ 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 receives special ~~education services~~education services may not be disciplined for conduct meeting the definition of bullying, cyberbullying, harassment, or making hit lists (see glossary) until an ARD ~~committee meeting~~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~~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.
- Behavior coaching.
- Anger management classes.
- Mediation (victim-offender).
- Classroom circles.
- Family group conferencing.

- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.
- Detention, including outside regular school hours.
- Sending the student to the office 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~~ principal or designee ~~-~~shall promptly notify a student's parent by phone or in person of any violation that may result in in-school or out-of-school suspension, placement in a DAEP, placement in a JJAEP, or expulsion. The principal or designee ~~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 principal or designee ~~campus behavior coordinator~~ shall send written notification by U.S. Mail. If the principal or designee ~~campus behavior coordinator~~ is not able to provide notice to the parent, the principal or designee shall provide the notice.

Before the principal or appropriate administrator assigns a student under age 18 to detention outside regular school hours, notice shall be given to the student's parent to inform him or her of the reason for the detention and permit arrangements for necessary transportation.

Appeals

Questions from parents regarding disciplinary measures should be addressed to the teacher, campus administration, ~~or~~ or the principal or designee~~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: http://www.granburyisd.org.

~~*(add the district's URL or web address).*~~

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 principal's designee ~~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~~principal or principal's designee may restrict or revoke a student's transportation privileges, in accordance with law.

Removal from the Regular Educational Setting

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

Routine Referral

A routine referral occurs when a teacher sends a student to the ~~campus behavior coordinator~~principal or principal's designee 's office as a discipline management technique. The ~~campus behavior coordinator~~principal or principal's designee 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~~principal or principal's designee 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~~principal or principal's designee 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~~principal or principal's designee or other administrator may place the student in:

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

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

Returning a Student to the Classroom

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.

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.

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

A student in grade 2 or below shall not be placed in out-of-school suspension unless, while on school property or while attending a school-sponsored or school-related activity on or off school property, the student engages in:

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

The district shall use a positive behavior program as a disciplinary alternative for students in grade 2 or below who commit general conduct violations instead of suspension or placement in a DAEP. The program shall meet the requirements of law.

Process

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

Before being suspended a student shall have an informal conference with the ~~campus behavior coordinator~~principal or principal's designee 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~~principal or principal's designee, but shall not exceed three school days.

In deciding whether to order out-of-school suspension, the ~~campus behavior coordinator~~principal or principal's designee shall take into consideration:

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

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

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.

~~OR~~

~~For purposes of DAEP, elementary classification shall be kindergarten–grade 6 and secondary classification shall be grades 7–12.~~

~~Summer programs provided by the district shall serve students assigned to a DAEP in conjunction with other students.~~

~~OR~~

~~Summer programs provided by the district shall serve students assigned to a DAEP separately from those students who are not assigned to the program.~~

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~~principal or principal's designee shall take into consideration:

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history, or
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.

~~OR~~

~~A student **may** be placed in a DAEP for the following conduct violations:~~

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:

- Engaging in bullying that encourages a student to commit or attempt to commit suicide.
- Inciting violence against a student through group bullying.
- Releasing or threatening to release intimate visual material of a minor or a student who is 18 years of age or older without the student's consent.

- 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.)
- ~~Criminal mischief , not punishable as a felony.~~

~~OR~~

- ~~-~~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 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~~principal or principal's designee **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:
    - The student receives deferred prosecution (see glossary),
    - A court or jury finds that the student has engaged in delinquent conduct (see glossary), or
    - The superintendent or designee has a reasonable belief (see glossary) that the student engaged in the conduct.
    - ~~o~~

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.

Process

Removals to a DAEP shall be made by the ~~campus behavior coordinator~~principal or principal's designee .

Conference

When a student is removed from class for a DAEP offense, the ~~campus behavior coordinator~~principal or principal's designee 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~~principal or principal's designee 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~~principal or principal's designee shall take into consideration:

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history, or
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~~principal or principal's designee 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~~principal or principal's designee .

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.

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

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 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~~principal or principal's designee 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 campus administration.

Student or parent appeals regarding a student's placement in a DAEP should be addressed in accordance with FNG(LOCAL). A copy of this policy may be obtained from the principal's office, the ~~campus behavior coordinator~~principal or principal's designee's office, the central administration office, or through the central administration office or through Policy On Line at the following address: www.granburyisd.org.

~~*Policy On Line* at the following address: *(add the district's URL or web address).*~~

~~Appeals shall begin at *(fill in the blank with the appropriate level of the complaint process; i.e. Level One or Level Two)* with the *(fill in the blank with the appropriate title or position of the board's designee; i.e. campus behavior coordinator, principal, or superintendent).*~~

~~OR~~

~~Appeals shall begin at Level *(fill in the blank with the level listed at FNG that applies to the board)* with the board.~~

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.

~~OR~~

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

A student placed in a DAEP shall not be provided transportation unless he or she is a student with a disability ~~-~~who has transportation designated as a related service in the student's IEP.

~~OR~~

~~The district shall provide transportation to students in a DAEP.~~

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.

~~OR~~

~~For seniors who are eligible to graduate and are assigned to a DAEP at the time of graduation, the placement in the program shall continue through graduation, and the student shall not be allowed to participate in the graduation ceremony and related graduation activities.~~

~~-~~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~~principal or principal's designee ~~–~~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~~principal or principal's designee may enter an additional disciplinary order as a result of those proceedings.

Notice of Criminal Proceedings

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

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

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

After reviewing the notice and receiving information from the student's parent, the superintendent or designee may continue the student's placement if there is reason to believe that the presence of the student in the regular classroom threatens the safety of other students or teachers.

The student or the student's parent may appeal 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~~principal or principal's designee may complete the proceedings and issue a placement order. If the student then re-enrolls in the district during the same or a subsequent school year, the district may enforce the 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~~principal or principal's designee 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 continue the DAEP placement of a student who enrolls in the district and was assigned to a DAEP in an open-enrollment charter school or another district.~~

~~OR~~

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.

~~OR~~

~~The district shall place a student who enrolls in the district and was previously assigned to a DAEP in an open-enrollment charter school or another district directly into 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 is necessary because the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with classroom or school operations, the student shall be given oral notice of the reason for the action. Not later than the tenth day after the date of the placement, the student shall be given the appropriate conference required for assignment to a DAEP.

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 or JJAEP for at least one semester.

If the student is not under any form of court supervision, the placement may be in DAEP or JJAEP 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 student may be expelled and placed in either DAEP or JJAEP if the board or ~~campus behavior~~

~~coordinator~~principal or principal's designee 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~~principal or principal's designee shall take into consideration:

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

Discretionary Expulsion: Misconduct That May Result in Expulsion

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

Any Location

A student **may** be expelled for:

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

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

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

- Selling, giving, or delivering to another person, or possessing, using, or being under the influence of 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.")

- 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.
- Carrying on or about the student's person a handgun, a location-restricted 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.)

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. (See glossary.)

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

Under the Texas Penal Code

- Carrying on or about the student's person the following, as defined by the Texas Penal Code:
  - 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).]
  - A location-restricted knife, as defined by state law. (See glossary.)
  - A club, as defined in state law. (See glossary.)
- Possessing, manufacturing, transporting, repairing, or selling a prohibited weapon, as defined in state law. (See glossary.)
- Behaving in a manner that contains elements of the following offenses under the 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.

Process

If a student is believed to have committed an expellable offense, the ~~campus behavior coordinator~~principal or principal's designee 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~~principal or principal's designee 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 hearing shall be conducted by the board of trustees and the decision to expel shall be made by the board.~~

~~OR~~

The board of trustees delegates to the Superintendent or designee ~~*(fill in the blank with the appropriate title or position for the district)*~~ 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~~principal or principal's designee shall take into consideration:

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history, or
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 Desginee~~*(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 re-enrolls in the district during the same or subsequent school year, the district may enforce the expulsion order at that time, less any expulsion period that has been served by the student during enrollment in another district.

If the ~~campus behavior coordinator~~principal or principal's designee ~~-~~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~~principal or principal's designee or the board may issue an additional disciplinary order as a result of those proceedings.

Restrictions During Expulsion

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

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

Newly Enrolled Students

~~The district shall continue the expulsion of any newly enrolled student expelled from another district or an open-enrollment charter school until the period of the expulsion is completed.~~

~~OR~~

~~The district shall place a newly enrolled student expelled from another district or an open-enrollment charter school directly into a DAEP until the period of the expulsion is completed.~~

~~OR~~

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.

~~OR~~

~~The district shall place a newly enrolled student expelled from another district or another open-enrollment charter school directly into a regular classroom setting.~~

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.
~~2.~~

Emergency Expulsion Procedures

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

DAEP Placement of Expelled Students

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

Glossary

Abuse is improper or excessive use.

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

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

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

Arson is defined in part by Texas Penal Code 28.02 as:

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:
        i. Knowing that it is within the limits of an incorporated city or town,
        ii. Knowing that it is insured against damage or destruction,
        iii. Knowing that it is subject to a mortgage or other security interest,
        iv. Knowing that it is located on property belonging to another,
        v. Knowing that it has located within it property belonging to another, or
        vi. 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.

1. 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
2. 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.

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

Bullying is defined in Section 37.0832 of the Education Code as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

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

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

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

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

Club is defined by Texas Penal Code 46.01 as an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death. A blackjack, nightstick, 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 defined by Section 37.0832 of the Education Code as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

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

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

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

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

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

Such term does not include an antique firearm.

Firearm silencer is defined by Texas Penal Code 46.01 as 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 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, as defined in Section 37.001(b)(2) of the Education Code.

Hazing is defined by Section 37.151 of the Education Code as an intentional, knowing, 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 defined in Section 37.001(b)(3) of the Education Code as a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

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

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

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

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

Knuckles as defined by Texas Penal Code 46.01 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.

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

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

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

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

Possession means to have an item on one's person or in one's personal property, including, but not limited to, 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 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. The following items unless registered with the U.S. Bureau of Alcohol, Tobacco, Firearms, and Explosives or otherwise not subject to that registration requirement or unless the item is classified as a curio or relic by the U.S. Department of Justice:
    a. An explosive weapon;
    b. A machine gun;
    c. A short-barrel firearm;
2. Knuckles;
3. Armor-piercing ammunition;
4. A chemical dispensing device;
5. A zip gun;
6. A tire deflation device;
7. An improvised explosive device; or
8. A firearm silencer, unless classified as a curio or relic by the U.S. Department of Justice or the actor otherwise possesses, manufactures, transports, repairs, or sells the firearm silencer in compliance with federal law.

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

Public school fraternity , sorority , secret society , or gang means an organization composed wholly or in part of students that seeks to perpetuate itself by taking additional members from the students enrolled in school based on a decision of its membership rather than on the free choice of a qualified student. Educational organizations listed in 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, Texas Penal Code; or
4. Conduct that constitutes the offense of:
    a. Public lewdness under Section 21.07, Texas Penal Code;
    b. Indecent exposure under Section 21.08; Texas Penal Code;
    c. Criminal mischief under Section 28.03, Texas Penal Code;
    d. Personal hazing under Section 37.152, Education Code; or

e. Harassment under Section 42.07(a)(1), Texas 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 defined by Texas Penal Code 46.01 as a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

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

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

Tire deflation device is defined in part by Section 46.01 of the Texas 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 felonies are those crimes listed in Title 5 of the Texas Penal Code that typically involve injury to a person and may include:

- Murder, manslaughter, or homicide under Sections 19.02, – .05, Texas Penal Code;
- Kidnapping under Section 20.03, Texas Penal Code;
- Trafficking of persons under Section 20A.02, Texas Penal Code ;
- Smuggling or continuous smuggling of persons under Sections 20.05 – .06, Texas Penal Code ;
- Assault under Section 22.01, Texas Penal Code ;
- Aggravated assault under Section 22.02, Texas Penal Code ;
- Sexual assault under Section 22.011, Texas Penal Code ;

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

[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 defined by Texas Penal Code 46.01 as 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.



GRANBURY ISD

Parent-Student Handbook

2017- 2018

School Year

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

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GRANBURY INDEPENDENT SCHOOL DISTRICT

GRANBURY, TEXAS 76048

BOARD OF TRUSTEES

Nancy Alana~~Mickey Shearon~~.....President
Mark Jackson~~Nancy Alana~~ ..... Vice President
Barbara Herrington, Ed.D. ..... Secretary
Micky Shearon~~Mark Jackson~~.....Member
Rhonda Rezsofi~~B.J. Wallace~~.....Member
Barbara Townsend.....Member
Chris Tackett.....Member

ADMINISTRATION~~ar~~

James Largent Ed.D. .....Superintendent (817-408-4007)
Ron Holmgreen ..... Assistant Superintendent (817-408-4009)
Dobie Williams .... Assistant Superintendent for Finance and Operations (817-408-4015)
Dwight Butler .....Director of Athletic/Community Education (817-408-4080)
Judy Gentry.....Director CTE (817-408-4280)
Linda Williams ..... Director of Support Services (817-408-4085)
Wes Jones .....Director of Human Resources (817-408-4185)
Randy Leach ..... Director of Facilities/Maintenance (817-408-4075)
Diane Fullerton..... Director of Special Education (817-408-4056)
Terry Slemmons .....Director of Transportation (817-408-4150)
Sharon Williams .....Director of Curriculum and Instruction (817-408-4035)
Amy Wood..... Director of Technology (817-408-4100)

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Jeff Meador…… ……Public Information Officer (817-408-4006)

Rene Jackson ……..Science & Secondary ELA/Foreign Language

At Risk Coordinator (817-408-4031)

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

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Trisha Suitt ..... Elementary ELAR &SS Reading/

Federal Programs Coordinator (817-408-4070)

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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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PREFACE

To Students and Parents:

Welcome to the 2017–18 school year! 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.

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

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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 your campus administrator.

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;
3. Parent's Objection to the Release of Student Information to Military Recruiters and Institutions of Higher Education, 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 15~~on page 4 and **Consent Required Before~~before~~ Student Participation in a Federally Funded Survey, Analysis, or Evaluation** ~~on page 16~~on page 5 for more information.]

Note: References to policy codes are included so that parents can refer to board policy. The district's official policy manual is available for review in the district administration 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.
- When it relates to the promotion of student safety as provided by law for a student receiving special education services in certain settings.

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

[See **Video Cameras** ~~on page 90~~ for more information, including a parent's right to request video and audio equipment be placed in certain special education settings.]

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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, please return the form included in the forms packet OR 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.

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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.

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Note: 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 ~~will~~shall not be administered, even when a signed statement prohibiting its use has not been submitted by the student's caregiver or caseworker.

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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

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without written consent. "Directory information" is information that is generally not considered harmful or an invasion of privacy if released. ~~Examples include a student's photograph for publication in the school yearbook; a student's name and grade level for purposes of communicating class and teacher assignment; the name, weight, and height of an athlete for publication in a school athletic program; a list of student birthdays for generating schoolwide or classroom recognition; a student's name and photograph posted on a district-approved and -managed social media platform; and the names and grade levels of students submitted by the district to a local newspaper or other community publication to recognize the A/B honor roll for a specific grading period. Directory information~~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, 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.

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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:

- 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: 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

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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.

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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 ~~(HIV)~~ or acquired immune deficiency syndrome ~~(AIDS)~~ 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.

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

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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.

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.

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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 ~~U.S.~~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 U.S. 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 95~~on page 95~~~~on page 77~~ 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 school 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.

You are also entitled to request that the school allow your child to take home any instructional materials used by the student. If the school determines that sufficient availability exists to grant the request, the student must return the materials at the beginning of the next school day if requested to do so by the child's teacher.

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.]

~~*Participation in Federally Required, State-Mandated, and District Assessments*~~

~~You may request information regarding any state or district policy related to your child's participation in assessments required by federal law, state law, or the district.~~

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,

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- 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 student education records. For purposes of student records, an "eligible" student is one who is age 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 28~~on page 28on page 15~~, are:

- 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.

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Federal law requires that, as soon as a student reaches the age of 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 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.

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- 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 28~~on page 28~~~~on page 15~~ 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 217 N. Jones, 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 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 97~~on page 97~~~~on page 80~~, and **Complaints and Concerns** on page 53~~on page 53~~~~on page 41~~ for an overview of the process.]

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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 whether the teacher is currently teaching inundergraduate and graduate degree majors, graduate certifications, and the field of ~~discipline~~study of ~~his or her~~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 Military Family Resources at the Texas Education Agency.

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

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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 47~~on page 47~~~~on page 35~~, 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 enrolls in the district after the beginning of the school year will be allowed credit-by-examination opportunities outside the district's established testing windows, and the district will grant proportionate course credit by semester (partial credit) when a student only passes one semester of a two-semester course.

A student who is currently in the conservatorship 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

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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.

[See also **Credit by Examination for Advancement/Acceleration** on page 56~~on page 56~~on page 44, **Course Credit** on page 56~~on page 56~~on page 43, and **Students in Foster Care** on page 105~~on page 105~~on page 87 for more information.]

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Students Who Are Homeless

Children who are homeless will be provided flexibility regarding certain district provisions, including:

- Proof of residency requirements;
- Immunization requirements;
- Educational program placement, if the student is unable to provide previous academic records, or misses an application deadline during a period of homelessness;
- Credit-by-examination opportunities;
- The award of partial credit (awarding credit proportionately when a student passes only one semester of a two-semester course);
- Eligibility requirements for participation in extracurricular activities; and
- Graduation requirements.

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.

A student or parent who is dissatisfied by the district's eligibility, school selection, or enrollment decision may appeal through policy FNG(LOCAL). The district will expedite local timelines, when possible, for prompt dispute resolution.

[See also **Credit by Examination for Advancement/Acceleration** on page 56~~on page 56~~on page 44, **Course Credit** on page 56~~on page 56~~on page 43, and **Homeless Students** on page 86~~on page 86~~on page 68 for more information.]

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Students Who Have Learning Difficulties or Who Need Special Education Services

If a student is experiencing learning difficulties, his or her 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 making a referral for a special education evaluation. For those students who are having difficulty in the regular classroom, schools must consider 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.

A parent may request an evaluation for special education services at any time. If a parent makes a written request to a school district's director of special education services or to a district administrative employee for an initial evaluation for special education services, the school must , not later than the 15th school day after the date the school receives the request, either give the parent prior written notice of its proposal to evaluate the student, a copy of the Notice of Procedural Safeguards, and the opportunity for the parent to give written consent for the evaluation or must give the parent prior written notice of its refusal to evaluate the student and a copy of the Notice of Procedural Safeguards.

If the school decides to evaluate the student, the school must complete the initial evaluation and the resulting report no later than 45 school days from the day the school receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period must be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45 school day timeline. If the school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, the school must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completion, the school must give you a copy of the evaluation report at no cost.

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Additional information regarding special education is available from the school district in a companion document titled "Parent's *Guide to the Admission, Review, and Dismissal Process*."

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

- Texas Project First

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- Partners Resource Network

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.

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.]

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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 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 age 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 ~~6~~six and 19~~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

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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 U.S. 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
- 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. [See on page 37~~on page 37page 24~~ 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:

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- 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.

Students with Disabilities

If a student with a disability is experiencing attendance issues, the student's ARD committee or Section 504 committee will be notified, and the committee will determine whether the attendance issues warrant an evaluation, a re-evaluation, and/or modifications to the student's individualized education program or Section 504 plan, as appropriate.

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 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.

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

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- 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.

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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 student, even with the parent's permission, will not be accepted unless the student is age 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. **Note:** 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 of 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) and attendance 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

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- 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.

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~~ See **Safety Transfers/Assignments** on page 38~~on page 38~~~~on page 24~~.]

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).

[See **Safety Transfers/Assignments** on page 38~~on page 38~~~~on page 24~~, **Dating Violence, Discrimination, Harassment, and Retaliation** on page 57~~on page 57~~~~on page 45~~, **Hazing** on page 80~~on page 80~~~~on page 63~~, policy FFI, and the district improvement plan, a copy of which can be viewed in the campus office.]

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

The district 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.

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. [See **Nondiscrimination Statement** on page 92~~on page 92~~~~on page 75~~ 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.

[See **Food Allergies** on page 83~~on page 83~~~~on page 65~~.]

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,

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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 (DFPS) also manages early intervention counseling programs. [To find out what services may be available in your county, see Texas Department of Family and Protective Services, Programs Available in Your County.]

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

- Child Welfare Information Gateway Factsheet
- KidsHealth, For Parents, Child Abuse
- Texas Association Against Sexual Assault, Resources
- Texas Attorney General, What We Can Do About Child Abuse Part 1
- Texas Attorney General, What We Can Do About Child Abuse Part 2

Reports of abuse or neglect may be made to:

The CPS division of the DFPS (1-800-252-5400 or on the web at Texas Abuse Hotline Website).

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;

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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.

???~~Class Schedules~~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 ~~99~~on page ~~99~~on page ~~82~~ for information related to student requests to revise their course schedule.]

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 distinguished level of achievement under the foundation graduation program (a student must graduate with at least one endorsement and must have taken Algebra II as one of the four required math cources)
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.
- distinguished level of achievement under the foundation graduation program (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 during the summer or

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fall 2018 term, the University will be admitting the top seven 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 38~~on page 22 for information specifically related to how the district calculates a student's rank in class~~,~~ and ~~requirements for~~ **Graduation** ~~on page 34~~**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:

- 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 (TxVSN);
- 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.

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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.

Communications—Automated

Emergency

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. An emergency purpose may include early dismissal or delayed opening because of severe weather or another emergency, or if the campus must restrict access due to a security threat. It is crucial to notify your child's school when a phone number previously provided to the district has changed.

[See **Safety** on page 98~~on page 98~~~~on page 50~~ for information regarding contact with parents during an emergency situation.]

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,

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unless the district amends either or both documents for the purposes of summer instruction.

~~**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 at each district campus is listed below:~~

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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.

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Social Events

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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.

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.

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[See **Substance Abuse Prevention and Intervention** on page 106~~on page 106~~on page 88 and **Suicide Awareness** on page 106~~on page 106~~on page 88.]

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.

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 Examination for Advancement/Acceleration~~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 2017–18~~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 ~~or~~ if a request is made outside of these

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time frames by a student experiencing homelessness or by a student involved in the foster care system. When another entity administers an exam. 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 ~~50~~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 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

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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, sex, gender, national origin, disability, age, 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 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.

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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.

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) and (EXHIBIT) 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

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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 57~~on page 57on page 45~~.]

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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

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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. [See **Extracurricular Activities, Clubs, and Organizations** on page 68~~on page 68~~~~on page 53~~.] 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~~Other~~ (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.

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.

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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 Superintendent 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 ~~placed~~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

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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

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- 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

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- 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

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- 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
- Dress and skirt length must be no shorter than 3 inches above the top of the kneecap

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- 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**.

<u>The Following Will Not Be Permitted:</u>

- 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

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- 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.)
- 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:

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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 ~~may~~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.

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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.

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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 **Error! Bookmark not defined.**~~on page 84~~ and policy FNF.]

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** **Error! Bookmark not defined.**~~on page 84~~ 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.

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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 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 'Before You Text' Sexting Prevention Course, 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 71~~ ~~on page 71~~ ~~on page 57~~ and **Standardized Testing** **Error! Bookmark not defined.** ~~on page 85~~.]

English Language Learners (All Grade Levels)

A student who is an English language learner 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 an English language learner.

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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 that 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.

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR Spanish, as mentioned at **Standardized Testing** Error! Bookmark not defined.~~on page 85~~, may be administered to an English language learner for a student up to grade 5. 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 English language learners who qualify for services.

If a student is considered an English language learner 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.

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. [See **Transportation** on page 107~~on page 107on page 89~~.]

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; 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.

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[See UIL Texas 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:

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than an Advanced Placement (AP) or International Baccalaureate (IB) 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 and 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.

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- 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.
- 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 107~~on page 108~~~~on page 89~~.]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.]

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Fundraising (All Grade Levels)

Student groups or classes and/or parent groups may be permitted to conduct fundraising drives for approved school purposes in accordance with administrative regulations. [For further information, see policies FJ and GE.]

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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

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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 57~~on page 57on page 45~~.]

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)

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 classroom teacher. These guidelines have been reviewed by each applicable curriculum department and have been approved by the campus principal. These guidelines establish the minimum number of assignments, projects, and examinations required for each grading period. 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.

[See **Report Cards/Progress Reports and Conferences** on page 97~~on page 97on page 80~~ for additional information on grading guidelines.]

GRADUATION (Secondary Grade Levels Only)

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

Beginning with students who entered grade 9 in the 2014–15 school year, 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;

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- 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 ~~(SBOE).~~.

Testing Requirements for Graduation

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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 U.S. 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 assessments 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.

[See **Standardized Testing** ~~Error! Bookmark not defined.on page 85~~ for more information.]

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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 78~~on page 78~~~~on page 60~~.

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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.

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Credits Required

The foundation graduation program requires completion of the following credits:

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

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s	**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**
	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
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, Audi Communications; Business Management & Administration; Finance; Hospitality & Tourism; Information Technology; Ma Transportation, or Distribution & Logistics CTE career cluster • The following English electives: public speaking, debate, advanced bro journalism including newspaper and yearbook • Technology applications • A combination of credits from the categories listed above
es	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, Hum Public Safety, Corrections, and Security career cluster • JROTC
manities	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
nary 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 rem 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
d Level of	• A total of four credits in m including credit in Algebra II • A total of four credits in science • Completion of curriculum requirements for at least one endorsement
ments	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
	~~Total~~TOTAL 22 credits 26 credits

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Current Graduation Requirements

Discipline	Foundation Program (HB 5 2014-15)	Minimum HS Program * (Current)	Recommended High 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

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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
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
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)
PE	**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 la**
Fine Arts	**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 eithe following:** •Communication Applicat •Professional Commu (CTE)
Electives	Five credits	**Six and one half credits (one must be an academic elective)**	**Five and one-half credits**
Total Credits	**22**	**22**	**26**

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Additional considerations apply in some course areas, including:

- **Mathematics.** In order to obtain the distinguished level of achievement under the foundation graduation program, which will be included 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 4 mathematics credits.

- **Physical education.** 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.

Language other than English. Students are required to earn 2 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.

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Available Endorsements

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

- Science, Technology, Engineering, and Mathematics;
- Business and Industry;
- Public Services;
- Arts and Humanities; or
- Multidisciplinary Studies.

Personal Graduation Plans

A personal graduation plan will be developed for each high school student. 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.

~~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: The district may require the completion of certain courses for graduation even if these courses are not required by the state for graduation.

Please be aware that not all courses are offered at every secondary campus in the district. A student who wants to take a course not offered at his or her regular campus should contact the school counselor about a transfer or other alternatives. If the parents of at least 22 students request a transfer for those students to take a course in the required

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curriculum other than fine arts or CTE, the district will offer the course for the following year either by teleconference or at the school from which the transfers were requested.

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.

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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).]

ARD committees for students with disabilities who receive special education services 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 Activities

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Graduation activities will include:

- [Activity]
- [Activity]
- [Activity]

~~The following students and student groups shall be recognized at graduation ceremonies:~~

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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.

[See FNA(LOCAL) and the Student Code of Conduct. For student speakers at other school events, see **Student Speakers** on page 105~~on page 106~~on page 88.]

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. [See **Fees** on page 69~~on page 69~~on page 55.]

Scholarships and Grants

- Students who have a financial need according to federal criteria and who complete the foundation graduation program, may be eligible under the TEXAS 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 57~~on page 57~~on page 45.]

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.

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[See **Bullying** on page 47~~on page 47~~~~on page 35~~ 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 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.

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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).

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, and the Department of State Health Services.

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Note: DSHS requires at least one meningococcal vaccination on or after the student's 11th birthday, unless the student received the vaccine at age 10. 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.

[See **Immunization** on page 86~~on page 86~~~~on page 68~~ 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 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.

[~~See~~ policy FFAF and **Celebrations** on page ~~49~~~~on page 49~~~~on page 36~~.]

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 DSHS website Managing Head Lice.

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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 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 31~~on page 31on page 17~~ 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.

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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.

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 U.S. 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

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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 **Students Who Are Homeless** on page 39~~on page 39~~~~on page 25~~.]

HOMEWORK (All Grade Levels)

ILLNESS

[See **Student Illness** under **Health-Related Matters** on page 81~~on page 81~~~~on page 63~~.]

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 Affidavit Request for Exemption from Immunization. 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; rubeola (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 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.

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

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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 lifelong 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: Texas School & Child-Care Facility Immunization Requirements.]

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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.

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Students Taken Into Custody

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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.

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- To comply with a properly issued directive to take a student into custody.

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 policy FL(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

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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 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.

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.

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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 **Attendance for Credit or Final Grade** on page ~~45on page 45on page 32~~.]

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.

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).]

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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 nurse's 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 a 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.

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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.

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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:

- 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.

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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.

- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Wendy Gandy, 217 N. Jones, Granbury, Texas 76048, 817-408-4007.
- 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, and GKD.]

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 55~~on page 55~~~~on page 42~~.]
- 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 97~~on page 97~~~~on page 80~~.]

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- Becoming a school volunteer. [For further information, see policy GKG and **Volunteers** on page 110~~on page 110~~~~on page 91~~.]
- 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.
- 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 (SHAC)** on page 84~~on page 84~~~~on page 66~~.]
- 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 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.

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[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 U.S. 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 32~~on page 32~~~~on page 18~~.]

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 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.

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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** **Error! Bookmark not defined.**~~on page 85~~.]

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 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 classified as English language learners—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

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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** on page 78~~on page 78~~~~on page 60~~.]

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. [See **Grade Level Classification** on page 71~~on page 71~~~~on page 56~~.]

Students will also have multiple opportunities to retake EOC assessments. [See **Graduation** on page 71~~on page 71~~~~on page 57~~ and **Standardized Testing** **Error! Bookmark not defined.**~~on page 85~~ for more information about EOC assessments.]

RELEASE OF STUDENTS FROM SCHOOL

[See **Leaving Campus** on page 88~~on page 88~~~~on page 70~~.]

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES (All Grade Levels)

we offer parents the offer to receive the

Report cards with each student's grades or performance and absences in each class or subject are offered to parents. issued to parents at least once every 6 weeks.

At the end of the [first three weeks of a grading period OR during the fourth week of a nine-week 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 75~~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 57.~~]on page 40.]

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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 57~~on page 57on page 45~~.]

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~~Safety~~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.

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- 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.

Accident Insurance

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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

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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.

~~The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. It is crucial to notify your child's school when a phone number previously provided to the district has changed.~~

If the campus must close, delay opening, or restrict access to the building because of an emergency, the district will ~~also~~ alert the community in the following ways: GISD website, social media, and/or automated phone message/email.

SAT, ACT, ~~and Other Standardized Tests~~AND OTHER STANDARDIZED TESTS

[See **Standardized Testing** ~~on page 85.~~]on page 89.]

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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.

~~The following areas are open to students before school, beginning at _____ a.m.~~

- ~~[Open area]~~
- ~~[Open area]~~
- ~~[Open area]~~
- ~~[Open area]~~

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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 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

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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.]

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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 51~~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.]

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). ~~Also see **Steroids** on page 87.~~]

SEXUAL HARASSMENT

[See **Dating Violence, Discrimination, Harassment, and Retaliation** ~~on page 45.~~]on page 28.]

SPECIAL PROGRAMS (All Grade Levels)

The district provides special programs for gifted and talented students, homeless students, ~~students in foster care,~~ bilingual students, migrant students, students with

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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.

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.

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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

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- 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 78~~on page 63 for additional information.]

STAAR~~ Alternate 2 is~~ 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 Spanish~~STAAR-L is a linguistically accommodated assessment that is available for ~~eligible students for whom a~~ certain limited English proficient (LEP) students, as determined by the student's Language Proficiency Assessment Committee (LPAC). A Spanish version of STAAR is ~~the most appropriate measure of their academic progress~~also available to students through grade 5 who need this accommodation.

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
- ~~U.S.~~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

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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 ~~is available,~~ for ~~eligible~~ 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.

~~An~~A student's ARD committee for ~~a student~~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.

~~[See~~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 57~~on page 40 for additional information.]

~~Steroids~~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~~STUDENTS IN FOSTER CARE (All Grade Levels)

In an effort to provide educational stability, the district ~~will~~strives to assist any student who is currently placed or newly placed in foster care (temporary or permanent custody of the state~~, sometimes referred to as substitute care~~) with the enrollment and registration process, as well as other educational services throughout the student's enrollment in the district.

Please contact Sharon Williams, who has been designated as the district's foster care liaison, at 817-408-4035, with any questions.

~~[See **Students in the Conservatorship of the State** on page 25 for more information.]~~

~~Student Speakers~~STUDENT SPEAKERS (All Grade Levels)

The district provides students the opportunity to introduce the following school events: ~~[include here those events listed in FNA(LOCAL) at INTRODUCTORY SPEAKERS].~~

1. High school assemblies where students speak;
2. Pep rallies;
3. Student election speeches;

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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 57~~on page 39

for information related to student speakers at graduation ceremonies.]

~~Substance Abuse Prevention and Intervention~~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 Texas Department of State Health Services (DSHS)~~The TDSHS maintains information regarding children's mental health and substance abuse intervention services on its website: ~~Services for Children and Adolescents~~http://www.dshs.state.tx.us/mhsa-child-adolescent-services/.

~~Suicide Awareness~~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 ~~Texas Suicide Prevention~~ http://www.texassuicideprevention.org or contact the school counselor for more information related to suicide prevention services available in your area.

~~Summer School~~SUMMER SCHOOL (All Grade Levels)

~~Tardies~~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)

~~A~~Tardiness will be addressed through the student ~~who is tardy to class~~code of conduct by ~~more than ___ minutes will be assigned to detention hall. Repeated instances of~~

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~~tardiness will result in more severe disciplinary action,~~each campus in accordance with the Student Code of Conduct.

~~Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials~~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~~TRANSFERS (All Grade Levels)

The principal is authorized to transfer a student from one classroom to another.

[See **Safety Transfers/Assignments** ~~on page 34,~~ on page 12, Bullying ~~on page 35,~~ on page 19, and **Students Who Have Learning Difficulties or Who Need Special Education Services** ~~on page 26,~~ on page 13 for other transfer options.]

~~Transportation~~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.

~~Bus routes and stops will be designated annually, and any subsequent changes will be posted at the school and on the district's website. For the safety of the operator of the vehicle and all passengers, students must board buses or other vehicles only at authorized stops, and drivers must unload passengers only at authorized stops.~~

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~~*Use if the district receives additional funding from TEA for hazardous conditions that exist within two miles of a campus:* The district has identified the following areas where hazardous conditions exist for students who live within two miles of the campus:~~

~~[List specific areas.]~~

~~Because students in these areas might encounter hazardous conditions when traveling to and from school independently, the district will provide transportation to these students. Please contact _____ for additional information.~~

A parent may also designate a child-care facility or grandparent's residence as the regular ~~pickup~~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 ~~or to designate an alternate pickup or drop-off location~~, you may ~~contact [phone number of office providing information]~~ 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 ~~and other district vehicles~~ remain in good condition and that transportation is provided safely. When riding in district vehicles~~, including buses~~, 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 ~~vehicle~~bus or van in an orderly manner at the designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the ~~vehicle~~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 ~~vehicle~~bus or van.
- Not possess or use any form of tobacco ~~or e-cigarettes in any district vehicle~~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 ~~vehicle~~bus or van and before crossing in front of the vehicle.

~~• Follow any other rules established by the operator of the vehicle.~~

Misconduct will be punished in accordance with the Student Code of Conduct; ~~the privilege to ride in a district vehicle, including a school bus,~~bus-riding privileges may be suspended ~~or revoked~~.

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~~Vandalism~~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~~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.

~~Upon request of a parent of a student who receives special education services, a staff member, or a board member, state law requires the district to place video and audio recording equipment in a classroom in which the student spends at least 50 percent of his or her instructional day, referred to in the law as a self-contained classroom. The majority of students in this type of classroom must also be students who receive special education services. Before the district places a video camera in a classroom or other setting in which your child receives special education services, the district will provide notice to you. Please speak directly with the principal for further information or to request the installation and operation of this equipment.~~

~~[See EHBAF(LOCAL).]~~

~~Visitors to the School~~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.

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All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

Visitors Participating in Special Programs for Students

~~On [your district's name for any special program related to postsecondary opportunities and date, if offered],~~ 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~~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~~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~~WITHDRAWING FROM SCHOOL (All Grade Levels)

A student under ~~age~~ 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 ~~age~~ 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

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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 ~~U.S.~~United States History.

ESSA is the Every Student Succeeds Act passed by the federal government in December 2015.

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

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informed; accommodations for state or districtwide tests; whether successful completion of state-mandated assessments is required for graduation, etc.

IGC is the individual graduation committee, formed in accordance with state law, to determine a student's eligibility to graduate when the student has failed to demonstrate satisfactory performance on no more than two of the required state assessments.

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.

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 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 ~~Spanish~~**Linguistically Accommodated (STAAR L)** is an alternative state-mandated assessment ~~administered to eligible students~~with linguistic accommodations

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designed for ~~whom a Spanish version of STAAR is the most appropriate measure of their academic progress~~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.

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

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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, 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.

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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:

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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.

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- 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.

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.

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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 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:

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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

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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:

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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 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.

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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.

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.

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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.

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.

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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.

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~~Appendix: Freedom from~~ 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.

Dual Enrollment:

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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:

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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):

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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

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- 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
- 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:

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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:

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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.

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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, 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

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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

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

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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

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.

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(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

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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

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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

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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**
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)

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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.

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.

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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:

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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:

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.

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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:

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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.

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.

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Schedule Changes: (9-12):

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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:

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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:

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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:

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- 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.

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

~~**Policy**~~

~~***Note to handbook developer:** Because state law requires that the district's policy on bullying be distributed in its Student Handbook(s), the following has been formatted for you to more easily insert the district's FFI(LOCAL) policy here rather than in the body of the handbook itself.~~

Note that school board policies may be revised at any time. For legal context and the most current copy of the local policy, visit ~~[insert a link to policy code FFI]~~ http://pol.tasb.org/Policy/Code/669?filter=FFI. Below is the text of ~~[your district's name]'s~~Granbury ISD's policy FFI(LOCAL) as of the date that this ~~handbook~~Handbook was finalized for this school year.

~~**Student Welfare: Freedom from Bullying**~~

~~Policy~~ STUDENT WELFARE: FREEDOM FROM BULLYING FFI(LOCAL) ~~adopted~~

Adopted on ~~[board adoption date]~~: May 21, 2012

~~[Paste the text of your bullying policy FFI(LOCAL) here as plain text ("Keep text only") and then reformat it with the handbook styles.]~~

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

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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

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 DURES

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 RT

The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall

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promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.

NCLUDING THE STIGATION

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.

CE TO PARENTS

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

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Retention of records shall be in accordance with CPC(LOCAL).

ACCESS TO POLICY AND PROCEDURES

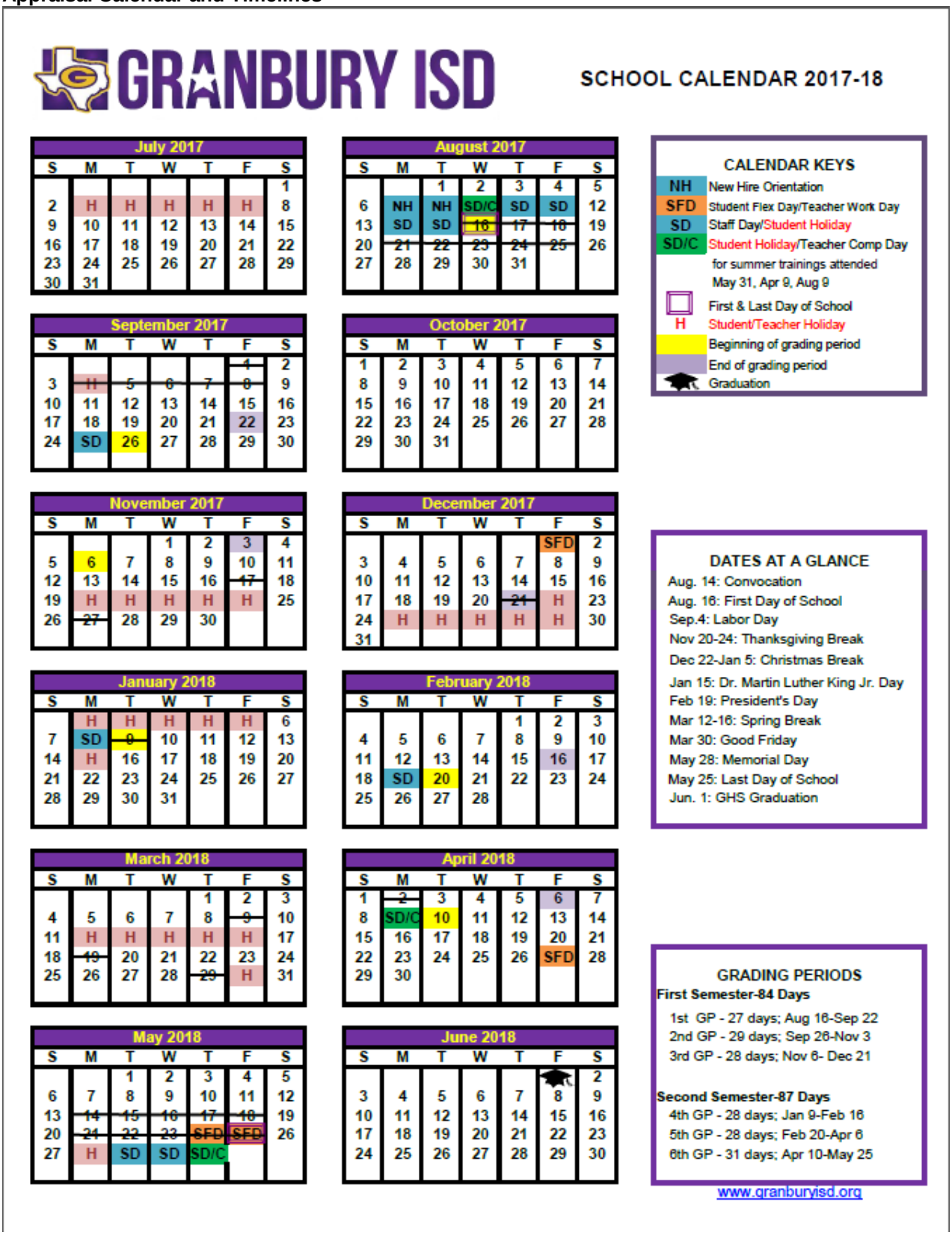
This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's Web site, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.

DRAFT

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Appraisal Calendar and Timelines



Policy DNA (Legal), DNA (Local)

- Teacher Orientation on ~~PDAS~~ **Appraisal System**: August ~~16 – August 19~~**10, 11, 14 and 15**
- Teacher Self-Report I due: on or before September ~~9~~**8**
- Formal Observation: Unannounced and may occur any date shown on calendar not marked out. Formal Observations shall: not occur on days scheduled for ~~TAKS,~~ STAAR (All other campuses can schedule formal observation when the HS is giving ~~Exit TAKS,~~ EOC **or the District adopted Local Appraisal System** ~~etc.~~); be conducted in accordance with Texas Education Code, Subchapter H, section 21.351-21.356
- Walk through visits: Any date in which school is in session. (Documentation shared within 10 days)
- Teacher Self-Report II & III: April ~~21, 2017~~**20, ~~2018~~** deadline
- Summative Annual Conference: Before May ~~5, 2017~~ **9, 2018**
- Policy DNA (Local)

▬ Indicates days on which appraisals cannot occur.

*****NO TEACHER APPRAISALS ON ANY DAY A CAMPUS IS STAAR TESTING*****

2017-18 Appraisers
Principals and Assistant Principals

- Anna Roe,
- Karla Wilmeth,
- Robert Herrera
- Deanna Bledsoe
- Jincy Ross
- Leslie Ghiglieri
- Kellie Lambert
- Laura Meek
- Stacie Brown
- Denisa Mendel
- Donnie Cody
- Chelsey Gibson
- Margaret Rodriguez
- Jimmy Dawson
- Kristie Berryman
- John Dafoe
- Pat Yelverton
- Jeff Berryman
- Jeremy Ross
- Tammy Clark
- Jimmy Heffernan
- Dina Carlton D
- Dale Hunt
- Patti Sanderson

GRANBURY ISD

Quality implementation of the TEKS
everyday, in every classroom,
for every student.

2017-2018

EMPLOYEE HANDBOOK

~~600 West Pearl~~ 217 N. Jones Street
Granbury, Texas 76048
(817) 408-4000
www.granburyisd.org

If you have difficulty accessing the information in this document because of a disability, please e-mail Jeff.Meador@granburyisd.org

GRANBURY INDEPENDENT SCHOOL DISTRICT

BOARD OF TRUSTEES

Micky Shearon.....~~President~~**Member**
Nancy Alana .....~~Vice~~ President
Barbara Herrington, Ed. D. ..... Secretary
Mark Jackson..... ~~Member~~**Vice President**

Barbara Townsend.....Member
Chris Tackett .....Member
~~B.J. Wallace~~ **Rhonda Rezsofi**. .....Member

ADMINISTRATION

Dr. James Largent..... Superintendent (408-4007)
Ron Holmgreen ....Assistant Superintendent of Administrative Services (408-4009)
Lewis "Dobie" Williams .....Assistant Superintendent of Finance and Operations (408-4015)
Dwight Butler ..... Director of Athletics/Community Education (408-4080)
Diane Fullerton..... Director of Special Education (408-4056)
Judy Gentry ..... Director of CTE (408-4282)
Wes Jones ....……...Director of Human Resources (408-4181)
Randy Leach.....Director of Maintenance/Facilities (408-4075)
Terry Slemmons .....Director of Transportation (408-4155)
Linda Williams .....Director of Support Services (408-4085)
Sharon Williams .....Director of Curriculum (408-4040)
Amy Wood .....Director of Technology (408-4100)
Jeff Meador.....Communications Director (408-4006)
Wendy Gandy.....Dyslexia/Section 504 Curriculum Coordinator (408-4415)
Amy Gilbert..... Testing Coordinator/Advanced Academics (408-4041)
Rene Jackson ..... Secondary ELA, Science & Foreign Language Curriculum Coordinator (408-4031)
Becky Strain…….Secondary Math & Social Studies Coordinator (408-4144)
Latrisha Suitt ..... Special Programs Coordinator (408-4068)
Sharon Williams .....Extended Day Supervisor (408-4035)
Curtis Starnes..... Network Administrator (408-4104)
Anna Roe.....Principal, Acton Elementary School (408-4200)
Robert Herrera ..... Principal, Baccus Elementary School (408-4300)
Jincy Ross..... Principal, Brawner Intermediate (408-4950)
Kellie Lambert..... Principal, Emma Roberson Elementary School (408-4500)
Stacie Brown ..... Principal, Mambrino School (408-4900)
Donnie Cody..... Principal, Oak Woods School (408-4750)
Jimmy Dawson .....Principal, Acton Middle School (408-4800)
Pat Yelverton..... Principal, Granbury Middle School (408-4850)
Jeremy Ross.....Principal, Granbury High School (408-4600)
~~Ginna Marks~~ **Margaret Flores-Rodriguez** .....Principal, STARS Academy (408-4450)
~~Ginna Marks~~ **Margaret Flores-Rodriguez** .....Principal, Behavioral Transition Center (408-4400)

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Employee Handbook Receipt

Name_____Campus/Department_____

I hereby acknowledge that I understand that the:

1. **Granbury ISD Policies**
2. **Granbury ISD Employee Handbook**
3. **Granbury ISD Parent-Student Handbook**
4. **GISD Computer Acceptable Use Policies**
5. **GISD Safety Manual**
6. **GISD Notification of Annualized Compensation**

are all on-line at *www.granburyisd.org* and accessible by me. I agree to read the handbook, the policies listed below, the Computer Acceptable Use Policy, and the appropriate Safety Manual for my position. I will abide by the standards, policies, and procedures defined or referenced in those documents. I understand I am responsible for preventing accidents by observing all established safety rules and regulations of the District. Additionally, I understand that violation of these policies and/or any safety procedures may result in disciplinary action, including possible termination and/or termination of rights to use the District network and/or possible civil and criminal penalties.

The information in this handbook is subject to change. I understand that changes in District policies may supersede, modify, or eliminate the information summarized in this booklet. As the District provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will relationships are intended by this handbook.

I understand that a computer and printer are readily accessible to me on the campus or in the department to which I have been assigned. I also understand that upon reasonable request, I can use a computer and printer to access and print any of the following listed policies and all other GISD policies and other official documents during regular working hours. I further understand that if I do not know how to use the computer, my supervisor will provide the means for me to access the information. Also, I understand that it is very important that I am aware of the information contained in all of the policies both (LEGAL) and (LOCAL) listed below. These are found on-line at *www.granburyisd.org*.

Policy Code

AE	BA	BB	BD series	BE series	BQ series
CAA	CE	CFEA	CH	CK series	CLB
CO	CQ	CRD	CRE	CRF	DAA
DBA	DBAA	DBD	DC series	DEA	DEAA
DEAB	DEE	DF series	DFA series	DFAC	DFB seriesDFD
DFF	DG	DGA	DGBA	DH	DHE
DI	DIA	DK	DL	DMD	DN series
EFA	EFE	EIA	EIE	FB	FD series
FEB	FFAC	FFAD	FFG	FFH	FFI
FL	FN series	FNC series	FNG	FO series	GBA series
GKA	GKD series	GKG	GRA		

I understand that I have an obligation to inform my supervisor and the GISD HR office of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the GISD Human Resources Office if I have any questions, concerns, or need further explanations. I also understand that I may request, in writing, a hard copy of this Employee Handbook from the Human Resources Office, or use the electronic access and/or use both methods to access this information.

I further understand that all certified employees are required to provide accurate contact information to the State Board of Educator Certification.

** Finally, I understand that as a salaried (professional or paraprofessional) employee that I will be paid on a 12 month basis. **

_____

Signature Date Note: Sign, date and return to your supervisor.

** Applies only to Professional and Paraprofessional employees.

Introduction

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all District policies and procedures are included. Those that are included have been summarized. Suggestions for additions and improvements to this handbook are welcomed and may be faxed to Wes Jones, Director of Human Resources @ 817-408-4199.

This handbook is neither a contract nor a substitute for the official District Policy Manual. It is not intended to alter the at-will status of noncontract employees in any way. Rather, the handbook is a guide to and a brief explanation of various district policies and procedures related to employment*. District policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate District office. Policy manuals are located in the Central Administration Office at ~~600 West Pearl~~ **217 N. Jones** Street and are available for employee review during normal working hours. Additionally, all GISD policies, forms and exhibits are available ~~on-line~~ **online** at www.granburyisd.org and can be accessed and printed by all employees. Contact your immediate supervisor about access to computers during normal working hours.*

District Information

Description of the District

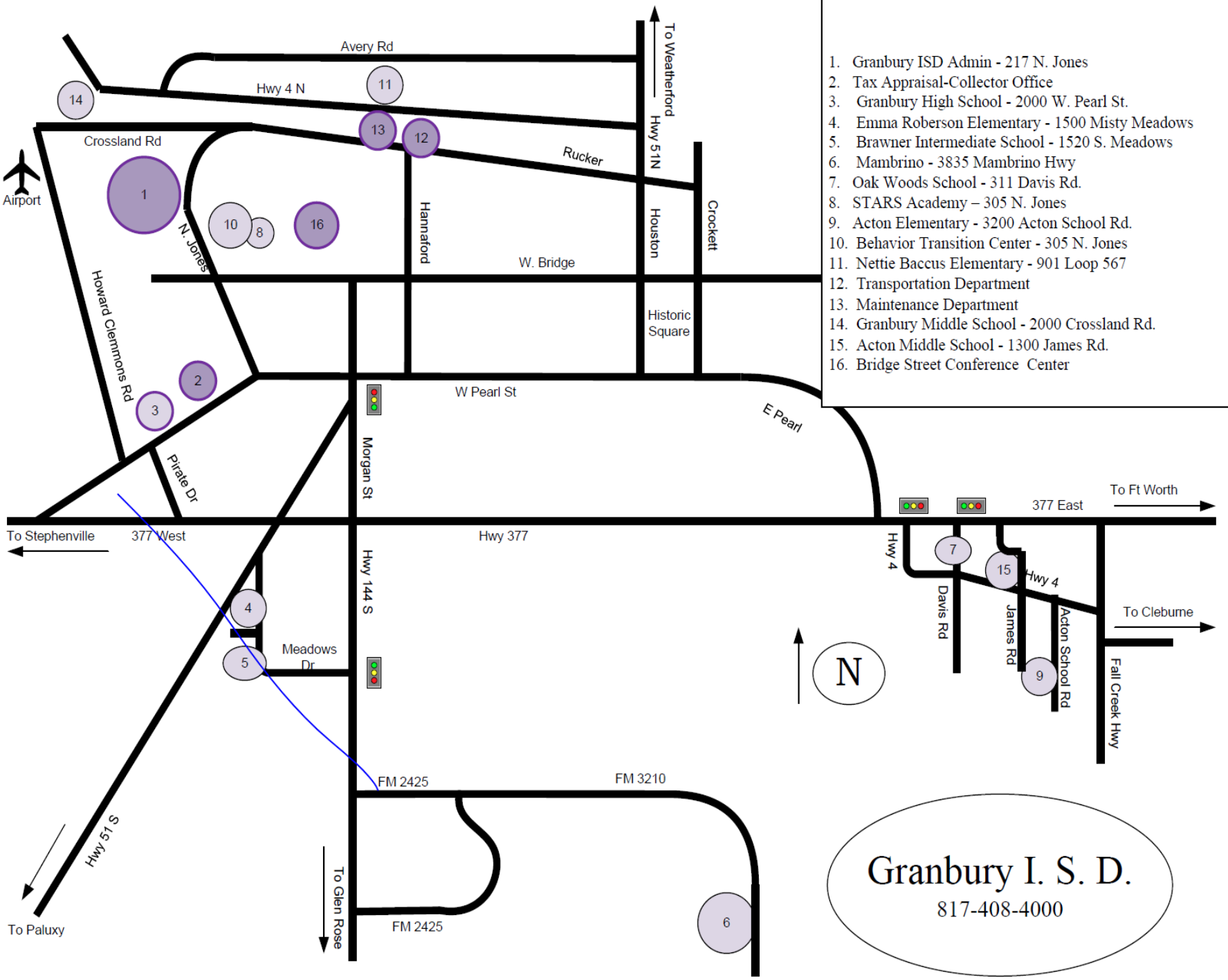
Granbury ISD has ten campuses and serves approximately 7,000 students.

Granbury High School, serves students in grades 9 -12 and provides a complete array of curricular and extra-curricular programs. For students in grades 6-8, Acton Middle School and Granbury Middle School provide extensive extra-curricular programs that complement the curriculum. An Alternative Education Campus is provided for high school students through STARS Accelerated High School. The Behavior Transition Center provides an alternative setting for students who must be removed from the regular instructional program for disciplinary reasons.

The school district is divided into five elementary attendance zones: Acton Elementary School (PK-5); Nettie Baccus Elementary School (PK-5); Mambrino School (PK-5); Oak Woods School (PK-5); Emma Roberson Elementary School (PK-2) and Brawner Intermediate School (3-5).

The District covers more than 254 square miles of Hood County, with small areas of Somervell County, Parker County and Johnson County also within the District boundaries. More than 50 regular bus routes cover 5,500 miles daily and provide transportation to an average of 3,800 students daily.

The District provides specialized instructional assistance through its Career and Technical Education Department, Curriculum Department, Special Education Department and Technology Department. Additional Support is provided through the Athletics and Community Education Department, Business Office, Communications Department, Facilities and Maintenance Department, Human Resources Department, Support Services Department and Transportation Department.


1. Granbury ISD Admin - 217 N. Jones
2. Tax Appraisal-Collector Office
3. Granbury High School - 2000 W. Pearl St.
4. Emma Roberson Elementary - 1500 Misty Meadows
5. Brawner Intermediate School - 1520 S. Meadows
6. Mambrino - 3835 Mambrino Hwy
7. Oak Woods School - 311 Davis Rd.
8. STARS Academy – 305 N. Jones
9. Acton Elementary - 3200 Acton School Rd.
10. Behavior Transition Center - 305 N. Jones
11. Nettie Baccus Elementary - 901 Loop 567
12. Transportation Department
13. Maintenance Department
14. Granbury Middle School - 2000 Crossland Rd.
15. Acton Middle School - 1300 James Rd.
16. Bridge Street Conference Center
Avery Rd
Hwy 4 N
To Weatherford
Hwy 51N
Crossland Rd
Rucker
Airport
N. Jones
Hannaford
Houston
Crockett
W. Bridge
Historic Square
Howard Clemmons Rd
Pirate Dr
W Pearl St
E Pearl
Morgan St
To Ft Worth
377 East
To Stephenville
377 West
Hwy 377
Hwy 4
Davis Rd
Hwy 4
James Rd
Acton School Rd
To Cleburne
Fall Creek Hwy
Hwy 144 S
Meadows Dr
N
FM 2425
FM 3210
Hwy 51 S
To Glen Rose
FM 2425
To Paluxy
Granbury I. S. D.
817-408-4000

Public Education Mission, Goals and Objectives *(Policy AE)*

The mission of the Texas public education system is to ensure that all Texas children have access to a quality education that enables them to achieve their full potential and fully participate now and in the future in the social, economic, and educational opportunities in our state and nation. That mission is grounded on the conviction that a general diffusion of knowledge is essential for the welfare of Texas and for the preservation of the liberties and rights of Texas citizens. It is further grounded on the conviction that a successful public education system is directly related to a strong, dedicated, and supportive family and that parental involvement in the school is essential for the maximum educational achievement of a child. The objectives of public education are:

OBJECTIVE 1: Parents will be full partners with educators in the education of their children.
OBJECTIVE 2: Students will be encouraged and challenged to meet their full educational potential.
OBJECTIVE 3: Through enhanced dropout prevention efforts, all students will remain in school until they obtain a diploma.
OBJECTIVE 4: A well-balanced and appropriate curriculum will be provided to all students.
OBJECTIVE 5: Educators will prepare students to be thoughtful, active citizens who have an appreciation for the basic values of our state and national heritage and who can understand and productively function in a free enterprise society.
OBJECTIVE 6: Qualified and highly effective personnel will be recruited, developed and retained.
OBJECTIVE 7: Texas students will demonstrate exemplary performance in comparison to national and international standards.
OBJECTIVE 8: School campuses will maintain a safe and disciplined environmental conducive to student learning.
OBJECTIVE 9: Educators will keep abreast of the development of creative and innovative techniques in instruction and administration using those techniques as appropriate to improve student learning.
OBJECTIVE 10: Technology will be implemented and used to increase the effectiveness of student learning, instructional management, staff development and administration.

The academic goals of public education are to serve as a foundation for a well-balanced and appropriate education. The students in the public education system will demonstrate exemplary performance in:

GOAL 1: The reading and writing of the English language.
GOAL 2: The understanding of mathematics.
GOAL 3: The understanding of science
GOAL 4: The understanding of social studies

Board of Trustees *(Policies BA, BB series, BD series, and BE series)*

Texas law grants the Board of Trustees the power to govern and oversee the management of the District's schools. The Board is the policy-making body within the District and has overall responsibility for curriculum, school taxes, annual budget, facilities, as well as employment of the Superintendent and other professional staff. The Board has complete and final control over school matters within limits established by state and federal regulations.

The Board of Trustees is elected by the citizens of the District to ensure a strong educational program for the District's children. Board Members are elected by position or place and serve three-year terms. Board Members serve without compensation, must be qualified voters, and must reside in the District.

Current Board members Include:
Nancy Alana, ~~Vice~~ President, Position 4
Mark Jackson, ~~Member~~**Vice President**, Position 5
Barbara Herrington, Ed.D., Secretary, Position 2
~~B. J. Wallace~~**Rhonda Rezsofi**, Member, Position 7
Micky Shearon, ~~President~~**Member**, Position 3
Chris Tackett, Member, Position 1
Barbara Townsend, Member, Position 6

Regular meetings of the Board shall be scheduled in June of each year for a year in advance. Regular meetings shall be scheduled to begin with closed session at 5:00 p.m. and regular business to begin at 6:00 p.m. Workshops or Board training are also held, when needed, in the Board Room. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district website and at the Superintendent's office at least 72 hours' before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two hour notice.

All meetings are open to the public. Under the following circumstances, Texas law permits the Board to meet in closed session to discuss the following topics: prospective gifts or donations, real property acquisition, personnel matters including conferences with employees and employee complaints, security matters, student discipline, or to consult with attorneys.

Board Meeting Schedule for ~~2016-2017~~2017-2018

July ~~25, 2016~~**24, 2017**
August ~~22, 2016~~**21, 2017**
September ~~19, 2016~~**18, 2017**
October ~~17, 2016~~**16, 2017**
November ~~14, 2016~~**13, 2017**
December ~~12, 2016~~**11, 2017**
January ~~23, 2017~~**22, 2018**
February ~~20, 2017~~**19, 2018**
March ~~27, 2017~~**19, 2018**
April ~~17, 2017~~**16, 2018**
May ~~15, 2017~~**21, 2018**
June ~~19, 2017~~**18, 2018**

Central Administration:

Dr. James Largent Superintendent	408-4000
Ron Holmgreen, Assistant Superintendent of Administrative Services	408-4000
Wes Jones, Director of Human Resources	408-4181
Lewis "Dobie" Williams, Assistant Superintendent of Finance and Operations	408-4015
Amy Wood, Director of Technology	408-4100
Sharon Williams, Director of Curriculum and Instruction and ESD Program	408-4040
Diane Fullerton, Director of Special Education	408-4050
Dwight Butler, Director of Athletics and Community Education	408-4080
Terry Slemmons, Director of Transportation	408-4150
Randy Leach, Director of Maintenance/Facilities	408-4075
Judy Gentry, Director of CTE	408-4282
Linda Williams, Director of Support Services	408-4085
Amy Gilbert, Testing Coordinator ESL/Bilingual	408-4041
Becky Strain, Secondary Math/Social Studies Coordinator and GT	408-4144
Rene Jackson, Secondary ELA/Foreign Lang. & Science Coordinator & At-Risk	408-4031
Latrisha Suitt, Coordinator ELA/SS and Federal Programs	408-4070
Curtis Starnes, Network Administrator	408-4104

Helpful Contacts

From time to time, employees have questions or concerns. If those questions or concerns cannot be answered by the handbook or by supervisors or at the campus or department level, the employee is encouraged to contact the appropriate department as listed below.

	Dept #	Fax #
Human Resources Department	408-4185	4199
Payroll Department	408-4139	4199
Business Office	408-4015	4033

Curriculum Office	408-4035	4045
Special Education	408-4050	4067
Employee Health Insurance Benefits	408-4191	4199

Campus Administration

Granbury High School–408-4600
2000 West Pearl
Jeremy Ross, Principal
Tammy Clark, Assistant Principal
Jimmy Heffernan, Assistant Principal
~~Ammie Hill~~**Dina Carlton**, Assistant Principal
Dale Hunt, Assistant Principal
Patti Sanderson, Assistant Principal

Acton Middle School–408-4800
1300 James Road
Jimmy Dawson, Principal
Kristie Berryman, Assistant Principal
John Dafoe, Assistant Principal

Granbury Middle School–408-4850
2000 Crossland
Pat Yelverton, Principal
Jeff Berryman, Assistant Principal
Margaret Flores, Assistant Principal

Brawner Intermediate School–408-4950
1520 S. Meadows
Jincy Ross, Principal
Leslie Ghiglieri, Assistant Principal

Oak Woods School–408-4750
311 Davis Road
Donnie Cody, Principal
Chelsey Gibson, Assistant Principal

Mambrino School–408-4900
3835 Mambrino Highway
Stacie Brown, Principal
Denisa Mendel, Assistant Principal

Acton Elementary School–408-4200
3200 Acton School Road
Anna Roe, Principal
Karla Willmeth, Assistant Principal

Nettie Baccus Elementary School–408-4300
901 Avery Road
Robert Herrera, Principal
Deanna Bledsoe, Assistant Principal

Emma Roberson Elementary School–408-4500
1500 Misty Meadows
Kellie Lambert, Principal
Laura Meek, Assistant Principal

STARS Academy–408-4450
301 N. Hannaford
~~Ginna Marks~~ **Margaret Flores-Rodriguez**, Principal

Behavioral Transition Center–408-4400
301 N. Hannaford
~~Ginna Marks~~ **Margaret Flores Rodriguez**, Principal

Appraisal Calendar and Timelines

GRANBURY ISD

SCHOOL CALENDAR 2017-18

July 2017

S	M	T	W	T	F	S
						1
2	H	H	H	H	H	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2017

S	M	T	W	T	F	S
		1	2	3	4	5
6	NH	NH	SD/C	SD	SD	12
13	SD	SD	~~16~~	~~17~~	~~18~~	19
20	~~21~~	~~22~~	~~23~~	~~24~~	~~25~~	26
27	28	29	30	31		

September 2017

S	M	T	W	T	F	S
					~~4~~	2
3	~~H~~	~~5~~	~~6~~	~~7~~	~~8~~	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	SD	26	27	28	29	30

October 2017

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	~~17~~	18
19	H	H	H	H	H	25
26	~~27~~	28	29	30		

December 2017

S	M	T	W	T	F	S
					SFD	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	~~21~~	H	23
24	H	H	H	H	H	30
31						

January 2018

S	M	T	W	T	F	S
	H	H	H	H	H	6
7	SD	~~9~~	10	11	12	13
14	H	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2018

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	SD	20	21	22	23	24
25	26	27	28			

March 2018

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	~~9~~	10
11	H	H	H	H	H	17
18	~~19~~	20	21	22	23	24
25	26	27	28	~~29~~	H	31

April 2018

S	M	T	W	T	F	S
1	~~2~~	3	4	5	6	7
8	SD/C	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	SFD	28
29	30					

May 2018

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	~~14~~	~~15~~	~~16~~	~~17~~	~~18~~	19
20	~~21~~	~~22~~	~~23~~	~~SFD~~	~~SFD~~	26
27	H	SD	SD	SD/C		

June 2018

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CALENDAR KEYS

- NH — New Hire Orientation
- SFD — Student Flex Day/Teacher Work Day
- SD — Staff Day/Student Holiday
- SD/C — Student Holiday/Teacher Comp Day for summer trainings attended May 31, Apr 9, Aug 9
- First & Last Day of School
- H — Student/Teacher Holiday
- Beginning of grading period
- End of grading period
- Graduation

DATES AT A GLANCE

Aug. 14: Convocation
Aug. 16: First Day of School
Sep.4: Labor Day
Nov 20-24: Thanksgiving Break
Dec 22-Jan 5: Christmas Break
Jan 15: Dr. Martin Luther King Jr. Day
Feb 19: President's Day
Mar 12-16: Spring Break
Mar 30: Good Friday
May 28: Memorial Day
May 25: Last Day of School
Jun. 1: GHS Graduation

GRADING PERIODS

First Semester-84 Days

1st GP - 27 days; Aug 16-Sep 22
2nd GP - 29 days; Sep 26-Nov 3
3rd GP - 28 days; Nov 6- Dec 21

Second Semester-87 Days

4th GP - 28 days; Jan 9-Feb 16
5th GP - 28 days; Feb 20-Apr 6
6th GP - 31 days; Apr 10-May 25

www.granburyisd.org

Policy DNA (Legal), DNA (Local)

- Teacher Orientation on ~~PDAS~~ **Appraisal System**: August ~~16 – August 19~~**10, 11, 14 and 15**
- Teacher Self-Report I due: on or before September ~~9~~**8**
- Formal Observation: Unannounced and may occur any date shown on calendar not marked out. Formal Observations shall: not occur on days scheduled for ~~TAKS,~~ STAAR (All other campuses can schedule formal observation when the HS is giving ~~Exit TAKS,~~ EOC **or the District adopted Local Appraisal System** ~~etc.~~); be conducted in accordance with Texas Education Code, Subchapter H, section 21.351-21.356
- Walk through visits: Any date in which school is in session. (Documentation shared within 10 days)
- Teacher Self-Report II & III: April ~~21, 2017~~**20, 2018** deadline
- Summative Annual Conference: Before May ~~5, 2017~~ **9, 2018**
- Policy DNA (Local)

▬ Indicates days on which appraisals cannot occur.

*****NO TEACHER APPRAISALS ON ANY DAY A CAMPUS IS STAAR TESTING*****

Management Safety Statement

Granbury Independent School District is committed to the protection of its resources, including both employee and physical assets, against the human distress and financial costs resulting from accidental losses.

In the interest of promoting safety, Granbury Independent School District supports a formal safety program to actively reduce the frequency and severity of accidental losses. The program is designed to avoid accidents involving students, District employees, and the public.

The Superintendent is responsible for overseeing the assignment of responsibilities for accident prevention; however, all employees share the ultimate success of any safety program.

All employees have the individual responsibility of preventing accidental losses by observing all established safety rules and regulations, by following supervisory directives, and by reporting any unsafe conditions or acts. All employees are required to be trained on safe work habits via on-line training videos available on the district website. Failure to comply with district on-line training requirements will result in disciplinary action and possible termination.

Blood-borne Pathogen Training

All employees are required to attend the District training in dealing with the issue of blood-borne pathogens. Check with your supervisor for details.

Employment

Equal Employment Opportunity *(Policy DIA)*

The Granbury Independent School District does not discriminate against any employee or applicant for employment because of race, religion, color, **gender**, sex (including pregnancy), age, national origin, disability, military status, genetic information or on any other basis prohibited by law. Additionally, the district does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience and abilities.

Employees with questions or concerns relating to discrimination for any of the reasons listed above should contact James M. Largent Ed.D., Superintendent, at 408-4007 or Ron Holmgreen, Assistant Superintendent, at 408-4009.

Job Vacancy Announcements (*Policy DC*)

Announcements of job vacancies by position and location are posted on a regular basis and posted on the District's website at www.granburyisd.org

Employment after Retirement *(Policy DC)*

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed under certain circumstances on a full or part-time basis without affecting their benefits according to TRS rules and state laws. Detailed information about employment after retirement is available in the TRS publication *Employment after Retirement.* Employees can contact TRS for additional information by calling 800-223-8778 or 512-542-6400. Information is also available on the TRS website (www.trs.texas.gov).

The district shall pay retired educators hired to work in the district less than the TEA minimum salary scale. The District shall pay the retired educators TRS surcharge. [See DEA]

Contract and Non-Contract Employment (*Policies DC series,)*

In accordance with state law requirements, the District employs all full-time professional and administrative employees in positions requiring a certificate from the State Board for Educator Certification (SBEC) and Registered Nurses under probationary or term contracts. Employees in all other positions are employed at will or by a contract that is not subject to the procedures for non-renewal or termination under Chapter 21 of the Texas Education Code. The paragraphs that follow provide a general description of the employment arrangements used by the District.

Certification and Licenses – *(Policies DBA, DF)*

Professional employees whose positions require SBEC certification or professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to Human Resources in a timely manner.

A certified employee's contract may be voided without due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact Human Resources if you have any questions regarding certification or licensure requirements.

State certification shall not be required for some teachers of career and technology education (CTE) courses and Science, Technology, Engineering, Arts, and Mathematics (STEAM) courses. All other teaching assignments shall require certification in accordance with state law.

Recertification of Employment Authorization
Policy DC

At the time of hire all employees must complete the Employment Eligibility Verification Form (Form i-9) and present documents to verify identity and employment authorization

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact Human Resources if you have any questions regarding reverification of employment authorization.

Probationary Contracts

Registered Nurses and full-time professional employees new to the District and employed in positions requiring SBEC Certification must receive a probationary contract during their first year of employment. Former employees who are hired after a two-year lapse in District employment or employees who move to a position requiring a new class of certification may also be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period

for those who have been employed in public schools for at least five of the eight years preceding employment ~~with~~**by** the District ~~may not exceed one school year.~~ **will be for up to two years.** For those with less experience, the probationary period will be three school years (i.e. three one-year contracts), with an optional fourth school year if the Board determines it is doubtful whether a term contract should be given. All coaches will be placed on a dual assignment contract. This means the coaching and teaching responsibilities are inseparable.

Term Contracts

Full-time teachers and professionals employed in positions requiring SBEC certification, including Registered Nurses, will be employed by term contracts after they have successfully completed the probationary period. Campus principals and central office administrators are employed under term contracts. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract. Access to all employment policies is provided on-line on each campus and in each department. A copy of all employment policies may be obtained from the Human Resources Office upon request or online.

Non-Certified Professional and Administrative Employees

Employees in certain professional and administrative positions, including Licensed Vocational Nurses serving as Campus Nurses, that do not require State Board for Educator Certification (such as non-instructional administrators) are employed by an annual contract that is not subject to the provisions for non-renewal or termination under the Texas Education Code, Section 21.

Paraprofessional and Auxiliary Employees

All paraprofessional and auxiliary employees, regardless of certification, are employed at will and not by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the District.

Searches, Alcohol and Drug Testing (*Policy **CQ**, DHE)*

Non-investigatory searches in the workplace, including accessing an employee's desk, file cabinets, District-owned computers, e-mail, or work area to obtain information needed for usual business purposes, may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the District reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The District may search the employee, the employee's personal items, work areas **including district owned technology resources**, lockers, and private vehicles parked on District premises or worksites or used in District business.

Employees required to have a commercial driver's license

Any employee whose duties require them to have a commercial driver's license (CDL) is subject to drug and alcohol testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people, counting the driver; drivers of large vehicles; or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements if their duties include driving a commercial motor vehicle.

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted when reasonable suspicion exists, at random, when an employee returns to duty after engaging in prohibited conduct, and as a follow-up measure. Testing may be conducted following accidents. Return-to-duty and follow-up testing will be conducted if an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs is allowed to return to duty.

All employees required to have a CDL, or who otherwise are subject to alcohol and drug testing, will receive a copy of the District's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs. Employees with questions or concerns related to alcohol and drug policies and related educational

material should contact the following: Athletic Department (for Students) 817-408-4080, Human Resources (for Employees) 817-408-4185, and Transportation (for Bus Drivers) 817-408-4159.

Health Safety Training *(Policies DBA, DMA)*

Certain employees who are involved in physical activities for students must maintain and submit to the District proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, University Interscholastic League, or another organization that provides equivalent training and certification. Employees that are subject to this requirement have their certification or documentation on file in Health Services.

Reassignments and Transfers (*Policy DK)*

All personnel are subject to assignment and reassignment by the Superintendent or designee when the Superintendent determines that the assignment is in the best interest of the District. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contracts. When reassignments from campus to campus are due to enrollment shifts or program changes, the Superintendent has final placement authority. When transfers are voluntary or requested by the employee, the principal at the receiving campus must approve campus reassignments. Extracurricular or supplemental duty assignments may be reassigned at any time unless an extracurricular or supplemental duty assignment is part of a dual-assignment contract. Employees who object to a reassignment may follow the District process for employee complaints as outlined in this handbook and District policy DGBA (LOCAL). **Any employee on a growth plan or deficiency plan is not eligible for voluntary transfers.**

Workload and Work Schedules (*Policies ~~DEA~~, DEAB, DK, DL*)

Professional Employees

Professional employees and academic administrators are exempt from overtime pay and are employed on a 10-month, 11-month, or 12-month basis according to the work schedules set by the District. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules, including start and end dates and scheduled holidays, will be distributed each school year.

Classroom teachers will have planning periods for instructional preparation and conferences. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks of not less than 45 minutes within the instructional day. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The District may require teachers to supervise students during lunch one day a week when no other personnel are available.

Elementary/Intermediate classroom teachers are required to be on their campus from 7:15 am to 3:30 pm. Middle School classroom teachers are required to be on campus from 8:15 am to 4:30 pm. High School classroom teachers are required to be on campus form 8:25 am to 4:40 pm. Stars classroom teachers are required to be on campus from 8:15 am to 4:30 pm. BTC classroom teachers are required to be on campus from 8:00 am to 4:15 pm. If you have morning or after school duty responsibility, your day may start earlier or end later. Please speak with your campus administrator to confirm your duty schedule. Periodically, teachers will be required to perform supervisory duty and/or participate in faculty/staff meetings held outside these prescribed times. Teachers may also be elected or assigned to various committees that require meeting time outside the regular school day. As contract personnel, teachers are not governed by the 40-hour workweek regulations set by the wage and hour laws.

Paraprofessional and Auxiliary Employees – *(Policy DL)*

Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees must be compensated for overtime and **are not authorized to work in excess of their assigned schedule without prior approval from their supervisor**. See Overtime Compensation on page 14 for additional information.

True Time

All paraprofessionals and auxiliary employees scheduled for an 8 hour day are required to work a full 8 hours per day not including lunchtime. The lunch period is normally 30 minutes in length. (See Overtime). All paraprofessionals and auxiliary employees are required to keep a time sheet for each week of work. GISD utilizes the TrueTime Electronic Timekeeping system. Training in the use of this system is provided in each department. All timesheets, whether electronic or paper, are to be reviewed for accuracy and approved by the immediate supervisor on a weekly basis. Supervisors can adjust work schedules to suit the need of the department, school and/or students.

Breaks for Expression of Breast Milk *(Policies ~~DEA~~, DEAB, DG)*

The district supports the practice of expressing breast milk and makes reasonable accommodations for the needs of employees who express breast milk. A place, other than a multiple user bathroom, that is shielded from view and free from intrusion from other employees and the public where the employee can express breast milk will be provided.

A reasonable amount of break time will be provide when the employee has a need to express milk. For nonexempt employees, these breaks are unpaid and are not counted as hours worked. Employees should meet with their supervisor to discuss their needs and arrange break times.

Notification to parents regarding qualifications (*Policies DK, DBA*)

In schools receiving Title I funds, the District is required by the Every Student Succeeds Act (ESSA) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. ESSA also requires that parents be notified if their child has been assigned, or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements.

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. **This notice is not required if parental notice under ESSA is sent.** Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call ~~Karen Taylor~~ Larry Hooper Certification Officer, at 408-41~~85~~93.

Outside Employment and Tutoring *(Policy DBD)*

Employees who wish to accept outside employment or engage in other activities for profit must submit a written request to their supervisor. Approval for outside employment will be determined by the Superintendent or his designee and based on whether outside employment interferes with the duties of the regular assignment. The form can be found on the Granbury ISD Human Resources page under HR Forms (Internal Use Only) - Requires Login. Teachers are not allowed to privately tutor their students for pay, except during the summer months.

Performance Evaluation *(Policy DN series)*

Evaluation of an employee's job performance should be a continual process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor at least annually. Written evaluations will be completed on forms approved by the District. Reports, correspondence, and memoranda can also be used to document performance information. All employees will receive a copy of their written evaluation, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation. (See Appraisal Calendar for teacher evaluations).

Employee Involvement *(Policy BQA, BQB)*

At both the campus and District levels, Granbury ISD offers opportunities for input in matters that affect employees and influence the instructional effectiveness of the District. As part of the District's planning and decision-making process, employees are elected to serve on District or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office or from the Office of the Assistant Superintendent.

Staff Development *(Policy DMA)*

Staff development activities are organized to meet the needs of employees and the District. Staff development for instructional personnel is predominantly campus-based, related to achieving campus performance objectives, addressed in the Campus Improvement plan, and approved by a campus-level advisory committee. Staff development for non-instructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employee skill development.

Individuals holding renewable SBEC certificates are responsible for obtaining the required training hours and maintaining appropriate documentation.

Compensation and Benefits

Salaries, Wages, and Stipends *(Policy DEA, DEAA)*

Employees are paid in accordance with administrative guidelines and an established pay structure. The District's pay plans are reviewed by the administration each year and adjusted as needed. All District positions are classified as exempt or nonexempt according to Federal Law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. (See Overtime Compensation).

See Employee Access to view work & pay schedules. Classroom teachers, full-time librarians, full-time nurses and full-time counselors will be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be paid extra duty pay or an athletic stipend in addition to their salary according to the district's extra-duty pay and stipend schedules.

Employees should contact the Human Resources Department (408-4185) for more information about the District's pay schedules or their own pay.

Master's Degree

It is the employee's responsibility to notify the HR department after successfully completing a Master's Degree. They must provide documents (original transcripts with conferred date) as requested by the HR department to show that they completed the degree.

A change in pay will only occur on September 1 or on January 1 during the year. If HR is notified of a completed Master's Degree after September 1, the salary increase for a Master's Degree will not take place until January. For December graduates, they will need to inform HR before they leave for Christmas holiday and provide an original transcript with conferred date in January.

There will be no "retroactive pay" changes.

Paychecks

~~Food Service Workers,~~ ESD aides, **and** 190-day custodians~~, and security guards~~ are paid twice monthly during the months worked from 9/15 – 6/15. All other employees are paid twice monthly over a twelve-month period. The District uses a completely paperless payroll system. Paychecks are deposited into employee designated accounts.

An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated. See the illustrated guide, Exhibit A (page 61), if you have questions about your payroll statement or visit the Business Office website under payroll http://www.granburyisd.org/Page/1077 under How to view and print check information.

The deadlines associated with payroll processing are included on the Business Office website under payroll. http://www.granburyisd.org/Page/11276

The schedule of pay dates for the 2016-2017 school year is as follows:

September 15, ~~2016~~**2017**	March 15, ~~2017~~**2018**
September ~~30, 2016~~**29, 2017**	March ~~31, 2017~~**30, 2018**
October ~~14, 2016~~**13, 2017**	April ~~14, 2017~~**13, 2018**
October 31, ~~2016~~**2017**	April ~~28, 2017~~**30, 2018**
November 15, ~~2016~~**2017**	May 15, ~~2017~~**2018**
November 30, ~~2016~~**2017**	May 31, ~~2017~~**2018**
December 15, ~~2016~~**2017**	June 15, ~~2017~~**2018**
December ~~30, 2016~~**29, 2017**	June ~~30, 2017~~**29, 2018**
January ~~13, 2017~~**12, 2018**	July ~~14, 2017~~**13, 2018**
January 31, ~~2017~~**2018**	July 31, ~~2017~~**2018**
February 15, ~~2017~~**2018**	August 15, ~~2017~~**2018**
February 28, ~~2017~~**2018**	August 31, ~~2017~~**2018**

Automatic Payroll Deposit

The District offers employees automatic payroll deposit. Paychecks will be electronically deposited into an employee designated checking account, savings account or both as a condition of employment. Contact Payroll in the Business Office at 817-408-4015 for more information about the automatic payroll deposit system. Supervisor must clear an employee before a final paycheck will be issued.

Payroll Deductions *(Policy CFEA)*

Automatic payroll deductions for the Texas Teacher Retirement System (TRS) or Social Security (certain positions) and federal income tax are required for all full-time employees. Medicare tax deductions are also required for all employees hired in this district after March 31, 1986. By Federal Law, temporary and part-time employees who are not eligible for TRS membership must have 457 Deferred Compensation contributions deducted.

Other payroll deductions employees may elect include deductions for the employee's share of premiums for medical and voluntary insurance products; annuities or 403(b) funds; the higher education savings plans; child support; student loans; and savings bonds. Employees may also request payroll deduction for payment of membership dues to professional organizations. Salary deductions are automatically made for unauthorized or unpaid leave.

Overtime compensation *(Policy DEAB)*

The District compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. A nonexempt employee shall have the approval of his or her supervisor before working overtime. An employee who works overtime without prior approval is subject to discipline but shall be compensated in accordance with the FLSA.

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. Nonexempt employees that are paid on a salary basis are paid for a 40 hour workweek and do not earn additional pay unless they work more than 40 hours. **Hours worked beyond the normal schedule up to 40 hours will be paid at a regular rate of pay.**
For the purpose of calculating overtime, a workweek begins at 12:01 a.m. Sunday and ends at midnight Saturday.

Employees may be compensated for overtime **(i.e., hours beyond 40 in a work week)** at time-and-a-half rate with compensatory time off (comp time) or direct pay in rare instances. The following applies to all nonexempt employees:

- Comp time earned by nonexempt employees may not accrue beyond a maximum of 40 hours. If an employee has a balance of more than 40 hours of overtime, the employee will be required to use compensatory time or, at the District's option, will receive overtime pay.
- Comp time must be used in the duty year that it is earned, unless previously approved by the Supervisor.
- Use of comp time may be at the employee's request with supervisor approval as workload permits, or at the supervisor's direction.
- An employee may be required to use comp time before using available paid leave (e.g., sick, personal, vacation).

- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.
- In calculating the 40-hour week, employees do not calculate the time used for lunch. Lunch should be taken somewhere other than the regular workstation.

Travel Expense Reimbursement *(Policy DEE)*

An employee shall be reimbursed for reasonable, allowable expense incurred in carrying out District business only with the prior approval of the employee's immediate supervisor.
Reimbursement for authorized travel shall be in accordance with legal requirements.

Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.

For any authorized expense incurred, the employee shall submit a statement, with receipts to the extent feasible, documenting actual expenses and in accordance with administrative procedures.

Expenses for meals associated with authorized travel not related to a state or federal grant shall be paid to employees on a per diem basis. No receipts shall be required for expenses paid on a per diem basis. All forms are available on-line at *www.granburyisd.org*.

Health, Dental, and Life Insurance *(Policy CRD)*

Group *medical insurance coverage is available to eligible employees. Detailed descriptions of insurance* coverage, costs, and eligibility requirements are provided to all employees in a benefits booklet available from the HR Department or online at *www.granburyisd.org/hr*.

Group medical insurance coverage is provided through TRS-ActiveCare, the statewide public school employee health insurance program. The District's contribution to employee insurance premiums is determined annually by the Board of Trustees. The District currently contributes $350.00 for full-time regular employees and $254.00 for part-time employees. Employees eligible for health insurance coverage include the following:

- Employees who are active, contributing TRS members
- Employees who are not contributing TRS members and who are employed for **10** or more regularly scheduled hours per week

TRS retirees who are enrolled in TRS-Care (retiree health insurance program) are not eligible to participate in TRS-ActiveCare.

The medical insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each year **or when they experience a qualifying event (e.g. marriage, divorce, birth).** Services are provided through Aetna. Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in the enrollment guide. Employees should contact the following for more information and questions: Aetna 1-800-222-9205 or www.trsactivecareaetna.com and www2.caremark.com/trsactivecare/

Supplemental Insurance Benefits *(Policy CRD)*

At their own expense, employees may enroll in supplemental insurance programs. Various insurance products are offered each year i.e. dental, vision, disability and accident, supplemental life and cancer and heart/stroke insurance. Premiums are paid by payroll deduction. Employees may contact the District's Third Party Administrator or the Human Resources Office for more information at 817-408-4185 and/or consult the Benefits Booklet available online at *www.granburyisd.org* under the Insurance Link.

The Plan Year for all Supplemental insurance products is from September 1 through August 31.

Cafeteria Plan Benefits (Section 125)

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit annually during the open enrollment periods. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., medical, vision, and dental insurance.) The District's third-party administrator handles employee claims made on these accounts.

New employees must either enroll or decline participation in the Cafeteria Plan during their first month of eligibility. To amend or revoke an election under a 125 Cafeteria Plan within the Plan year, the participant must meet Qualifying Event requirements. A Qualifying Event is marriage, divorce, births, adoptions, death, disability, retirement, involuntary loss of employment or insurance for employee and/or spouse, leave of absence, or return from leave of absence and change in eligibility status of a dependent.

Employees may also elect to participate in the Medical Expense Reimbursement or Dependent Care Flexible Spending Account programs, which are a tax savings plan, for eligible out-of-pocket medical, dental, prescription, orthodontia and dependent care expenses. A third party administrator handles claims made on Flexible Spending Accounts (FSA).

Workers' Compensation Insurance *(Policy CRE)*

The District, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or injury. The District has worker's compensation coverage from Claims Administration Services, Inc., effective September 2000. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.
All work-related accidents or injuries should be reported immediately to the employee's supervisor and to the Assistant Superintendent of Finance and Operations (Business Office) at 817-408-4015. Employees who are unable to work due to a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See Worker's Compensation Benefits, page 26 for information on use of paid leave for such absences.

Unemployment Compensation Insurance *(Policy CRF)*

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the Human Resources Department at 817-408-4185.

Teacher Retirement

All personnel employed on a regular basis for at least four and one-half months are members of the Texas Teacher Retirement System (TRS). Substitute's not receiving TRS service retirement benefits who work at least 90 days a year are eligible to purchase a year of creditable service in TRS. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify the Payroll Department and the Human Resources Department as soon as possible. Information on the application procedures for TRS benefits is available through both the Payroll Department and the Human Resources Department. Additional inquiries should be addressed to: Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 1-800-223-8778 or 512-397-6400. If you have a TRS PIN number, you may call 1-888-877-0123 or website: www.trs.texas.gov.

For information on restrictions of employment of retirees in Texas Public Schools see Section: Employment (Employment after Retirement).

Other Benefit Programs

Children of non-resident District employees may attend District schools tuition free if approved by the Superintendent or designee. Placement in a specific school will be based upon the capacity and the current enrollment of the campus.

The District offers supervised, before and after school care for children of all GISD Employees at a discounted rate. The service is offered for children Pre-K through 6th grade. Employees can check with his or her supervisor or contact Sharon Williams at 408-4035 or sharon.williams@granburyisd.org.

Leaves and Absences *(Policy DEC, DECA, DECB)*

The District offers employees several types of paid leaves of absence for times of personal need. Federal and State law allow for several types of leave without pay such as Family and Medical Leave and Temporary Disability Leave. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five days should call Human Resources Department at 817-408-4185 for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the District.

The Board's policy governing an employee's use of state personal leave may not restrict the order in which an employee may use state personal leave and any additional personal leave provided by the District.

An employee who retains any state sick leave is entitled to use the state sick leave, state personal leave, or local personal leave in any order to the extent that the leave the employee uses is appropriate to the purpose of the leave.

Employees must follow District and department or campus procedures to report or request any leave of absence and complete the appropriate form or certification.

Immediate Family.
For purposes of leave other than family and medical leave, immediate family is defined as the following:

- **Spouse**
- **Son or daughter, including a biological, adopted, or foster child, a son-or daughter-in-law, a step child, a legal ward, or a child for whom the employee stands in loco parentis.**
- **Parents, stepparent, parent-in-law, or other individual who stands in loco parentis to the employee.**
- **Sibling, stepsibling, and sibling-in-law.**
- **Grandparent and grandchild**
- **Any person residing in the employee's household at the time of illness or death**

For purpose of family and medical leave, the definition of family is limited to spouse, parent, son or daughter, and next of kin. The definition of these are found in Policy DECA (LEGAL)

Employees who are eligible to receive an unpaid leave of absence may continue their insurance benefits at their own expense. Health care benefits for employees on leave, authorized under the Family and Medical Leave Act, will be paid by the District, as they were when they were working. Otherwise, the District does not make benefit contributions for employees who are on unpaid leave.

Personal and local sick leave are earned at the rate of one-half (1/2) day of each for every 18 days employed up to 5 days of each type as per the following schedule:

Number of Days Employed	Days Earned
0-17	0
18-35	0.5
36-53	1.0
54-71	1.5
72-89	2.0
90-107	2.5
108-125	3.0

126-143	3.5
144-161	4.0
162-179	4.5
180 +	5.0

Use of Leave. Leave is available for the employee's use immediately at the beginning of employment and at the beginning of each new applicable work year. If an employee leaves the District before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee's final paycheck.

Leave must be used in half (1/2) day increments. Earned comp time must be used before any available paid state and local leave.

Reporting Absences

Employees must follow District and department or campus procedures to report or request any leave of absence and complete the appropriate leave procedures and forms. All employees must notify their immediate supervisor or his/her designee and submit a time off request through Skyward Employee Access. Go to Employee Center, Skyward Employee Access. Help information can be found at Employee Center, Time off Process. Auxiliary employees in the Child Nutrition, Custodial, Maintenance, and Transportation departments utilize a Leave Request Form. Procedures for reporting absences for these employees are handled through the Skyward Time off Limited Access System. Training in the use of this form and procedure is provided in each department.

Medical Certification. Any employee who is absent 5 or more consecutive days because of a personal illness or illness in the immediate family; requests FMLA leave must submit a medical certification letter from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and in case of personal illness the employee's fitness to return to work.

The employee shall submit a fitness-for-duty report from the treating health-care provider upon return to duty from any absence of more than five consecutive days for the employee's personal illness or injury. The District shall provide to the health-care provider the employee's job description, including essential functions of the employee's assignment.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits covered employers from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we ask that employees and health care providers do not provide any genetic information in any medical certification. 'Genetic information,' as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Continuation of Health Insurance. Employees on an approved leave of absence other than family and medical leave may continue their insurance benefits at their own expense. Health insurance benefits for employees on paid leave and leave designated under the Family and Medical Leave Act will be paid by the district as they were prior to the leave. Otherwise, the district does not pay any portion of insurance premiums for employees who are on unpaid leave.

Under TRS-Active Care rules, an employee is no longer eligible for insurance through the district after six months of unpaid leave other than FML. If an employee's unpaid leave extends for more than six months, the district will provide the employee with notice of COBRA rights

At this time, the District has an absence reporting system, which all employees on campuses and Exempt Administration employees are required to use when the employee is absent from work. The absence reporting system records the employee's absence and calls a substitute for teachers and some paraprofessionals only. The telephone number of the absence reporting system is 800-942-3767. The help desk number is 817-408-4193.

Each employee is issued his/her own personal identification number or PIN number. To receive your PIN number, you will need to contact your Department/Campus Secretary.

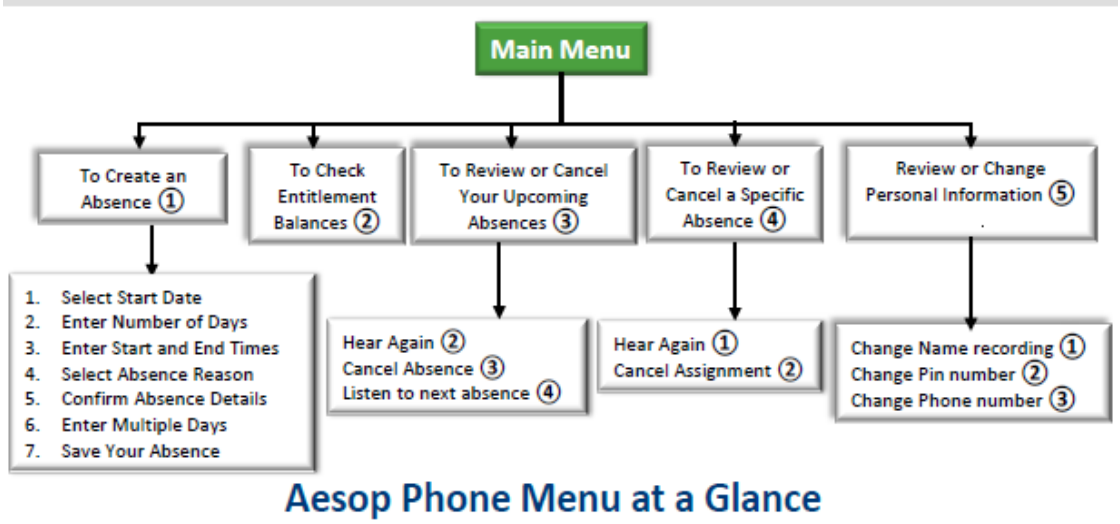
ABSENCE REASONS:

1. Personal Illness
6. Compensatory Time

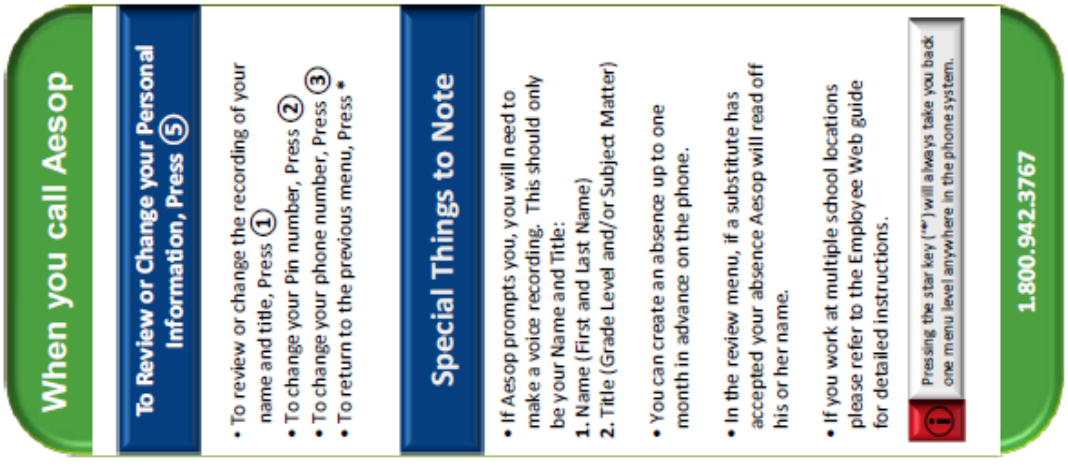
2. Family Illness
3. Personal Business
4. Bereavement
5. Jury Duty
7. 240 Non-Contract Days
8. Workers' Comp
9. 226 Non-Contract Days
10. School Business – (See Note below)

Note: School Business absences will be specifically described by your supervisor in advance. He/she will provide an appropriate code number for the absence reason before the employee calls or enters the absence reporting system.





Aesop Phone Menu at a Glance



When you call Aesop

1. Dial 1.800.942.3767
2. Enter your **ID number** followed by the pound key ('#')
3. Enter your **PIN number** followed by the pound key ('#')

To Create an Absence, Press 1

1. Select the Start Date

To enter an absence for:
- TODAY, Press ①
- Tomorrow, Press ②
- Another Day, Press ③
- Monday, Press ④

> If option ③ is selected then Aesop will prompt you to enter the DAY OF MONTH followed by the pound key ('#').

2. Enter the number of days

3. Enter the Start and End times
- For a Full Day, Press ①
- For a Half-Day in the Morning, Press ②
- For a Half-Day in the Afternoon, Press ③
- For Specific Start/End Times, Press ④

» If option ④ is selected then Aesop will prompt you to enter time in "hh:mm" format and the choice of AM or PM.

For example: 8:00 AM

a. Enter "800" followed by the pound key ('#')
b. Press ① for AM or Press ② for PM

www.AesopEducation.com

When you call Aesop

4. Select Absence Reason

5. Confirm absence information
- If correct, Press ①
- To re-enter, Press ②
- To cancel, Press ③

6. For a multiple day absence
1. Enter the day of month followed by the pound sign ('#')
2. Aesop will ask the following:
- If the details are the same as the previous date, Press ①
- To change some of the details, Press ②
- To change all of the details, Press ③

7. Save your absence
1. If you can decide whether a sub is needed:
- If your absence requires a sub, Press ①
- If your absence does not require a sub, Press ②

2. If you can assign a substitute:
- If you want to select a specific sub to assign to the absence, Press ①

» **It is your responsibility to contact the sub to see if they are willing to accept this absence PRIOR to assigning.**
- If you want me (Aesop) to find a sub, Press ②

» if option ① is selected you will need to enter the sub's full 10-digit phone number.

1.800.942.3767

When you call Aesop

When you have successfully created an assignment Aesop will play back the **confirmation number**.

To Check Entitlement Balances, Press ②

Aesop will play back your entitlement balances.

To Review or Cancel Your Upcoming Absences, Press ③
- To review your absences for the next 30 days, Press ③
- To return to the Main Menu, Press *

Aesop will read off all absence details:
- To hear this again, Press ②
- To cancel this absence, Press ③
- To listen to the next absence, Press ④
- To return to the Main Menu, Press ⑤

To Review or Cancel a Specific Absence, Press ④

Enter the confirmation number followed by the pound key ('#').

Aesop will read off the absence details:
- To Hear again, Press ①
- To cancel this absence, Press ②
- To return to previous menu, Press ③

Available 24/7

TYPES OF LEAVE

State Personal Leave

State law entitles all employees receive up to five days of paid personal leave per year. Personal leave is earned at a rate of one-half (1/2) day for every 18 days employed (see chart on page 17), up to a total of five per year and is available for use at the beginning of the school year. A day of earned personal leave is equivalent to the number of hours per day in an employee's usual assignment, whether full-time or part-time. State personal leave accumulates without limit, is transferable to other Texas school districts. Personal leave may be used for two general purposes: non-discretionary and discretionary.

Non-discretionary: Leave taken for personal or family illness, family emergency, or a death in the family or active military services is considered non-discretionary leave. Reasons for this type of leave allow very little, if any, advance planning. Nondiscretionary leave may be used in the same manner as state sick leave.

Discretionary: Leave taken at an employee's discretion and that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor five (5) days in advance of the anticipated absence. The effect of the employee's absence on the educational program or department operations, as well as the availability of a substitute when applicable, will be considered by the principal or supervisor.

Leave Proration: If an employee separates from employment with the district before his or her last duty day of the year, or begins employment after the first day, state personal leave and local leave shall be prorated based on the actual time employed. When an employee separates from employment before the last duty day of the school year, the employee's final paycheck will be reduced by the amount of state personal leave the employee used beyond his or her pro rata entitlement for the school year and local leave the employee used but had not earned as of the date of separation.

A **maximum** of ten percent of the campus employees in each job category will be permitted to take discretionary personal leave at the same time. Discretionary personal leave is to be granted only upon approval by the supervisor and shall not be granted if it creates a hardship in a department or on a campus.

Discretionary use of state personal leave shall not exceed five (5) consecutive workdays.

Discretionary leave may not be taken on the following key days: on the day before or after a school holiday, days scheduled for end-of-semester or end-of-year exams, days scheduled for TAKS tests, professional or staff development days or workdays, and the first or last day of a grading period. However, extenuating circumstances may be considered by the supervisor to evaluate exceptions. A request describing any extenuating circumstances must be submitted to his or her supervisor.

Use of discretionary personal leave shall be considered granted unless the principal or designee notifies the employee to the contrary at least one workday prior to the requested leave date. When a person's state personal leave has been depleted, local sick leave is not available for personal reasons. Local sick leave can only be used for the reasons discussed below.

State Sick Leave

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas. State sick leave can be used only in whole or half-day increments except when coordinated with family and medical leave taken on an intermittent or reduced-schedule basis. If an employee uses more sick leave than he or she has earned, the cost of unearned sick leave will be deducted from the employee's next paycheck. For Sick leave and Worker's Compensation Coordination (see Worker's Compensation Benefits section in this handbook below)

State sick leave may be used for the following reasons only:

- Employee personal illness.
- Illness in the employee's immediate family, defined in DEC (LOCAL) as:
  1) Spouse,
  2) Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis.*
  3) Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
  4) Sibling, step-sibling, sibling-in-law.
  5) Grandparent and grandchild.
  6) Any person who may be residing in the employee's household at the time of illness or death.

  For purposes of the Family and Medical Leave Act, the definition of "family" shall include only items 1, 2, and 3 on the above list, but shall exclude son- or daughter-in-law and parent-in-law

- Family emergency (i.e., natural disasters or life-threatening situations)
- Death in the immediate family
- Active Military Service

Local Sick Leave

All employees, shall earn an additional five equivalent workdays of local sick leave per school year, concurrently with state personal leave. Local sick leave shall be used according to the terms and conditions of state sick leave accumulated before the 1995-96 school year, except as otherwise provided by DEC (LEGAL), and is available for the employee's use at the beginning of the school year. When an employee who ceases to be employed by the District has used more leave than he/she has accumulated or earned, the cost of the unearned leave days shall be deducted from the employee's final paycheck.

Upon initial employment all eligible employees shall earn three (3) days of Local Sick Leave. Additionally, two (2) days of Local Sick Leave will be placed by the District in the Catastrophic Sick Leave Bank in the name of each eligible new employee.

During each subsequent year all eligible employees shall earn five workdays of paid local leave per school year in accordance with administrative regulations. Local leave shall accumulate without limit.

If an employee separates from employment with the District before his or her last duty day of the year, or begins employment after the first duty day, state personal leave and local leave shall be prorated based on the actual time employed.

If an employee separates from employment before the last duty day of the school year, the employee's final paycheck shall be reduced for:

1. State personal leave the employee used beyond his or her pro rata entitlement for the school year; and

2. Local leave the employee used but had not earned as of the date of separation.

Reimbursement for Leave upon Retirement

The following leave provisions shall apply to local leave earned beginning on the original effective date of this program.

A full-time employee who retires from the District shall be eligible for reimbursement for local leave under the following conditions:

1. The employee's retirement is voluntary, i.e., the employee is not being discharged or nonrenewed.

2. The employee provides advance written notice of intent to retire by February 1 of the duty year in which the retirement will occur.

3. The employee completes his or her final duty year.

4. The employee is retiring under the Teacher Retirement System of Texas (TRS).

5. The employee has at least five consecutive years of full-time service with the District immediately preceding retirement.

6. The employee uses no more than six days of paid or unpaid leave during his or her final year of service with the District; and

7. The employee uses no more than three days of paid or unpaid leave after providing notice on February 1.

For purposes of this provision, the duty year for an exempt, 12-month employee retiring at the end of August shall extend through his or her final day of service with the District.

An eligible employee shall be reimbursed for each day of local leave at his or her daily rate of $100 per day, whichever is less, to a maximum of $3,000 in accordance with the following:

School Year	Number of eligible local days	Amount for notification by Feb. 1	Maximum reimbursement for local days
2015 – 2016	5	$2,500	$500
2016 – 2017	10	$2,000	$1,000
2017 – 2018	15	$1,500	$1,500
2018 – 2019	20	$1,000	$2,000
2019 – 2020	25	$500	$2,500

Beginning with the 2020 – 2021 school year, an eligible employee shall be reimbursed for each day of local leave at his or her daily rate or $100 per day, whichever is less, to a maximum amount of $3,000.

The rate established by the Board shall be in effect until the Board adopts a new rate. Any changes to the rate shall apply beginning with the new school year following the adoption of the rate change.

If the employee is re-employed with the District, days for which the employee received payment shall not be available to that employee.

Temporary Disability – Certified Employees

Any full-time employee whose position requires certification from the State Board for Educator Certification (SBEC) is eligible for temporary disability leave. The purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. Temporary disability leave must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

Employees must request approval for temporary disability leave. An employee's notification of need for extended absence due to the employee's own medical condition shall be accepted as a request for temporary disability leave. The request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days. If temporary disability leave is approved, it will run concurrent with any Family Medical leave for which the employee may be eligible and with all accrued sick and personal leave.

If it is determined to be in the best interest of the District, District officials can make the decision to place an eligible employee on Temporary Disability Leave. If an employee is placed on temporary disability leave involuntarily, he or she has the right to request a hearing before the Board of Trustees. The employee may protest the action and present additional evidence of fitness to work. The request for hearing must be in writing to the Superintendent and must be filed within 15 days of when the employee knew or should have known of the action to place them on Temporary Disability Leave. The District will follow the procedures outlined in policy DGBA concerning Hearings before the Board.

The employee will be required to supply the District with periodic medical updates from an attending health care provider. This will be required at the beginning of the leave, every 30 days, and 30 days before returning to work.

When an employee is ready to return to work, the Director of Human Resources should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties. Certified employees returning from leave will be reinstated to the school to which they were previously assigned if an appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is not available before the end of the school year, the employee will be reinstated to a position at the original campus at the beginning of the following school year.

Family and Medical Leave (FML) – general provisions

The following text is from the federal notice, *Employee Rights and Responsibilities under the Family and Medical Leave Act.* Specific information that the district has adopted to implement the FMLA follows this general notice.

Basic Leave Entitlement

The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- **To bond with a child (leave must be taken within 1 year of the child's birth or placement);**
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition;
- For a serious health condition that makes the employee unable to perform the employee's job;
- **For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.**

Military Family Leave Entitlements

An eligible employee whose spouse, son, daughter or parent is on covered active duty or called to covered active duty status may use his or her 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered servicemember is (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

***The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".**

Benefits and Protections

During FML, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FML, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA

In certain case, instructional employees desiring to return to work at or near the conclusion of a semester may be required to continue on family and medical leave until the end of the semester. The additional time off is not counted against the employee's FML entitlement, and the district will maintain the employees group health insurance and reinstate the employee at the end of the leave according to the procedures outlined in policy (SEE DECA(LEGAL)).

Use of FML cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. Upon return to work, the employee will be required to pay the District for any insurance benefits that were paid by the District while the employee was on unpaid leave.

Failure to Return.
If, at the expiration of FML, the employee is able to return to work but chooses not to do so, the district may require the employee to reimburse the district's share of insurance premiums paid during any portion of FML when the employee was on unpaid leave. If the employee fails to return to work for a reason beyond the employee's control, such as a continuing personal or family serious health condition or a spouse being unexpectedly transferred more than 75 miles from the district, the district may not require the employee to reimburse the districts share of premiums paid.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

*Special hours of service eligibility requirements apply to airline flight crew employees.

Definition of a Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days' combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave may be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FML. In order to use paid leave for FML, employees must comply with the employer's normal paid leave policies and procedures.

Employee Responsibilities

Employees must provide 30 days' advance notice of the need to take FML when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.
Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FML was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave. GISD requires recertification every 30 days.

The employee is responsible for notifying the District Human Resources Office when they are in need of FMLA information. Please call 817-408-4185 or send an email to human_resources@granburyisd.org requesting information.

All necessary forms and information will be given to the employee by the Human Resources personnel.

Employees are always encouraged to call the HR Office early and often for information, forms, and assistance about FMLA at 817-408-4185.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FML and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FML, the employer must notify the employee.

Unlawful Acts by Employers

The FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right protected under the FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor and may bring a private lawsuit against an employer.

The FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. §2619) required FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. §825.300 (a) may require additional disclosures.

For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

www.wagehour.dol.gov

Local Family and Medical provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period from July 1 through June 30.

Use of Paid Leave

FML runs concurrently with accrued sick and personal leave, temporary disability leave, compensatory time, assault leave, and absences due to a work-related illness or injury. The district will designate the leave as FML, if applicable, and notify the employee that accumulated leave will run concurrently.

Combined Leave for Spouses

Spouses who are employed by the district are limited to a combined total of 12 weeks of FML to care for a parent with a serious health condition; or for the birth, adoption, or foster placement of a child (bonding). Military caregiver leave for spouses is limited to a combined total of 26 weeks.

Intermittent Leave

When medically necessary or in the case of a qualifying exigency, an employee may take leave intermittently or on a reduced schedule. The district does not permit the use of intermittent or reduced-schedule leave for the care of a newborn child or for adoption or placement of a child with the employee.

District Contact

Employees that require FMLA or have questions should contact Human Resources at 817-408-4185 for details on eligibility, requirements, and limitations.

Workers' Compensation Benefits

An employee absent from duty because of a work- related illness or injury may be eligible for workers' compensation weekly income benefits if the absence exceeds eight calendar days.

An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use accumulated sick leave or any other paid leave benefits. An employee choosing to use paid leave will not receive workers' compensation weekly income benefits until all paid leave is exhausted or to the extent that paid leave does not equal the pre-illness or-injury wage. If the use of paid leave is not elected, then the employee will only receive workers' compensation wage benefits for any absence resulting from a work-related illness or injury, which may not equal his or her pre-illness or pre–injury wage.

All injuries that occur at work should be reported immediately (on the day of the injury) to the immediate supervisor. Any questions should be directed to The Assistant Superintendent of Finance and Operations (Business Office) at 817-408-4015.

Special Notice: You may elect to retain your common law right of action if, no later than five (5) days after you begin employment or within five (5) days after receiving written notice from the employer that the employer has obtained coverage, you notify your employer in writing that you wish to retain your common law right to recover damages for personal injury. If you elect to retain your common law right of action, you cannot obtain worker's compensation income or medical benefits if you are injured.

Assault Leave

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person non-responsible for purposes of criminal liability.

An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained.

At the request of an employee, the District will immediately assign the employee to assault leave. Days of leave granted under the assault leave provision will not be deducted from accrued personal leave and must be coordinated with workers' compensation benefits.

Upon investigation the District may change the assault leave status and charge leave used against the employee's accrued paid leave. If accrued paid leave is not available, the cost of the leave days used while on assault leave shall be deducted from the employee's next paycheck at the employee's regular daily rate of pay.

Return to work

Upon return to work, after five or more consecutive days of absence resulting from a disabling disease or injury and before an employee can return to regular duties, each employee must present his/her supervisor with a medical release from the employee's attending physician stating the employee is able to perform the duties of the employee's regular assignment. The supervisor must send a copy of the medical release to the Human Resources Office immediately.

Bereavement Leave

Use of state leave and/or local sick leave for death in the immediate family (as defined in Local Policy DEC) shall not exceed five (5) workdays per occurrence, subject to the approval of the District.

Jury Duty

Employees will receive leave with pay and without loss of accumulated leave for jury duty. Employees must present documentation of the service and shall be allowed to retain any compensation for this service. Employees not selected for jury duty or employees released early are expected to return to work if at least three hours of their workday remains. A**n employee should report a summons for jury duty to his or her supervisor as soon as it is received and may be required to provide the district a copy of the summons to document the need for leave.**

~~Other Court Appearances~~ Compliance with a Subpoena

Absences due to compliance with a valid subpoena or for jury duty shall be fully compensated by the District and shall not be deducted from the employee's pay or leave balance. Employees may be required to submit documentation of their need of leave for court appearances.

Absences for court appearances, without a valid subpoena, related to an employee's personal business must be taken as personal leave or leave without pay (if no personal leave is available). Employees may be required to submit documentation of their need of leave for court appearances.

Truancy Court Appearances

An employee who is a parent or guardian of a child and any court appointed guardian ad litem of a child who is required to miss work to attend a truancy court hearing may use personal leave or compensatory time for the absence. Employees who do not have paid leave available will be docked for any absence required because of the court appearance.

Religious Observance

The district will reasonably accommodate an employee's request for absence for a religious holiday or observance. Accommodations such as changes to work schedules or approving a day of absence will be made unless they pose an undue hardship to the district. The employee may use any accumulated personal leave for this purpose. Employees who have exhausted applicable paid leave may be granted an unpaid day of absence.

Sick Leave Bank (or Pool)

The purpose of the Sick Leave Bank is to provide additional paid sick leave days to eligible employees who experience a disabling catastrophic event. Days may be requested from the bank only after the member has exhausted all accumulated state leave and local sick leave days and has taken five days of leave without pay.

Eligible employees are all GISD employees.

A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or the employee's spouse or child that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the District. Such conditions typically require prolonged hospitalization or recovery or are expected to result in disability or death. Conditions relating to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.

For purposes herein, Bank shall refer to the District Sick Leave Bank. Committee shall refer to the Catastrophic Leave Committee.

All new employees shall earn three workdays of local leave per school year. Additionally, two days of local leave shall be contributed to the Sick Leave Bank (Bank) in the name of each new employee.

All returning employees who have previously joined the Bank will continue as members of the Bank until termination of employment. See Policy DEC under ADDITIONAL LOCAL LEAVE for complete details of membership.

The governing committee that approves or disapproves all requests for sick leave bank days shall be the Catastrophic Leave Committee. The Superintendent shall vote only if necessary to break a tie.

The Catastrophic Leave Committee shall evaluate applications, consider all available information and cast a vote concerning applications for use of the Bank.

All members shall be eligible for benefits beginning with the first official day of work for that school year.

For Bank purposes, the school year shall begin on the first official day of work for ten-month employees.

Any member of the Bank who uses days from the Bank shall earn three (3) workdays of local sick leave the following school year. Additionally, the District shall contribute two (2) workdays of local sick leave to the Bank in the name of each of these employees during the following year.

All local sick leave days placed in the Bank for membership remain the property of the Bank. Termination of employment will end an employee's membership in the Bank.

GRANTING OF DAYS

Requests for Bank days shall be made within thirty (30) days of the absence to be considered.

Days from the Bank shall be granted based on the following:

1) Bank days shall be granted only for absences from working days and shall not be granted for holidays, vacation days, or noncontract days.

2) Pre-existing medical conditions will not be accepted. Pre-existing conditions shall include, but shall not be limited to, any condition for which the member received treatment during the 12-month period preceding the member's enrollment in the Bank. Charter members shall be exempt from meeting these conditions.

3) Unless there is a related complication, pregnancy shall not be covered. Complications arising from childbirth shall be considered on an individual basis, providing the recovery period requires longer than six weeks.

4) Bank days shall not be authorized for illness or disability resulting from substance abuse rehabilitation (including injuries resulting from substance abuse), self-inflicted injury, or act of war.

5) The Committee shall be authorized to approve up to 30 days per request only for a member's personal illness or injury or for the care of a spouse or a dependent child. Subsequent request for days and additional days shall require the recommendation of the Committee and the Superintendent, and the approval of the Board. Each request must be preceded by a mandatory 5 day dock. Requests are limited to 60 days per year and 120 days per Lifetime.

6) The Committee may consider a request by a member for up to ten (10) days to assist other critically or terminally ill immediate family members per Bank year. (See DEFINITIONS/FAMILY above)

7) The Committee shall not grant more days than the District has contributed.

8) The Committee may request a medical review by a physician of the committee's choice at the member's expense.

9) At the end of the Bank year, all unused sick leave days in the Bank shall be carried over to the next Bank year.

10) A member shall lose the right to use the benefits of the Bank by:

- Termination or suspension of employment in the District
- Attempted abuse of the Bank and/or its policies

Grants of days from the Bank shall be considered only for a catastrophic illness lasting five (5) consecutive days or longer.

PROCEDURES

The application procedure shall be as follows:

1) Members should call the Human Resource Department at 817-408-4190 for application procedures.

2) The employee will complete the appropriate request forms and questionnaire provided by the Human Resources Office.

3) The Committee shall review individually all requests for Bank days.

4) The Committee may request that a member appear before the Committee to substantiate the validity of the request.

5) The Committee shall determine the number of days approved and shall reserve the right to approve, deny, or modify the days requested.

6) No member of the Committee shall participate on the Committee when making a personal request for Bank days or when the committee is considering a request made by a family member.

7) The Human Resources Office shall notify the member of the outcome.

Military Leave

Paid Leave for Military Service

Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to a paid leave ~~for~~ **when engaged in** authorized training or duty order~~s~~**ed by proper authority**. Paid military leave is limited to 15 days each fiscal year. **(In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.)**

Re-employment after Military Leave

Employees who leave the District to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g. National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the District will be re-employed provided they can be qualified to perform the required duties. To be eligible for re-employment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for re-employment within the period of time specified by law to Granbury ISD Human Resources Department. In most cases, the length of federal military service cannot exceed five years.

Continuation of health insurance Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact the Human Resources Department at 817-408-4185 for details on eligibility, requirements, and limitations.

Employee Relations and Communications

Employee Recognition and Appreciation

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the District. Employees are recognized at board meetings, in the District newsletter, and through special events and activities. Recognition and appreciation activities also include an annual awards banquet hosted by the Superintendent and Board of Trustees to present service pins for 5-year increments and to honor the District's elementary and secondary Teachers of the Year and current retirees. Employees of the Year from various Departments will also be honored at the banquet.

District Communications

Throughout the school year, the Superintendent's office publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements, as well as Board action. All of these publications can be found on the District website at *www.granburyisd.org.*

Complaints and Grievances *(Policy DGBA)*

In an effort to hear and resolve employee concerns or complaints in a timely manner and at the lowest administrative level possible, the Board has adopted an orderly grievance process. Employees are encouraged to discuss their concerns or complaints with their supervisors or an appropriate administrator at any time.

The formal grievance process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative grievance procedures are exhausted, employees can bring grievances to the Board of Trustees. For ease of reference, the District's procedure concerning the process of bringing complaints and concerns is printed as follows:

This policy and procedure shall not be construed to create new or additional rights beyond those granted by Board policy or law.

Even after initiating the formal complaint process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, or to require a full evidentiary hearing or "mini-trial" at any level.

For a new version of Policy DGBA, contact the Human Resources office at 817-408-4185. All District employees will be notified when policy is online. The website for District policies is www.granburyisd.org. You will go to School Board and then District Policy.

An employee should also carefully read policy DGBA (Local) for more complete information about this process.

For purpose of this policy, "days" shall mean official District "business" days.

LEVEL ONE. Complaint forms must be filed:

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

In most circumstances, employees on a school campus shall file Level One complaints with the campus principal; other District employees shall file Level One complaints with their immediate supervisor.
If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

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

The appropriate administrator shall schedule a conference with the employee within ten days after receipt of the written complaint.

Absent extenuating circumstances, the administrator shall have ten days following the conference to provide the employee a written response.

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

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

The Superintendent or designee shall schedule a conference within ten days after the appeal notice is filed. At the conference, the Superintendent or designee shall consider only the issues and documents considered at Level One and identified in the Level Two appeal notice. The Superintendent or designee shall have ten days following the conference to provide the employee a written response.

LEVEL THREE. If the employee did not receive the relief requested at Level Two or if the time for a response has expired, the employee may appeal the decision to the Board.

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

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

The Superintendent or designee shall provide the Board with copies of the complaint form, all responses, all appeal notices, and all written documentation previously submitted by the employee or the administration. The Board shall consider only those issues and documents presented at the preceding levels and identified in the appeal notice.

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

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

The presiding officer may set reasonable time limits and guidelines for the presentation. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

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

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

The terms "complaint" and "grievance" shall have the same meaning. A grievance under this policy may include, but shall not be limited to, any of the following:

1. Grievances concerning an employee's wages, hours, or conditions of work.
2. Specific allegations of unlawful discrimination in employment on the basis of sex (including allegations of sexual harassment), race, color, religion, national origin, age, or disability.
3. Specific allegations of unlawful discrimination or retaliation on the basis of the employee's exercise of constitutional rights.
4. "Whistleblower" complaints. [See DG]
5. Complaints arising from the dismissal or termination of an at-will employee. [See DCD]
6. Complaints arising from the "termination at end-of-year" of the probationary contract of a professional employee. [See DFAA]

Initial procedures and information regarding sexual harassment by other employees are found in DIA (LOCAL) and information regarding federal nondiscrimination is found in DAA (LEGAL).

An employee's dismissal or non-renewal may be the subject of a grievance under this policy only if the District does not otherwise provide for a review of the matter.

The following are governed by other review processes and are not subject to this policy:
1. Grievances regarding suspension of a contractual employee without pay: DF series.
2. Grievances regarding termination of an employment contract governed by Chapter 21 of the Education Code: DF Series.
3. Grievances against a District peace officer: CKE
4. Grievances regarding instructional materials: EFA

The principal of each campus and other supervisory personnel shall ensure that employees under their supervision are informed of this policy.

Neither the Board nor the administration shall unlawfully retaliate against any employee for bringing a grievance under this policy. [See DG (LEGAL)]

Employees who allege adverse employment action in retaliation for reporting a violation of law to an appropriate authority shall initiate a grievance under this policy.

Employee Conduct and Welfare

Standards of Conduct *(Policy DH)*

All employees are expected to work together in a cooperative spirit to serve the best interests of the District and to be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights and property of students, parents, members of the community.
- Report to work according to the assigned schedule.
- Maintain confidentiality in all matters relating to students and coworkers.

- Express concerns, complaints or criticism through appropriate channels.
- Notify their immediate supervisor in advance as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- Know and comply with department and District procedures and policies.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use District time, funds, and property for authorized District business and activities only.
- Refrain from making comments of a negative, degrading, disparaging, hurtful, or destructive nature toward coworkers or students.
- Cursing, obscene or abusive language will not be tolerated under any circumstances.
- All GISD administrators will use and model positive leadership styles with teachers, staff, parents, students and community members that will foster a positive, nurturing and caring learning environment and workplace.

All District employees should perform their duties in accordance with state and federal law, District policy, procedures and ethical standards for professional educators. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the Superintendent knew of the incident. See *Reports to the Texas Education Agency,* page 56 for additional information.

The *Educator's Code of Ethics* adopted by the State Board for Educator Certification, which all District employees adhere to, is reprinted below:

Texas Educator's Code of Ethics

Purpose and Scope

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. (19TAC 247.1(b))

Enforceable Standards

1. PROFESSIONAL ETHICAL CONDUCT, PRACTICES, and PERFORMANCE

Standard 1.1 *The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board of Educator Certification (SBEC) and its certification process.*
Standard 1.2 *The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.*
Standard 1.3 *The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.*
Standard 1.4 *The educator shall not use institutional or professional privileges for personal or partisan advantage.*
Standard 1.5 *The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.*
Standard 1.6 *The educator shall not falsify records, or direct or coerce others to do so.*
Standard 1.7 *The educator shall comply with state regulations, written local school board policies, and other state and federal laws.*
Standard 1.8 *The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.*
Standard 1.9 *The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.*
Standard 1.10 *The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.*
Standard 1.11 *The educator shall not intentionally or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.*
Standard 1.12 *The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.*
Standard 1.13 *The educator shall not* ***be under the influence of alcohol or*** *consume alcoholic beverages on school property or during school activities when students are present.*
Standard 1.14 The educator shall not assist another educator, school employee, contractor, or agent in obtaining a new job as an educator or in a school, apart from the routine transmission of administrative and personnel files, if the educator knows or has probable cause to believe that such person engaged in sexual misconduct regarding a minor or student in violation of the law.

2. ETHICAL CONDUCT TOWARD PROFESSIONAL COLLEAGUES

Standard 2.1 *The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.*
Standard 2.2 *The educator shall not harm others by knowingly making false statements about a colleagues or the school system.*
Standard 2.3 *The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.*
Standard 2.4 *The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.*
Standard 2.5 *The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, sex, disability, family status or sexual orientation.*
Standard 2.6 *The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.*
Standard 2.7 *The educator shall not retaliate against any individual who has filed a complaint with the SBEC or who provides information for a disciplinary investigation or proceeding under this chapter.*

3. ETHICAL CONDUCT TOWARD STUDENTS

Standard 3.1 *The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.*
Standard 3.2 *The educator shall not intentionally knowingly or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.*
Standard 3.3 *The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.*
Standard 3.4 *The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, sex, disability, national origin, religion, family status or sexual orientation.*
Standard 3.5 *The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.*
Standard 3.6 *The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.*
Standard 3.7 *The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.*
Standard 3.8 *The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.*

Standard 3.9 *The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:*

(i) the nature, purpose, timing, and amount of the communication;
(ii) the subject matter of the communication;
(iii) whether the communication was made openly or the educator attempted to conceal the communication;
(iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
(v) whether the communication was sexually explicit; and
(vi) Whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

Discrimination, Harassment, and Retaliation *(Policies DH, DIA Local and Legal) (Note – This policy addresses harassment of District employees. For harassment of students, see FFH. For reporting requirements related to child abuse and neglect, see FFG)*

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees, unpaid interns, student teachers, or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons, including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action.

Individuals who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate District official. If the campus principal, supervisor or District official is the subject of a complaint, the complaint should be made directly to the Assistant Superintendent. A complaint against the Superintendent may be made directly to the board.

The District's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is reprinted below.

SEXUAL HARASSMENT *(Policy DIA Local)*

Sexual harassment of an employee is defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

Examples of sexual harassment may include, but are not limited to, sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication, or contact.

OTHER PROHIBITED HARASSMENT *(Policy DIA Local)*

Harassment of a District employee on the basis of the employee's race, color, sex, national origin, disability, religion, or age includes physical, verbal, or nonverbal conduct related to these characteristics when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee's work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or
3. Otherwise adversely affects the employee's employment opportunities.

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

REPORTING PROCEDURES *(Policy DIA Local)*

An employee who believes that he or she has experienced prohibited harassment should immediately report the alleged acts to an appropriate person designated below.

Any District employee with supervisory authority who receives notice that another employee has or may have experienced prohibited harassment is required to immediately report the alleged acts and take whatever other steps are required by this policy.

Any other person who knows or believes that a District employee has experienced harassment should immediately report the alleged acts to the appropriate person designated by this policy.

TIMELY REPORTING *(Policy DIA Local)*

Reports of harassment shall be made as soon as possible after the alleged acts. A failure to promptly report alleged harassment may impair the District's ability to investigate and address the harassment.

A District employee may report harassment to his or her supervisor or campus principal. A person shall not be required to report harassment to the alleged harasser; nothing in this policy prevents a person from reporting harassment directly to one of the District officials below:

DISTRICT OFFICIALS *(Policy DIA Local)*

1. For sexual harassment, the Title IX coordinator (See DAA (LEGAL)), Ron Holmgreen, Assistant Superintendent.
2. For all other prohibited harassment, the Superintendent.

A report against the Title IX coordinator may be made directly to the Superintendent; a report against the Superintendent may be made directly to the Board.

NOTIFICATION OF REPORT *(Policy DIA Local)*

Upon receipt of a report of harassment, a supervisor or principal shall immediately notify the appropriate District official listed above.

CONFIDENTIALITY *(Policy DIA Local)*

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 and comply with applicable law.

INVESTIGATION OF THE REPORT *(Policy DIA Local)*

The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form.

Upon receipt or notification of a report, the District official shall determine whether the allegations, if proven, would constitute sexual harassment or other prohibited harassment as defined by District policy. If so, the District official shall immediately authorize or undertake an investigation.

If appropriate, the District shall promptly take interim action to prevent harassment during the course of an investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

The District's obligation to conduct an investigation is not satisfied by the fact that a criminal or regulatory investigation regarding the same or similar allegations is pending.

CONCLUDING THE INVESTIGATION *(Policy DIA Local)*

If there are no extenuating circumstances, the investigation should be completed within ten business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

DISTRICT ACTION *(Policy DIA Local)*

If the results of an investigation indicate the prohibited harassment occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the harassment.

The District may take disciplinary action based on the results of an investigation, even if the District concludes that the conduct did not rise to the level of harassment prohibited by law or District policy.

APPEAL *(Policy DIA Local)*

A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA (LOCAL), beginning at the appropriate level.

The complainant shall be informed of his or her right to file a complaint with the Texas Workforce Commission Civil Rights Division, the Equal Employment Opportunity Commission, or the United States Department of Education Office for Civil Rights.

RETALIATION PROHIBITED *(Policy DIA Local)*

Retaliation against an employee alleged to have experienced harassment, a witness, or another person who makes a report or participates in an investigation is strictly prohibited. A person who makes a good faith report of prohibited harassment

shall not suffer retaliations for making the report. A person who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding prohibited harassment is subject to appropriate discipline.

RECORDS RETENTION *(Policy DIA Local)*

Retention of records shall be in accordance with DAA (LEGAL).

ACCESS TO POLICY *(Policy DIA Local)*

This policy shall be distributed annually to District employees. Copies of the policy shall be readily available at each campus and the District administrative offices and online at www.granburyisd.org. You will then go to School Board and then District Policy.

Harassment of students *(Policies DIA, FB, FFH, FFI, FNC) (Note: This policy addresses harassment of District students. For provisions regarding harassment of District employees, see DIA. For reporting requirements related to child abuse and neglect see FFG)* you will find District policy under School Board at www.granburyisd.org.

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and District employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate District official. All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse,* page 42, and *Bullying,* page 58, for additional information.

The District prohibits sexual harassment and harassment based on a person's race, color, sex, national origin, disability, or religion.

Employees shall not tolerate harassment of students and shall make reports as required. You will find District policy under School Board at www.granburyisd.org.

SEXUAL HARASSMENT BY AN EMPLOYEE

Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it:

    a. Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
    b. Creates an intimidating, threatening, hostile, or abusive educational environment

Romantic or inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual.

SEXUAL HARASSMENT BY OTHERS

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so sever, persistent, or pervasive that it:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating; threatening, hostile, or offensive educational environment;

2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

EXAMPLES OF SEXUAL HARASSMENT

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

Necessary or permissible physical contact such as assisting a child by taking the child's hand, comforting a child with a hug, or other physical contact not reasonably construed as sexual in nature is not sexual harassment.

OTHER PROHIBITED HARASSMENT

Prohibited harassment of a student is defined as physical, verbal or nonverbal conduct based on the student's race, color, sex, national origin, disability, or religion that is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities

EXAMPLES

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

REPORTING PROCEDURE

Any student who believes that he or she has experienced prohibited harassment should immediately report the alleged acts to a teacher, counselor, principal, or other District employee.
Any District employee who receives notice that a student has or may have experienced prohibited harassment is required to immediately report the alleged acts to an appropriate person designated below.

Any other person who knows or believes that a student has experienced prohibited harassment should immediately report the alleged acts to the appropriate person designated below.

Reports of known or suspected child abuse or neglect shall be made as required by law. (See FFG)

TIMELY REPORTING

Reports of harassment shall be made as soon as possible after the alleged acts. A failure to promptly report alleged harassment may impair the District's ability to investigate and address the harassment.

Oral or written reports of prohibited harassment shall normally be made to the campus principal. A person shall not be required to report harassment to the alleged harasser; nothing in this policy prevents a person from reporting harassment directly to one of the District officials below:

DISTRICT OFFICIALS

1. For sexual harassment, the Title IX coordinator (See FB (LOCAL)), Ron Holmgreen, Assistant Superintendent.
2. For all other prohibited harassment, the Superintendent.

A report against the Title IX coordinator may be made directly to the Superintendent; a report against the Superintendent may be made directly to the Board.

NOTICE TO PARENTS

The principal or District official shall promptly notify the parents of any student alleged to have experienced prohibited harassment by a District employee or another adult associated with the District. In cases of student-to-student harassment, the District shall promptly notify the parents of any student alleged to have experienced harassment when the allegations presented, if proven, would constitute sexual harassment or other prohibited harassment as defined by District policy.

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 and comply with applicable law.

INVESTIGATION OF THE REPORT

The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form.

Upon receipt or notification of a report, the District official shall determine whether the allegations, if proven, would constitute sexual harassment or other prohibited harassment as defined by District policy. If so, the District official shall immediately authorize or undertake an investigation.

If appropriate, the District shall promptly take interim action to prevent harassment during the course of an investigation.

The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

The District's obligation to conduct an investigation is not satisfied by the fact that a criminal or regulatory investigation regarding the same or similar allegations is pending.

CONCLUDING THE INVESTIGATION

If there are no extenuating circumstances, the investigation should be completed within ten business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

DISTRICT ACTION

If the results of an investigation indicate that prohibited harassment occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the harassment.

The District may take disciplinary action based on the results of an investigation, even if the District concludes that the conduct did not rise to the level of harassment prohibited by law or District policy.

APPEAL

A student, including a complainant, may appeal through FNG (LOCAL), beginning at the appropriate level. A complainant shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

RETALIATION PROHIBITED

Retaliation against a student alleged to have experienced harassment, a witness, or another person who makes a report or participates in an investigation is strictly prohibited. A person who makes a good faith report of prohibited harassment shall not suffer retaliation for making the report. A person who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding prohibited harassment is subject to appropriate discipline.

Reporting Crime *(Policy DG)*

The Texas Whistleblower Act protects district employees who make good faith reports of violations of law by the district to an appropriate law enforcement authority. The district is prohibited from suspending, terminating the employment of, or taking other adverse personnel action against, an employee who makes a report under the Act. State law also provides employees with the right to report a crime witnessed at the school to any peace officer with authority to investigate the crime.

RECORDS RETENTION

Retention of records shall be in accordance with FB (LOCAL)

ACCESS TO POLICY

Information regarding this policy shall be distributed annually to District employees and included in the student handbook. Copies of the policy shall be readily available at each campus and the District's administrative offices and online at www.granburyisd.org. You will go to School Board and then to District Policy.

Staff Dress Code

A dress code for employees is established to ensure modeling of good grooming and hygiene and appropriate dress for work. Staff shall 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. The District prohibits any clothing or grooming that in the supervisor's judgment, may reasonably be expected to cause disruption of or interference with normal school operations.

All GISD staff members should maintain a neat, professional appearance. The public tends to judge a school and community, in part, by the staff member's dress (condition, appropriateness, neatness, cleanliness, and the manner in which it is worn); therefore, all staff is expected to comply with professional standards. Some specific examples of what will and will not be considered appropriate at GISD are as follows:

1. No revealing apparel will be permitted. Sheer fabrics or see-through materials without proper under clothing will not be permitted. Proper underclothing should be worn at all times.
2. Shoes or sandals shall be worn while at school. Flip-Flops are not permitted.
3. Hats and caps are not to be worn inside the building before, during, or after school.
4. All apparel including dresses, skirts, shorts, capris and skorts can be worn fingertip plus one inch in length and must be hemmed. However, three inches above the knee is the shortest allowed. Slits cannot open higher than 3 inches above the knee.
5. Pants are to be appropriately fitted.
6. Jogging suits, biking shorts or leggings are not allowed.
7. Stirrup pants will be allowed, however, the top (i.e. the shirt or blouse) must cover the wearer's bottom.
8. Hair will be clean and neatly styled, non-distracting. Ponytails are acceptable.
9. Male staff may wear neatly trimmed, established beards and mustaches.
10. Facial jewelry is limited to earrings worn in the ear only. The number of earrings one may wear will be left to the discretion of the individual.
11. Coaches may be allowed to wear coaching clothing in academic settings only if there is not sufficient time, in the principal's opinion, to change clothes.
12. Substitutes must comply with the dress code.

NOTE: Staff should wear appropriate clothing for special events such as field trips, field days, etc.

Alcohol- and Drug Abuse Prevention *(Policies DH, DI)*

Granbury ISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol or illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The District's policy regarding employee alcohol and drug abuse and alcohol- and drug-free schools follows:

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

- Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- Alcohol or any alcoholic beverage.
- Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
- Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance. If the supervisor has reasonable suspicion that an employee is under the influence of alcohol or drugs, the supervisor may send the employee to be tested for drugs immediately. The employee will be accompanied to the testing site by the supervisor or his designee. See Policy on Line at www.granburyisd.org. You will go to School Board and then to District Policy.

EXCEPTION: An employee who uses a drug authorized by a licensed physician through a prescription specifically for that employee's use shall not be considered to have violated this policy.

DRUG ABATEMENT *(policy DI (LOCAL))*

The District shall maintain a drug-free environment and shall establish, as needed, a program complying with federal and state requirements. The program shall provide applicable information to employees in the following areas:

1. The dangers of drug use and abuse in the workplace.
2. The District's policy of maintaining a drug-free environment.
3. Drug counseling, rehabilitation, and employee assistance programs that are available in the community, if any.
4. The penalties that may be imposed on employees for violation of drug use and abuse prohibitions.

DRUG-FREE SCHOOLS REQUIREMENTS

The District prohibits the unlawful distribution, possession, or use of illegal drugs, inhalants, and alcohol on school premises or as part of any of the District's activities.

Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the District, and referral to appropriate law enforcement officials for prosecution. (See policies at DH and DHE) 41.U.S.C. 702(a) (1) (A); 28 TAC 169.2

Compliance with these requirements and prohibitions is mandatory and is a condition of employment.

(This notice complies with notice requirements imposed by the federal Drug-Free Schools and Communities Act Amendments of 1989 (20 U.S.C. 3224a and 34 CFR 86.201)

Dietary Supplements *(Policies DH, FFAC)*

District employees are prohibited by state law from knowingly selling, marketing, or distributing a dietary supplement that contains performance-enhancing compounds to a student with whom the employee has contact as part of his or her

School District duties. In addition, employees may not knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a performance-enhancing dietary supplement to any student.

Psychotropic drugs *(Policy FFAC)*

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.

District employees are prohibited by state law from doing the following:

- Recommending that a student use a psychotropic drug
- Suggesting a particular diagnosis
- Excluding from class or school-related activity a student whose parent refuses to consent to a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student

Reporting Suspected Child Abuse *(Policy DF, DG, DH, FFG, GRA)*

All employees are required by state law to report any suspected child abuse or neglect **as defined by Texas Family Code §26.001** to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g.: state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Abuse is defined by SBEC and includes the following acts or omissions:

- ~~Mental or emotional injury to a student or minor that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning;~~
- ~~Causing or permitting a student or minor to be in a situation in which the student or minor sustains a mental or emotional injury that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning;~~
- ~~Physical injury that results in substantial harm to a student or minor, or the genuine threat of substantial harm from physical injury to the student or minor, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline; or~~
- ~~Sexual conduct harmful to a student's or minor's mental, emotional, or physical welfare.~~

Employees are also required to make a report if they have cause to believe that an adult was a victim of abuse or neglect as a child and they determine in good faith that the disclosure of the information is necessary to protect the health and safety of another child or ~~disabled~~ person with a disability.

Reports to Child Protective Services can be made to the Children's Advocacy Center of Hood and Somervell Counties (817-573-0292) or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.
Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the District is prohibited from retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to make the required report may result in prosecution as a Class A misdemeanor. In addition, a certified employee's failure to report may result in disciplinary procedures by SBEC for a violation of the Texas Educators Code of Ethics.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agencies.

Reporting the concern to the principle does not relieve the employee of the requirement to report it to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

Sexual Abuse and Maltreatment of Children

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed at www.granburyisd.org. As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or otherwise maltreated. 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. Maltreatment is defined as abuse or neglect. 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).

Employees are required to follow the procedures described above in *Reporting Suspected Child Abuse.*

Fraud and Financial Impropriety *(Policy CAA)*

All employees should act with integrity and diligence in duties involving the District's financial resources. The District prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety includes the following:

- Forgery or unauthorized alteration of any document or account belonging to the District
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets, including employee time
- Impropriety in the handling of money or reporting of District financial transactions
- Profiteering as a result of insider knowledge of District information of activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the District
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the District except as otherwise permitted by law or district policy.
- Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment
- Destroying, removing, or inappropriately using records, furniture, fixtures, or equipment
- Failing to provide financial records required by federal, state or local entities
- Failure to disclose conflicts of interest as required by law or district policy
- Any other dishonest act regarding the finances of the District
- Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards.

Any person who suspects fraud or financial impropriety in the District shall report suspicions to any supervisor, the Superintendent, designee or the Board President.

Reported fraud shall be investigated and findings promptly reported to the Board. If an employee is found to have committed fraud or financial impropriety, disciplinary action shall be taken up to and including termination of employment.

Neither the Board nor any District employee shall unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety.

Conflict of Interest *(Policy DBD)*

Employees are required to disclose in writing to the district any situation that creates a potential conflict of interest with proper discharge of assigned duties and responsibilities or creates a potential conflict of interest with the best interests of the District. This includes the following:

- A personal financial interest
- A business interest
- Any other obligation or relationship
- Non-school employment

Employees should contact their supervisor for additional information

Gifts and Favors *(Policy DBD)*

Employees may not accept gifts or favors that could influence, or be construed to influence, the employee's discharge of assigned duties. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbooks, electronic textbooks, instructional materials or technical equipment may result in prosecution of a class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials, such as maps or worksheets that convey information to students or contribute to the learning process.

Associations and Political Activities *(Policy DGA)*

The District will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization, or association. Employees may join or refuse to join any professional association or organization.

An individual's employment will not be affected by membership or a decision not to be a member of any employee organization that exists for the purpose of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work.

Use of District resources, including work time, for political activities is prohibited.

Charitable Contributions – *(Policy DG)*

The board or any employee may not directly or indirectly require or coerce an employee to make a contribution to a charitable organization or in response to a fundraiser. Employees cannot be required to attend a meeting called for the purpose of soliciting charitable contributions. In addition, the Board or any employee may not directly or indirectly require or coerce an employee to refrain from making a contribution to a charitable organization or in response to a fund raiser or attending a meeting called for the purpose of soliciting charitable contributions.

Safety *(Policy CK series)*

The District has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The Safety Program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. To prevent or minimize injuries to employees, coworkers, and students, and to protect and conserve District equipment, employees must comply with the following requirements:

- Read the safety manual appropriate for the position held.
- Attend all required safety meetings.
- Observe all safety rules.
- Keep work areas clean and orderly at all times.
- Immediately report all accidents to their supervisor.
- Operate only equipment or machines for which they have training and authorization.

While driving on district business, employees are required to abide by all state and local traffic laws. Employees driving on district business are prohibited from texting and using other electronic devices that require both visual and manual attention while the vehicle is in motion. Employees will exercise care and sound judgment on whether to use hands-free technology while the vehicle is in motion.

Employees with questions or concerns relat~~ing to safety programs and issues can contact the District Safety Officer at 817-408-4015.~~**ed to the following safety areas, can contact the following:**

- **Worker's Compensation and Safety Training – 817-408-4015**
- **Emergency Management Operations – 817-408-4075**

Tobacco Products and E-Cigarette Use *(Policies DH, FNCD, GKA)*

State law prohibits smoking, using tobacco products, e-cigarettes, or any other electronic vaporizing device on all District-owned property and at school-related or school-sanctioned activities, on or off school property. This includes all buildings, playground areas, parking facilities, and facilities owned by the District or used by the District for athletics and all other activities. Drivers of District-owned vehicles are prohibited from smoking**,** using tobacco products or e-cigarettes while

inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

Criminal History Background Checks *(Policy DBAA)*

Employees may be subject to a review of their criminal history record information at any time during employment. National criminal history checks based on an individual's fingerprints, photo, and other identification will be conducted on certain employees and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the District and SBEC with access to an employee's current national criminal history and updates to the employee's subsequent criminal history.

Employee Arrests and Convictions *(Policy DH) LOCAL*

An employee must notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, and any of the other offenses listed below:

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
- Crimes that occur wholly or in part on school property or at a school-sponsored activity
- Crimes involving moral turpitude

Moral turpitude includes the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Felonies involving driving while intoxicated (DWI) of drugs or alcohol
- Acts constituting abuse or neglect under the SBEC rules

If an educator is arrested or criminally charged, the superintendent is also required to report the educators' criminal history to the Division of Investigations at TEA.

Possession of Firearms and Weapons *(Policies DH FNCG, GKA)*

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs or other prohibited weapons onto school premises (i.e. building, or portion of a building) or any grounds or building where a school-sponsored activity takes place. **A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored, unloaded, and not in plain view**. To ensure the safety of all persons, employees who observe or suspect a violation of the District's Weapons Policy should report it to their supervisors or call the principal or building supervisor immediately.

Visitors in the Workplace *(Policy GKC)*

All visitors are expected to enter any District facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the District premises should immediately direct him or her to the building office or contact the administrator in charge.

Copyrighted Materials *(Policy CY)*

Employees are expected to comply with the provisions of federal copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Electronic media, including motion pictures and other audiovisual works, are to be used in the classroom for instructional purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement. No rented film that includes a notice that the film is intended for "home use only" shall be shown to a class for entertainment purposes.

Unless otherwise provided in the purchase agreement, a purchased computer program shall not be used as a "master" to make copies. A computer program may be legally copied only if:

1. Making a copy is an essential step in using the program (such as automatic copying into memory when a program is loaded) or

2. The new copy is a backup; Backup cannot be used simultaneously with the original and must be erased if the original is resold.

District employees shall not use the same program on more than one computer at a time unless the purchase agreement or written permission from the vendor allows the District to network the program or allows other specified multiple use of the single copy. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

The Technology Coordinator must approve software before it can be ordered and all software must be loaded by an employee of the Technology Department or with the express written approval of the Technology Department.

Technology Resources *(Policy CQ)*

The District's technology resources, including its networks, computer systems, e-mail accounts, devices connected to its networks and all district-owned devices used on or off of school property are primarily for administrative and instructional purposes. Limited personal use is permitted if the use:

- Imposes no tangible cost to the district.
- Does not unduly burden the district's technology resources.
- Has no adverse effect on job performance or on a student's academic performance.

Electronic mail transmissions and other use of technology resources are not confidential and can be monitored at any time to ensure appropriate use.

Employees are required to abide by the provisions of the District's acceptable use agreement and administrative procedures.

It is a privilege for students and employees to use the District computer resource. GISD must have on file a signed "Acknowledgement of Understanding" of the "GISD Computer Network and Internet Access Policy" from each employee before he/she can use the District's computers. The "Employee Handbook Receipt" in the front of this book, serves as the "Acknowledgement of Understanding". The policy, the procedures, and the "Acknowledgement of Understanding" sheet are also all available on-line. Your immediate supervisor will provide you a copy of all related items.

Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and legal action. Employees with questions about computer use and data management can contact the Director of Technology at 817-408-4100.

Personal Use of Electronic ~~Media~~ Communication ~~-~~ *(Policy CQ, DH)*

Electronic ~~media~~ ~~communications~~ includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), wikis, electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Face book, Twitter, LinkedIn, Instagram). Electronic media also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic ~~media~~ communications as they are for any other public conduct. If an employee's use of electronic ~~media~~ communications interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for Web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

An employee who uses electronic ~~media~~ communications for personal purposes shall observe the following:

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures and videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- The employee shall not use the district's logo or other copyrighted material of the district without express, written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:

    - Confidentiality of student records. [See Policy FL]
    - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See Policy DH (EXHIBIT)]
    - Confidentiality of district records, including educator evaluations and private e-mail addresses. [See Policy GBA]
    - Copyright law [See Policy CY]
    - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See Policy DH (EXHIBIT)]

See *Use of Electronic ~~Media with~~* ***Communications between Employees and*** *Students*, below, for regulations on employee communication with students through electronic media.

Use of Electronic ~~Media with~~ between Employees and Students *(Policy DH)*

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may **use electronic communications** ~~communicate through electronic media~~ with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. All other employees are prohibited from communicating with students who are enrolled in the district through electronic ~~media~~ **communication**.

Employees are not required to provide students with their personal phone number or e-mail address.

An employee is not subject to these provisions **regarding electronic communications with a student** to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization. An employee who claims an exception based on a social relationship shall provide written consent from the student's parent. The written consent shall include an acknowledgement by the parent that:

- The employee has provided the parent with a copy of this protocol
- The employee and the student have a social relationship outside of school;

- The parent understands that the employee's communications with the student are excepted from the district regulation; and
- The parent is solely responsible for monitoring electronic communications between the employee and the student.

The following definitions apply for the use of electronic media with students:

- *Electronic ~~media~~* ~~includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Face book, Twitter, LinkedIn). *Electronic media* also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications~~ **means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes email, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social networking website**

- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication:* however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media,* above. Unsolicited contact from a student through electronic means is not a *communication.*
- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

An employee who ~~uses electronic media to communicate~~ communicates electronically with students shall observe the following:

- ~~The employee may use any form of electronic media **except** text messaging.~~ Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
    - The employee shall include at least one of the student's parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message:
    - The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message; or
    - For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee's district email address.
- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.
- The employee shall not communicate directly with any student between the hours of 9:00 p.m. and 7:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right of privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics including:

    - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPS and FL]
    - Copyright law [Policy CY]
    - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DF **DH**]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.

- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
- **An employee shall notify his or supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.**

Granbury Independent School District
Responsible Use Technology Agreement for FACULTY & STAFF

Please return the last page of this agreement, signed by you, to your principal/supervisor.
The Granbury Independent School District provides an array of technology resources for faculty and staff use to enhance the learning environment, facilitate resource sharing and to promote communication. This agreement outlines appropriate use and prohibited activities when using technology resources. Every faculty and staff member is expected to follow all guidelines stated below, as well as those given verbally by your principal or supervisor, and to demonstrate good citizenship and ethical behavior at all times.

In accepting this agreement, faculty and staff acknowledge the following rules and conditions:

GOVERNMENT LAWS:
I will use computers in conformity with laws of the United States and the State of Texas. Violations include, but are not limited to, the following:

- **CRIMINAL ACTS –** These include, but are not limited to, "hacking" or attempting to access computer systems without authorization, harassing email, cyber bullying, cyber stalking, child pornography, obscenity, vandalism, interception of electronic communications, and/or unauthorized tampering with computer systems. (Policy CQ (Legal) describes the Legal Framework for Technology Resources.)

- **LIBEL LAWS –** Publicly defaming people through the published material on the internet, email, etc…

- **COPYRIGHT VIOLATIONS –** Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), engaging in plagiarism (using other's words or ideas as your own).

NETIQUETTE and APPROPRIATE USE GUIDELINES:

TECHNOLOGY RESOURCES – The use of the District's technology resources is a privilege, not a right. All users are required to acknowledge receipt and understand of all administrative regulations governing use of the District's technology resources and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines. Noncompliance may result in suspension of access or termination of privileges and other disciplinary actions consistent with District policies. Faculty/staff are personally responsible for his/her actions when utilizing the school's technology resources.

MONITORED USE – All technology resources are the property of the school district. The District Technology Department staff may review any technology resource of to maintain system integrity and to ensure that faculty/staff are using the system responsibly. No one can claim a right to privacy or unrestricted speech in the use of the District's systems. Public Information or open records requests can be obtained for all records on technology resources including email. Faculty/Staff are NOT permitted to intrude into others' files.

SECURITY – Accounts are never to be shared, and should never be left unattended or open. Users will be required to change passwords regularly. Faculty/Staff will restrict unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.

PERSONAL USE – Limited personal use is permitted as long as this does not increase the cost to the District or interfere with operations of the network or with the performance of the employee's duties. Use of the district's computer (i.e.

laptop), at home, can become a potential risk for viruses and spyware into the school network. Please use extreme caution when using district resources at home.

INAPPROPRIATE MATERIALS OR LANGUAGE – Faculty/Staff are NOT permitted to transmit, retrieve or store materials that are discriminatory, harassing, obscene, pornographic, or inappropriate for educators. Despite our best efforts and beyond the limits of filtering technology, you may run across areas of adult content and some material you might find objectionable for the educational setting. You should report these websites to the technology department to include in the filtering process. Faculty or staff should not seek to access sites that are inappropriate for the public school environment. The use of district online systems for personal gain, commercial use, political lobbying or any other purpose which is illegal or against district policy or contrary to the district's best interest is NOT permitted. The District shall not be liable for users' inappropriate use of the District's technology resources, violations of copyright restrictions or other laws, users' mistakes or negligence, and costs incurred by users. The District shall not be responsible for ensuring the availability of the District's technology resources or the accuracy, age appropriateness, or usability of any information found on the Internet.

ELECTRONIC MAIL – While electronic mail can be a valuable tool, it is impossible to guarantee that it will be private. Deleted files can be undeleted. Do not send messages that are abusive, threatening, harassing, obscene, sexually oriented, discriminatory, damaging, illegal, false, or contain profanity. Do not send chain letters, virus warnings, urban legends or other unsubstantiated scares. Use the forward button with care (copy/paste is preferred). Do not use the system for commercial purposes, financial gain, political lobbying or any illegal purposes. Do not open attachments without first checking the validity of the attachment with the sender. If the sender is unknown, don't open the attachment.

RECORD RETENTION – Employees shall retain electronic records, whether created or maintained using the District's technology resources or personal technology resources, in accordance with the District's management program. The District archives email for 30 days.

FACULTY/STAFF UNDERSTANDING:

- I understand that passwords are private. I will not allow others to use my account name and password, or try to use that of others. I understand that my school network and email accounts are owned by the District and are not private. Granbury ISD has the right to access my information at any time.

- I understand that all student use of the Internet, using District technology resources or personal devices, is to be vigilantly supervised, and that I am responsible for such supervision in my classroom or whenever I am supervising students elsewhere.

- I will be polite and use appropriate language in my email messages, online postings, and other digital communications with others. I will refrain from using profanity, vulgarities or any other inappropriate language as determined by school administrators. I will use email and other means of communications (e.g. blogs, wikis, podcasting, chat, instant-messaging, discussion boards, virtual learning environments, etc.) responsibly. I will not use district-owned or personal technology devices to send or post hate or harassing mail, pornography, make discriminatory or derogatory remarks about colleagues, supervisors, students, or parents, or engage in bullying, harassment, or other antisocial behaviors either at school or at home.

- I understand that I represent the school district in all my online activities. I understand that what I do on social networking websites should not reflect negatively on my fellow employees, supervisors, staff, students, or on the District. I understand that I will be held responsible for how I represent myself and my school, department or District on the Internet, and that I may be disciplined for any use that is in any way disruptive to school operations, interferes with school operations, or that adversely affects or interferes with the performance of my school-related duties, or that negatively impacts any students achievement.

- I understand that masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name as a joke.

- I will use technology resources responsibly. I will not retrieve, save, or display hate-based, offensive or sexually explicit material using any of Granbury ISD's computer resources. I am responsible for not pursuing material that could be considered offensive. I understand that I am to notify the technology department immediately if by accident I encounter materials which violate appropriate use.

- I will use technology resources productively and responsibly for school-related purposes. I will avoid using any technology resource in such a way that would disrupt the activities of other users. This includes intentionally wasting resources, printing excessive quantities, downloading music during school hours, playing online games, creating or printing inappropriate materials, tampering with computer parts, erasing programs or others' files, introducing viruses, hacking, attempting to gain unauthorized access and modifying settings without permission.

- I will refrain from attempting to bypass, or circumvent security settings or Internet filters, or interfering with the operation of the network by installing illegal software, or web-based services and software not approved by the Granbury ISD Administrators or Technology Department.

- I will respect the intellectual property of other users and information providers. I will obey copyright guidelines. I will not plagiarize or use other's work without proper citation and permission.

- I will refrain from the use of or access of files, software, or other resources owned by others without the owner's permission. I will use only those school network directories that are designated for my use or for the purpose designated by my principal/supervisor.

- I will follow all guidelines set forth by the District when publishing student work and/or pictures online

- I understand the Internet is a source for information that is both true and false; and that the school is not responsible for inaccurate information obtained from the Internet. I agree to abide by all Internet safety guidelines that are provided by the school and to attend staff development related to Internet Safety.

- I will refrain from attempting to bypass, or circumvent, security settings or Internet filters.

- I understand that vandalism is prohibited. This includes, but is not limited to, modifying or destroying equipment, programs, files, or settings on any computer or other technology resource.

- Personal devices are not allowed on the GISD domain. These devices may use the Guest Network to access some outside resources. The Guest Network is filtered.

- I understand that I must abide by policies and guidelines outlined by Granbury ISD, whether I am using school or personal devices.

- I understand that District administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.

- I will refrain from any behavior that could be deemed as bullying to colleagues, students, parents or staff and I will monitor and report instances that come to my attention.

- I understand it is my responsibility to educate my students on Internet safety, according to the GISD Internet Safety Policy.

The Board of Granbury Independent School District adopted this internet safety policy at a public meeting following normal public notice on May 21, 2012.

ALL FACULTY/STAFF ARE REQUIRED TO SIGN AND RETURN THIS PAGE BEFORE THE USE OF ANY TECHNOLOGY EQUIPMENT (PERSONAL OR DISTRICT-OWNED IS ALLOWED AT GRANBURY ISD.

FACULTY/STAFF AGREEMENT:

As a user of the School's technology resources, I understand and agree to comply with the responsible use guidelines outlined in the Responsible Use Technology Agreement for Faculty/Staff.

I have read the Technology Resources Policy [CQ (LOCAL)], Internet Safety Policy, the Responsible Use Technology Agreement for Faculty/Staff, and the Acceptable Use Policy for Students. I understand the conditions for the use of the technology resources, including the Internet, provided by the Granbury ISD.

I understand that access to technology resources are provided for the purpose of promoting education excellence in keeping with the academic goals of the District, and that faculty/staff use for any other purpose is inappropriate. I recognize it is impossible for the District to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the school network.

I understand that I am responsible for supervising student use of technology resources, including personal devices when in my classroom or when I am supervising students elsewhere.

I agree to abide by all policies and guidelines outlined by Granbury ISD, whether I am using school or personal digital devices.

CONSEQUENCES FOR VIOLATION OF THIS AGREEMENT:

I understand that I am responsible for any transactions that occur under my user ID or account. Should I commit a violation, I understand that consequences of my actions could include suspension of access to the system, loss of computer privileges or data and files, revocation of the computer system account, disciplinary action, and/or referral to law enforcement.

Faculty/Staff Name (print):_____

Faculty/Staff Signature:_____ **Date:**_____

General Procedures

Asbestos Management Plan *(Policy CKA)*

Granbury ISD is working hard to maintain compliance mandated by both Federal and State laws governing asbestos in school buildings. A copy of the Asbestos Management Plan can be found in the main office at each campus. If you have any questions or would like to examine the district's Asbestos Management Plan in more detail, please contact Scott Campbell, the district's Asbestos Designated Person at 817-408-4170.

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Pest Control Treatment *(Policies CLB, DI)*

Employees are prohibited from applying any pesticide or herbicide without appropriate training and prior approval of the Integrated Pest Management (IPM) Coordinator in the Support Services Department at 817-408-4091. Any application of pesticide or herbicide must be done in a manner prescribed by law and the District's integrated pest management program.

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located in each building. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone written or electronic means. Pest control information sheets are available from campus principals or facility managers upon request.

Bad Weather Closing

The District may close schools for a full day or part of a day because of bad weather or emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the District's facilities. Employees and/or parents may call 817-408-4000 for a recorded message with regard to school closures. This information can also be found at the District website @ www.granburyisd.org and e-mails and text messages will be sent to employees along with telephone calls. When it becomes necessary to close the school, to open late, or to release students early, the following radio and television stations will be notified by school officials:

- WBAP AM 820
- KXAS Channel 5

When schools are officially closed, non-exempt employees are required to report to work or call the employee Absence Reporting System at 800-942-3767 or put in for time off for said missed day(s) with supervisor.

Emergencies *(Policies CKC, CKD)*

All employees should be familiar with the safety procedures for responding to **emergencies, including** a medical emergency**,** and the evacuation diagrams posted in their work areas. Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures. Each campus is equipped with an automatic external defibrillator. Fire extinguishers are located throughout all District buildings. Employees should know the location of these devices and procedures for their use.

Purchasing Procedures *(Policy CH)*

All requests for purchases of goods or services must be submitted through the principal or budget manager to the Business Office as an electronic Request for Purchase Order. Appropriate electronic approvals shall be included. The Business Office will issue a Purchase Order. No purchases, charges, or commitments to buy goods or services for the District can be made without a PO number. **The District will not assume responsibility or reimburse employees for purchases made without authorization and employees will not be reimbursed for case purchases made outside the normal purchasing procedures.** Employees are not permitted to purchase supplies or equipment for personal use through the District's business office and no supplies, material, or equipment shall be shipped to any employee's home address. Contact Debbie Johnson, Purchasing Manager, at 817-408-4015 for additional information on purchasing procedures.

Name and Address Changes

It is important that employment records be kept up to date. Employees must notify the Human Resources office if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. Forms to process a change in personal information can be obtained from the Human Resources Department at 817-408-4185 or online under Public Folders in Outlook. This information should also be supplied to the employee's immediate supervisor. Employees may go to Skyward Employee Access to update their email and phone number. In addition, certified employees are responsible for maintaining current, accurate personal data with the SBEC by accessing the website at www.tea.texas.gov.

Personnel Records *(Policy DBA, GBA)*

Most District records including personnel records are public information and must be released upon request. **In most cases, an employee's personal e-mail is confidential and may not be released without the employee's permission.**

A limited amount of personal information may be withheld. Employees may choose at any time to have the following personal information withheld.

- Address
- Phone number, including personal cell phone number
- Emergency contact information
- Information that reveals whether they have family members
- ~~Personal e-mail address~~

The choice to not allow public access to this information may be made at any time by submitting a written request to the Human Resources Department. New or terminated employees have 14 days after hire or termination to submit a request. Otherwise, personal information will be released to the public **until a request to withhold the information is submitted.**

Important Note: Educator Must Update Their Mailing Address

Effective December 2, 2002 every educator, certificate holder, or applicant must maintain a current mailing address with the State Board for Educator Certification (SBEC). The address must be able to receive mail delivered by the United States Postal Service. Failure to maintain a current mailing address with SBEC may result in the following:

- Failure to receive important information or notice of a proceeding regarding an individual's certification or application status, including renewal requirements for a Standard Educator Certificate;
- Failure to receive a certificate; or
- Certificate sanction or denial.

Building Use *(Policies DGA, GKD)*

Employees who wish to use District facilities after school hours must follow established procedures. The current school campus secretary is responsible for scheduling the use of facilities in their building. To obtain information on the fees charged you may refer to www.granburyisd.org, choose Facilities/Maintenance under Department heading, then choose Facility Use.

Contacts for more information:

- Athletic Use – Amanda Rankin at 817-408-4008 or amanda.rankin@granburyisd.org
- Facility Use – Randall Murphy at 817-408-4084 or randall.murphy@granburyisd.org

Termination of Employment

Resignations *(Policy DFE)*

Contract Employees

Contract employees may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the immediate supervisor and the Human Resources Department. The Superintendent must officially accept all resignations of contract personnel. Contract employees may resign at any other time only with the approval of the Superintendent or the board of trustees. Resignation without the consent of the Superintendent may result in disciplinary action by the State Board for Educator Certification. Acceptance of a resignation after the deadline established by law is contingent on finding a suitable replacement.

The principal is required to notify the superintendent of an educator's resignation following an alleged incident of misconduct for any of the acts listed in Reports to Texas Education Agency on page 56.

The Superintendent will notify the State Board for Educator Certification when an employee resigns and reasonable evidence exists to indicate the employee has engaged in any of the acts listed under *Reports to* Texas Education Agency on page 56.

Non-Contract Employees

Non-contract employees may resign their positions at any time. A written notice of resignation should be submitted to the employee's immediate supervisor and the Human Resources Department at least two weeks prior to the effective date. Employees are encouraged to include the reasons for leaving in the letter of resignation but are not required to do so.

Dismissal or Non-Renewal of Contract Employees *(Policies **DF Series** ~~DFAA, DFAB, DFBA, DFBB, DFCA, DFD, DFF, DFFA, DFFB, DFFC~~)*

Employees on probationary, term, and continuing contracts can be dismissed during the school year according to the procedures outlined in District policies. Employees on probationary or term contracts can be non-renewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or non-renewal occurs will be provided when a written notice is given to an employee. Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is revoked for misconduct.

Contracts are **NULL AND VOID** for employees who do not hold or obtain in a timely manner as defined by the District the appropriate certificate for the position to which they have been assigned. **Dismissed and/or Non-Renewal procedures are not required when a contract is NULL AND VOID.**

Information on the timelines and procedures can be found in the DF series policies that are provided to employees or online at www.granburyisd.org or in the Superintendent's office.

Dismissal of Non-Contract Employees *(Policy DCD)*

Non-contract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the District to dismiss any employee for reasons of race, color, religion, sex, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Non-contract employees who are dismissed have the right to grieve the termination. To present a grievance, the employee must follow the District process outlined in this handbook. (See Complaints and Grievances).

Exit Interviews and Procedures ~~*(Policies DC and CY)*~~

Exit interviews will be scheduled for all employees leaving the District. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Separating employees are asked to provide the District with a forwarding address and phone number and complete a questionnaire that provides the District with feedback on his or her employment experience.

All District keys, books, property including intellectual property, and equipment must be returned upon separation from employment.

Probationary Status *(Policy DCA)*

The following persons shall be employed under a probationary contract when the person is employed by the District for the first time or if the person has not been employed by the District for two consecutive school years subsequent to August 28, 1967: Principal; Supervisor; Classroom Teacher; Counselor; Other full-time professional employees who are required to hold a certificate issued under Education Code Chapter 21, Subchapter B; and Registered Nurse.

A probationary contract **for a first year teacher** may not be for a term exceeding one school year. A probationary contract may be renewed for two additional one-year periods, for a maximum permissible probationary contract period of three school years, An exception may be made for a probationary contract period to be extended beyond the third consecutive year of employment if, during the third year of the probationary period, the Board determines that it is doubtful whether a term contract should be given. If the Board makes such a determination, the District may offer a probationary contract for a term ending with the fourth consecutive school year.
~~except that the probationary period may not exceed one year for a person who has been employed as a teacher in public education for at least five of the eight years preceding employment by the District.~~

The District shall have the option to employ a teacher who has been employed in public education for at least five of the eight years preceding employment by the District under a probationary contract for up to two years.

Return to Probationary Status *(Policy DFAC)*

In lieu of discharging, terminating, or not renewing a term contract, the District may, with written consent of the employee, return the employee to probationary contract status. Before any employee agrees to be returned to probationary status, the employee must receive written notice of the proposed discharge, termination, or non-renewal. An employee returned to probationary status must serve a new probationary period as if the employee were employed by the District for the first time.

Hearings before Hearing Examiner *(Policy DFD)*

Information on hearings before a hearing examiner is found in Policy DFD.

Reduction in Force *(Policy DFF)*

A reduction in force may take place when the Board determines that financial exigency or a program change requires the discharge or non-renewal of one or more employees. Information on reduction in force may be found in Policy DFF.

Reports to Texas Education Agency *(Policy DF)*

The **resignation or** dismissal of a certified employee must be reported to the Division of Investigations at TEA ~~whenever the termination is based on~~ if there is evidence that the employee was involved in any of the following:

- Any form of sexual or physical abuse of a minor or any other unlawful conduct with a student or a minor.
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor.
- The possession, transfer, sale, or distribution of a controlled substance.
- The illegal transfer, appropriation, or expenditure of district property or funds.

- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation.
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event.

~~The superintendent is also required to notify TEA when a certified employee resigns and evidence the educator engaged in the conduct listed above.~~

The reporting requirements above are in addition to the superintendent's ongoing duty to notify TEA when a certified employee has a reported criminal history. "Reported criminal history" means any formal criminal justice system charges or dispositions including arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction that is obtained by a means other than the Fingerprint-based Applicant Clearinghouse of Texas (FACT).

Reports concerning court-ordered withholding

The District is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance ~~to the court and the individual receiving the support (Texas Family Code §8.210, 158.211)~~. Notice of the following must be sent to the ~~court and~~ support recipient **and the court or, in case of child support, the Texas Attorney General Child Support Division:**

- Termination of employment not later than the seventh day after the date of termination
- Employee's last known address
- Name and address of the employee's new employer, if known

Student Issues

Equal Educational Opportunities *(Policies FB, FFH)*

The Granbury Independent School District does not discriminate on the basis of race, religion, color, national origin, sex or disability in providing educational services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination of students based on any of the reasons listed above should be directed to Ron Holmgreen, Assistant Superintendent 600 West Pearl Street, Granbury Texas, 76048 or by phone at 817-408-4009.

Student Records *(Policy FL)*

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records.

The following people are the only people who have general access to a student's records:

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights.
- The student: The rights of parents transfer to a student who turns 18 or is enrolled in an institution of post-secondary education. A district is not prohibited from granting the student access to the student's records before this time.
- School officials with legitimate educational interests.

The student handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to the campus principal or designee for assistance.

Parent and Student Complaints *(Policy FNG)*

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the Board has adopted orderly processes for handling complaints on different issues. Any campus office or the Superintendent's office can provide parents and students with information on filing a complaint.

Parents are encouraged to discuss their concerns with the appropriate teacher, principal or other campus administrator who has the authority to address the concerns.

Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

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

Administering Medication to Students *(Policy FFAC)*

No employee shall give any student prescription medication, nonprescription medication, herbal substances, anabolic steroids or dietary supplements of any type except as provided below.

Employees authorized by the Superintendent or designee may administer to students:

- Prescription medication in accordance with legal requirements. [See FFAC(LEGAL)]
- Nonprescription medication, upon a parent's written request, when properly labeled and in the original container.
    - Herbal substances or dietary supplements provided by the parent and only if required by the individualized education program of Section 504 plan of a student with disabilities.

Dietary Supplements (*Policies DH, FFAC)*

District employees are prohibited by state law from knowingly selling, marketing, or distributing a dietary supplement that contains performance-enhancing compounds to a student with whom the employee has contact as part of his or her school district duties. In addition, employees may not knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a performance-enhancing dietary supplement to any student.

Psychotropic Drugs (*Policy FFAC)*

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.

District employees are prohibited by state law from doing the following:

- Recommending that a student use a psychotropic drug
- Suggesting a particular diagnosis
- Excluding from class or school-related activity a student whose parent refuses to consent to a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student

Student Conduct and Discipline *(Policies in the FN series and FO series)*

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Code of Conduct and Student Handbook. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies that have been adopted by the District. Other employees that have concerns about a particular student's conduct should contact the classroom teacher or campus principal.

Student Attendance *(Policy FEB)*

Teachers and staff should be familiar with the District's policies and procedures for attendance accounting. These procedures require minor students to have parental consent before they are allowed to leave campus. When absent from school, the student, upon returning to school, must bring a note signed by the parent that describes the reason for the absence. These requirements are addressed in campus training and in the Student Handbook. Contact the campus principal for additional information.

Student Bullying *(Policy FFI)*

Bullying is defined by TEC §37.0832. All employees are required to report student complaints of bullying **including cyber bullying** to the campus principal or supervisor. The District's policy includes definitions and procedures for reporting and investigating bullying of students can be found online at www.granburyisd.org

Student Hazing *(Policy FNCC)*

Students must have prior approval from the principal or designee for any type of "initiation rites" of a school club or organization. While most initiation rites are permissible, engaging in or permitting "hazing" is a criminal offense. Any teacher, administrator, or employee who observes a student engaged in any form of hazing, who has reason to know or suspect that a student intends to engage in hazing, or has engaged in hazing must report that fact or suspicion to the designated campus administrator.

Student Dress Code

All staff members are responsible for knowing what student dress is appropriate under the dress code in the Student Handbook, as well as enforcing the student dress code. A copy of the Granbury ISD Student Handbook is on-line in the public folder section of the Granbury Independent School District web page.

Student Code of Conduct

All staff members are responsible for having knowledge of and assisting in the enforcement of the student Code of Conduct, as printed in the Granbury ISD Student Handbook.

Student Field Trips

All student field trips must have prior approval by the District and the Supervisor. Once approval has been gained, several forms are required for such trips. These forms can be found in your Campus front office.

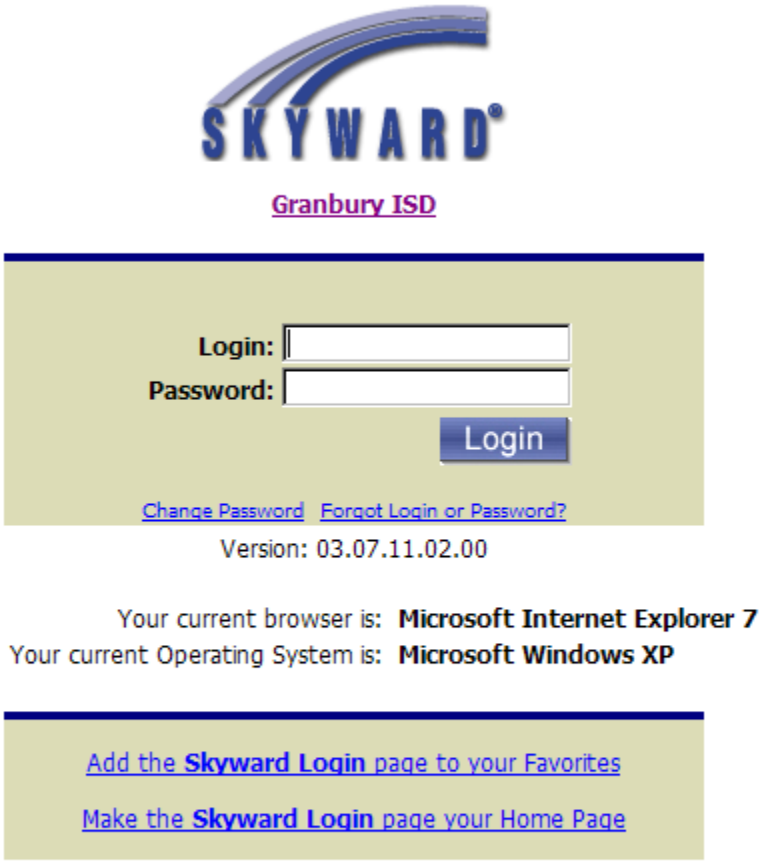
Employee sponsors must accompany students on all buses on all field trips at all times.

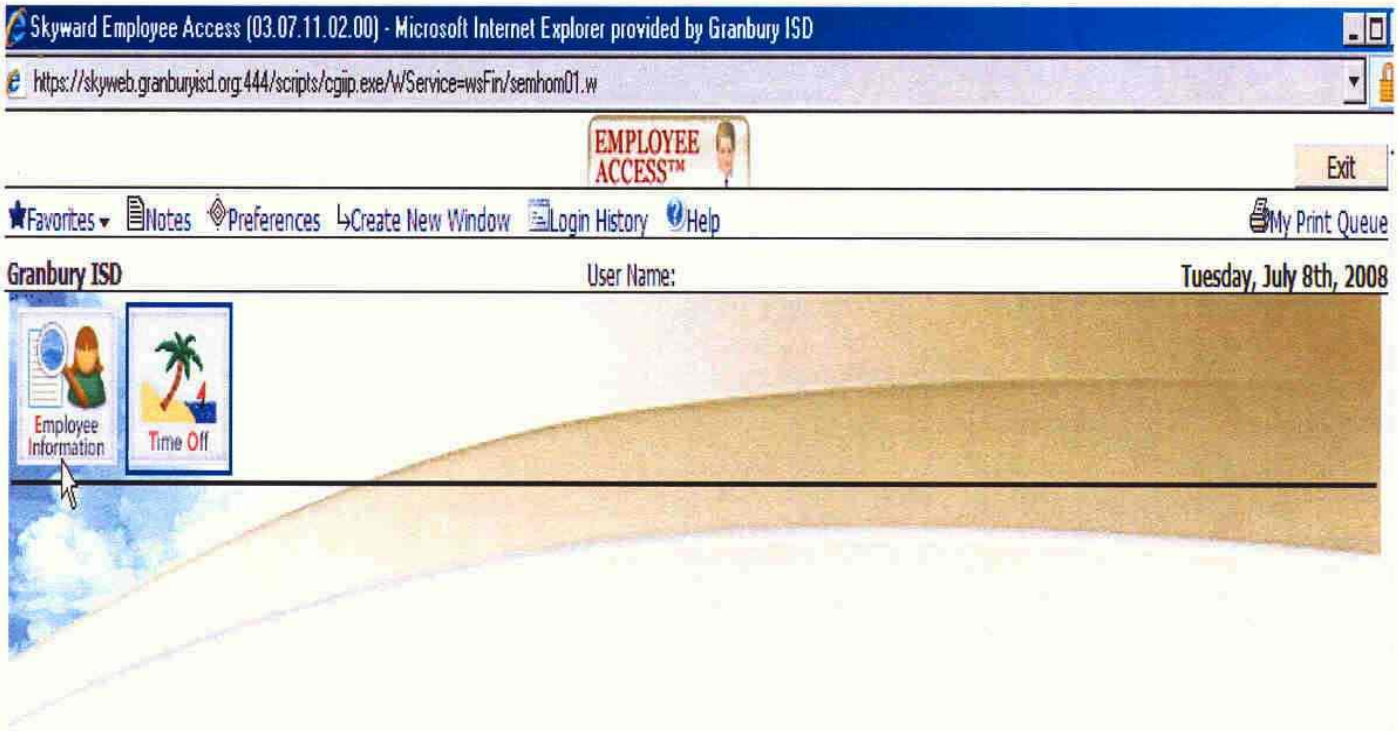
EXHIBITS

GO TO THIS LINK AND THEN FOLLOW THE ARROWS ON THE EXAMPLES TO GET PAYSTUB INFORMATION.

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CONTACT BUSINESS OFFICE FOR LOGIN INFORMATION.





PaCT

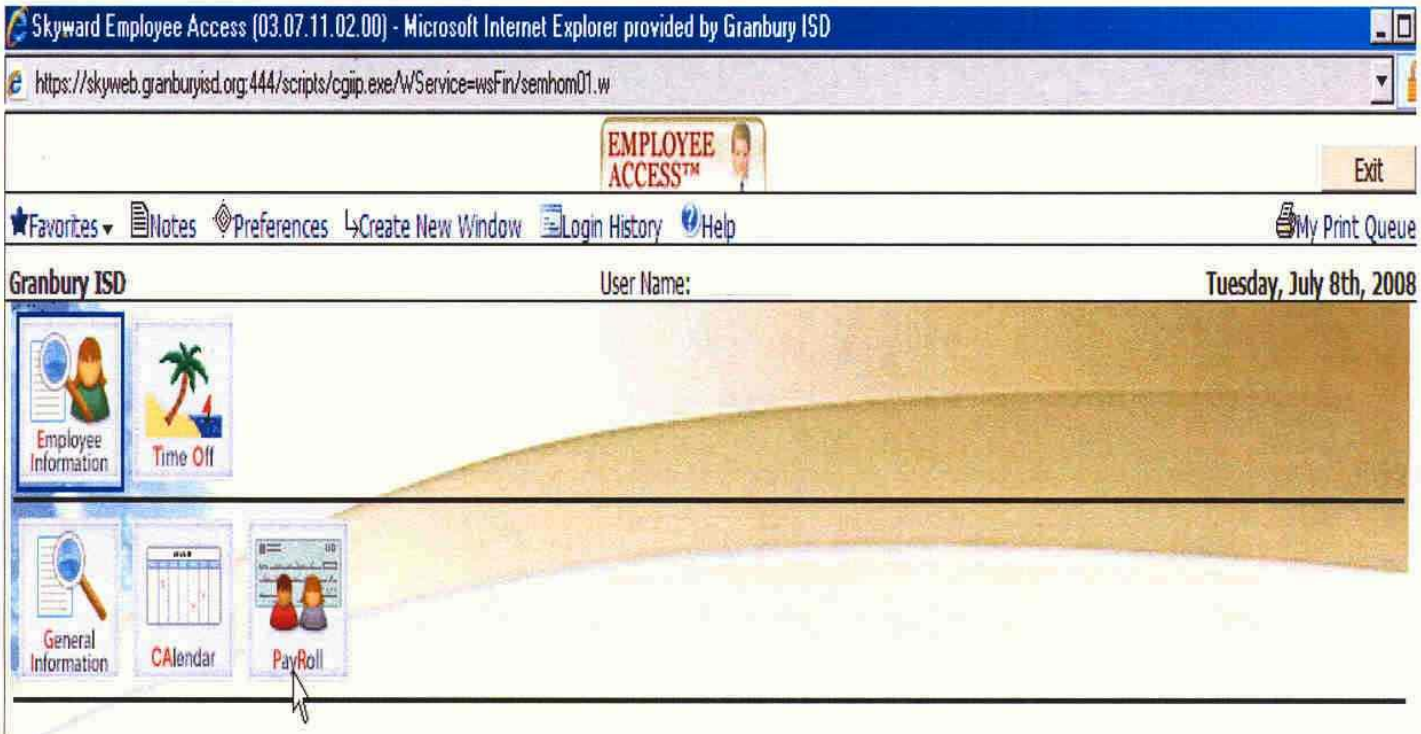
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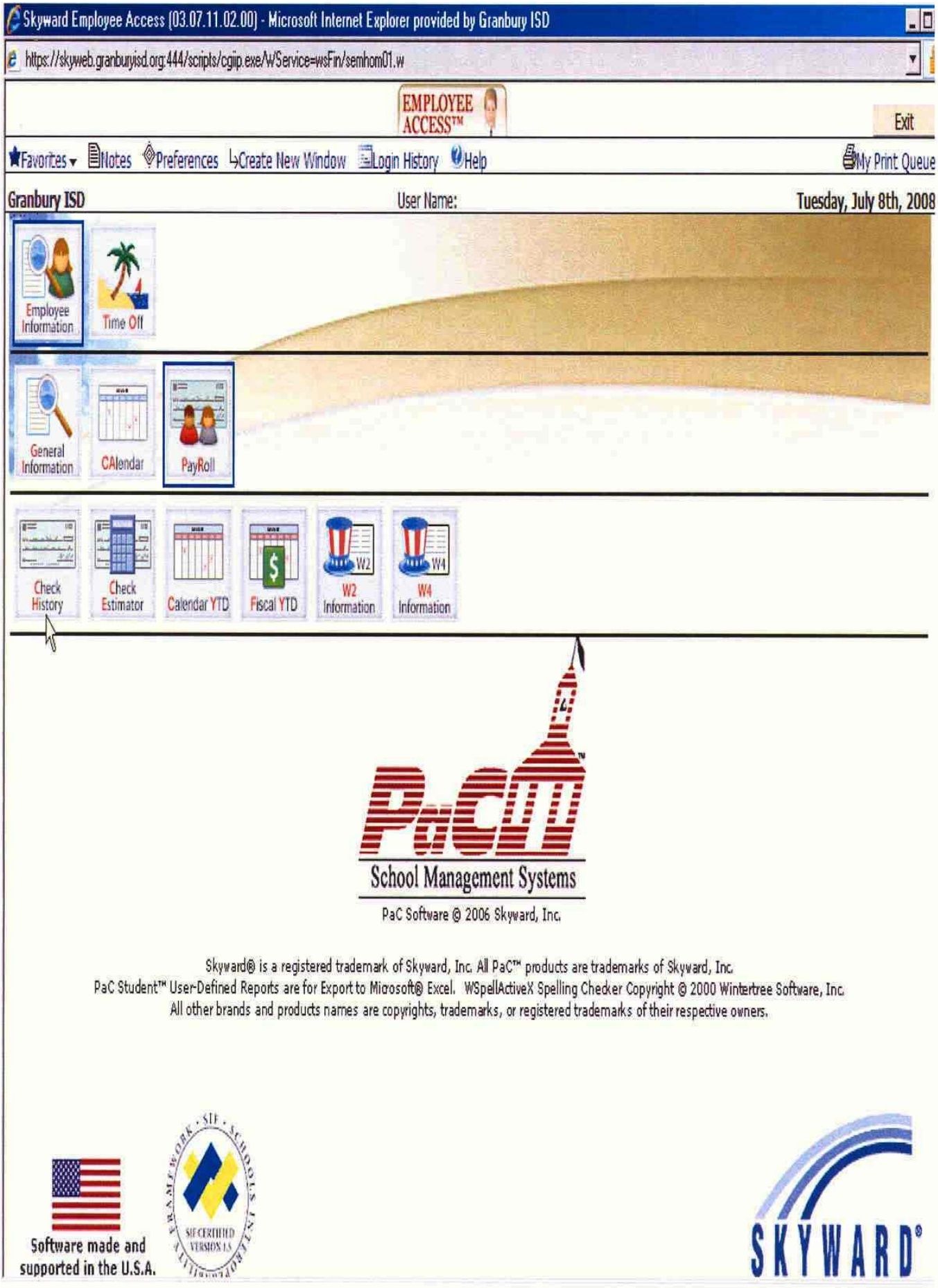
School Management Systems

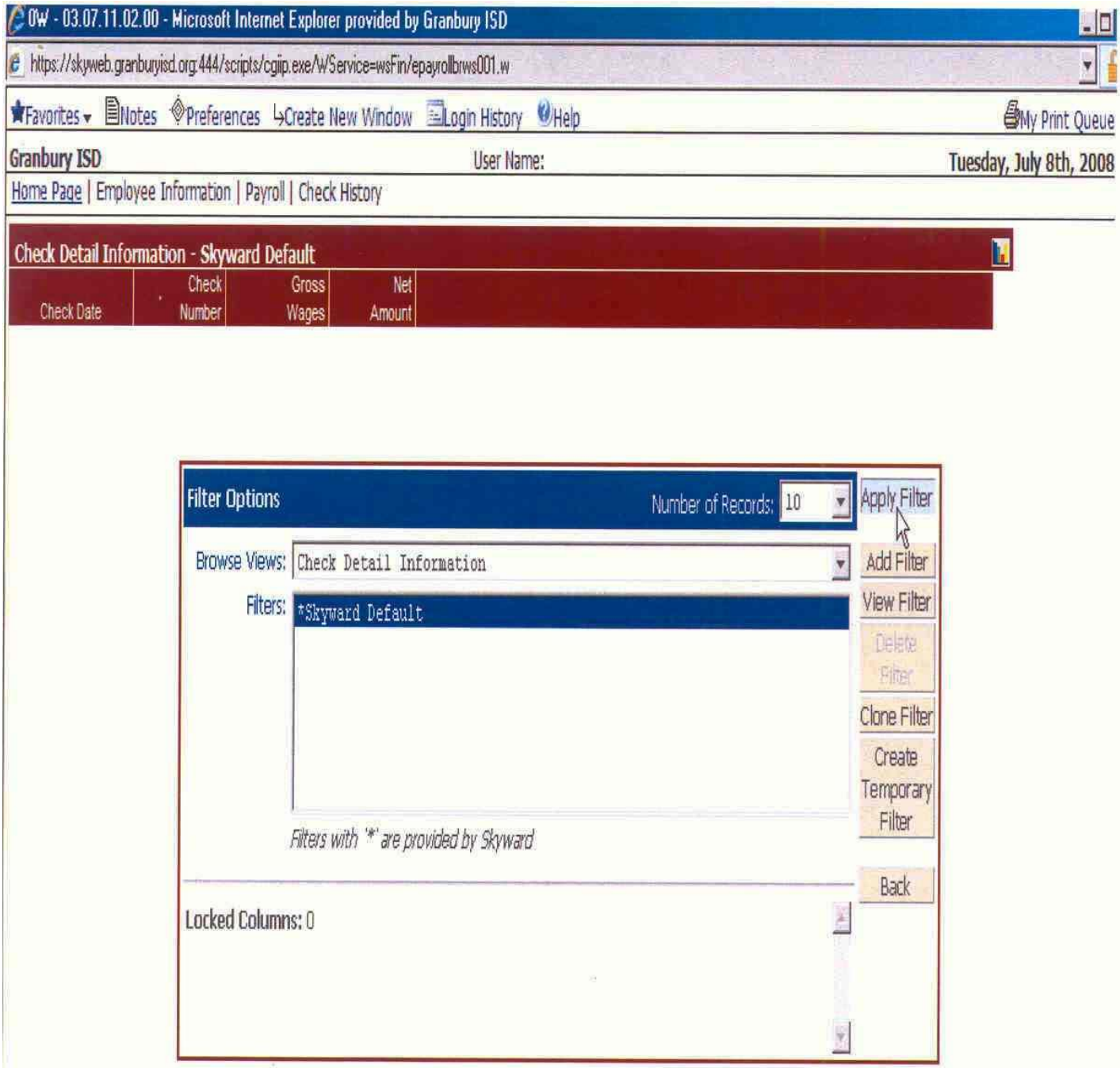
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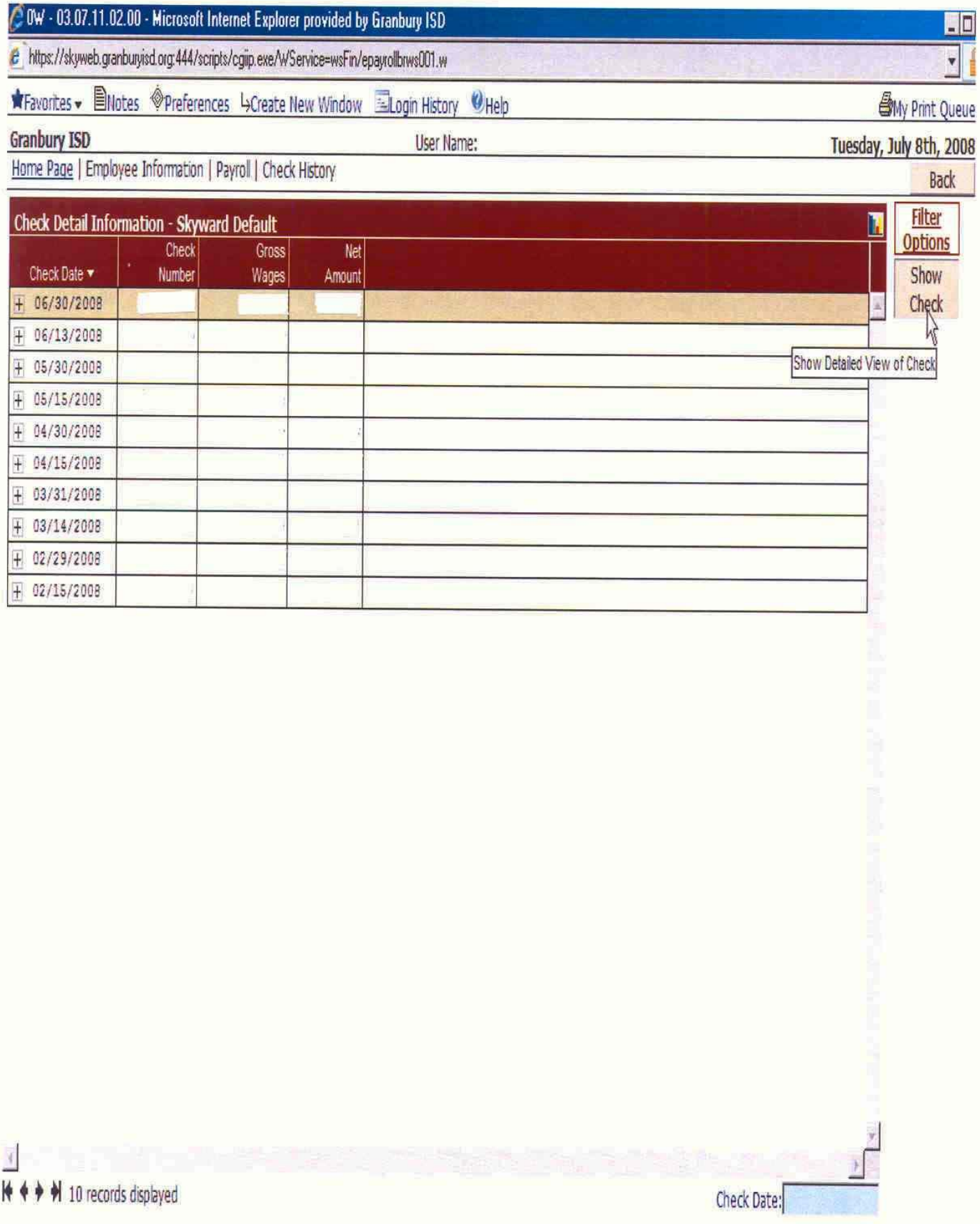
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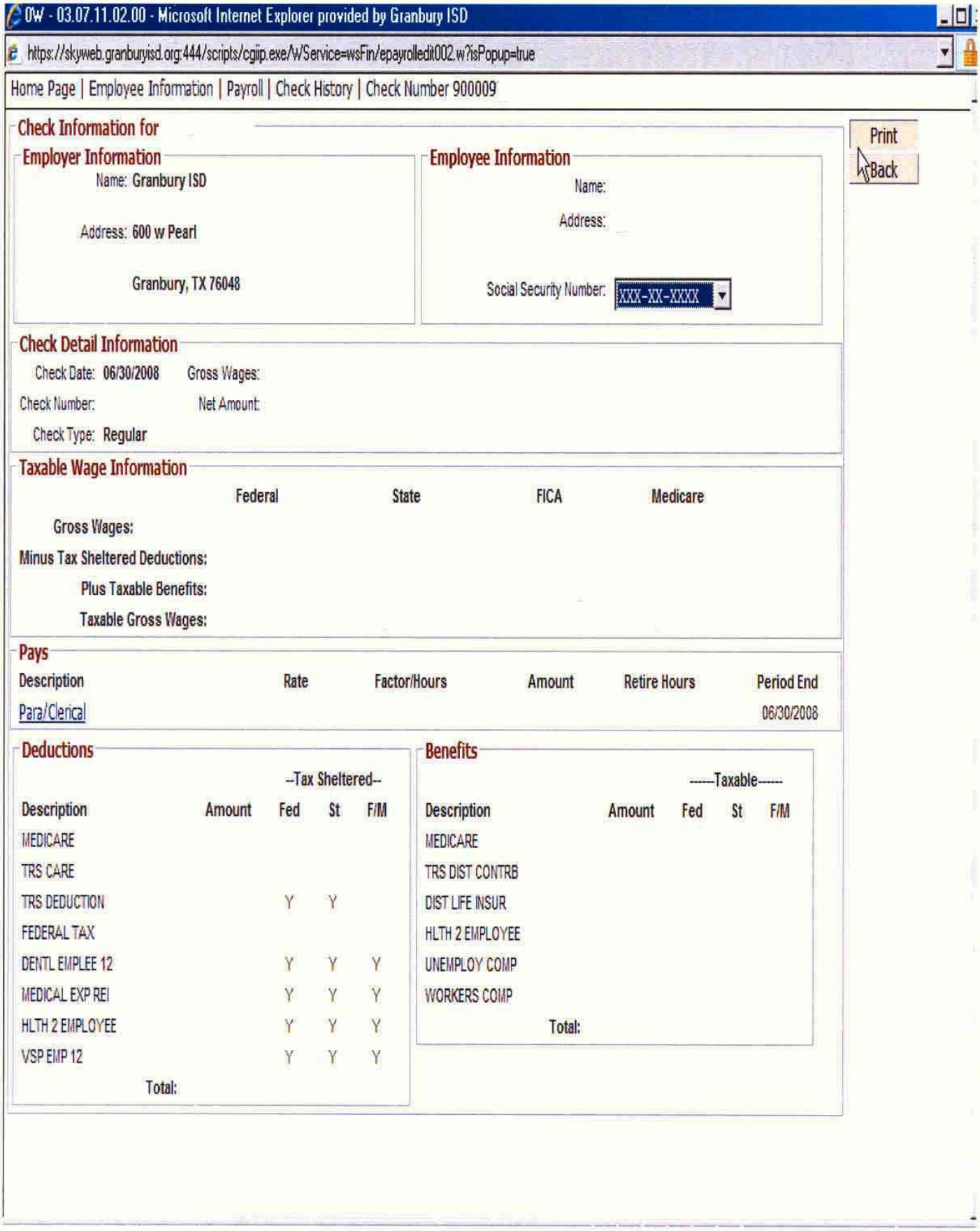
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Exit
Favorites
Notes
Preferences
Create New Window
Login History
Help
My Print Queue
Granbury ISD
User Name:
Tuesday, July 8th, 2008
Employee Information
Time Off
General Information
CAlendar
PayRoll
Check History
Check Estimator
Calendar YTD
Fiscal YTD
W2 Information
W4 Information
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Favorites
Notes
Preferences
Create New Window
Login History
Help
My Print Queue
Granbury ISD
User Name:
Tuesday, July 8th, 2008
Home Page | Employee Information | Payroll | Check History
Check Detail Information - Skyward Default
Check Date
Check Number
Gross Wages
Net Amount
Filter Options
Number of Records: 10
Apply Filter
Browse Views: Check Detail Information
Add Filter
Filters: *Skyward Default
View Filter
Delete Filter
Clone Filter
Create Temporary Filter
Filters with '*' are provided by Skyward
Back
Locked Columns: 0


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Favorites
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Preferences
Create New Window
Login History
Help
My Print Queue
Granbury ISD
User Name:
Tuesday, July 8th, 2008
Home Page | Employee Information | Payroll | Check History
Back
Check Detail Information - Skyward Default
Filter Options
Show Check
Show Detailed View of Check
Check Date
Check Number
Gross Wages
Net Amount
06/30/2008
06/13/2008
05/30/2008
05/15/2008
04/30/2008
04/15/2008
03/31/2008
03/14/2008
02/29/2008
02/15/2008
10 records displayed
Check Date:


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https://skyweb.granburyisd.org:444/scripts/cgiip.exe/WService=wsFin/epayrolledit002.w?isPopup=true
Home Page | Employee Information | Payroll | Check History | Check Number 900009
Print
Back
Check Information for
Employer Information
Name: Granbury ISD
Address: 600 w Pearl
Granbury, TX 76048
Employee Information
Name:
Address:
Social Security Number: XXX-XX-XXXX
Check Detail Information
Check Date: 06/30/2008
Gross Wages:
Check Number:
Net Amount:
Check Type: Regular
Taxable Wage Information
Federal
State
FICA
Medicare
Gross Wages:
Minus Tax Sheltered Deductions:
Plus Taxable Benefits:
Taxable Gross Wages:
Pays
Description
Rate
Factor/Hours
Amount
Retire Hours
Period End
Para/Clerical
06/30/2008
Deductions
--Tax Sheltered--
Description
Amount
Fed
St
F/M
MEDICARE
TRS CARE
TRS DEDUCTION
Y
Y
FEDERAL TAX
DENTL EMPLEE 12
Y
Y
Y
MEDICAL EXP REI
Y
Y
Y
HLTH 2 EMPLOYEE
Y
Y
Y
VSP EMP 12
Y
Y
Y
Total:
Benefits
------Taxable------
Description
Amount
Fed
St
F/M
MEDICARE
TRS DIST CONTRB
DIST LIFE INSUR
HLTH 2 EMPLOYEE
UNEMPLOY COMP
WORKERS COMP
Total:

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GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

SUPPORT SERVICES

To: Board of Trustees
Date: July 24, 2017
For: Approval

TO: Dr. James Largent, Superintendent

FROM Linda Williams
DATE: July 18, 2017
RE: Meal Prices for 2017-2018

SUMMARY:

To continue compliance with The Health, Hunger-Free Kids Act of 2010 – Sec. 205, prices for meals served in the GISD Child Nutrition programs are reviewed annually to ensure that pricing is compliant with regulations and sufficient to cover the cost of the program. As a result of this review, the following need to be addressed for meal pricing for the 2017-2018 school year.

The Act states: "Effective School Year beginning July 1, 2011, schools are required to charge students for paid meals at a price that is on average equal to the difference between free meal reimbursement and paid meal reimbursement; Schools that currently charge less are required to gradually increase their prices over time until they meet the requirement; Schools may choose to cover the difference in revenue with non-federal funds instead of raising paid meal prices. Establishes a maximum annual increase in the required paid increase of 10 cents annually, but allows schools to establish a higher increase at their discretion."

For SY 2017-18, School Food Authorities which, on a weighted average, charged less than $2.86 for paid lunches in SY 2016-17 are required to adjust their weighted average lunch price or add non-federal funds to the non-profit school food service account. The amount per meal increase will be calculated using 2 percent rate increase plus the Consumer Price Index (2.64 percent), totaling 4.64 percent. Increasing meal prices by10 cents at all schools will meet this requirement.

Districts that choose to contribute non-federal sources to the nonprofit school food service account in lieu of raising paid lunch process must calculate the appropriate amount to contribute. To determine the amount of required revenue in lieu of a paid lunch price increase, determine the total number of paid reimbursable lunches claimed for the previous school year and multiply the difference between the SY17 weighted average paid lunch price requirement and the SY17 weighted average paid lunch price.

Sources of Allowable Non-federal Funding have been expanded and include profit from ala carte items sold in competition with reimbursable meals. The Annual Non-Federal Source Contribution Requirement (with 10 cent cap) for SY18 for Granbury ISD is $19,165.40. SY 2016-2017 profit from child nutrition ala carte sales through June 2017 is $231,162.

Staff Meal prices and paid Afterschool non-area eligible snack price must comply with the TDA regulations for adult meals and afterschool snacks.

2016-2017 Prices are as follows:

Elementary Breakfast	$1.35
Elementary Lunch	$2.55
Middle School Breakfast	$1.60
Middle School Lunch	$2.70
High School Breakfast	$1.85
High School Lunch	$2.85
Staff Breakfast Price	$2.05
Staff Lunch Price	$3.60
Afterschool Snack Program Paid Snack Price for Non-Area Eligible Sites (AES, OES)	$0.90

The difference between 2016-2017 free and paid meal reimbursement is a weighted $2.86 per meal. Therefore, GISD needs to increase the paid meal price to a weighted $2.86 per meal or contribute non-federal funds. However, the increase is limited to a maximum $.10 as addressed above. Non-federal funds contributed in lieu of a price increase are capped at $19,165.40.

RECOMMENDATION:

It is recommended that, in lieu of student price increases, non-federal funds from child nutrition ala carte profit be contributed in the amount of $19,165.40 and the meal prices for 2017-2018 are as follows:

Elementary Breakfast	$1.35
Elementary Lunch	$2.55
Middle School Breakfast	$1.60
Middle School Lunch	$2.70
High School Breakfast	$1.85
High School Lunch	$2.85
Staff Breakfast Price	$2.10
Staff Lunch Price	$3.60
Afterschool Snack Program Paid Snack Price for Non-Area Eligible Sites (AES, OES)	$0.90

Respectfully submitted,
Linda Williams
Director Support Services

Date Submitted: July 18, 2017

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

CURRICULUM AND INSTRUCTION

TO: Dr. James Largent, Superintendent	**FROM**: Sharon Williams **DATE**: July 10, 2017 **RE**: Timeline for Accelerated Instruction Waiver

SUMMARY:

As part of the Student Success Initiative (SSI), districts and charter schools must provide accelerated instruction to students in grades 5 and 8 who do not demonstrate proficiency on the STAAR reading and/or mathematics tests. This accelerated instruction must occur after each administration of the test, including the third administration. Students may advance to or be placed in the next grade level only if (1) they complete all accelerated instruction required by the grade placement committee (GPC), and (2) the GPC determines, by unanimous decision, that the students are likely to perform at grade level at the end of the next school year given additional accelerated instruction during the course of the year.

To assist districts in meeting the accelerated instruction provision after the **third administration** of the test, the agency is allowing districts to apply for a waiver to adjust the timeline for providing accelerated instruction to students who fail the third administration. The waiver will be granted if districts meet certain conditions, including identifying and documenting the intensive instruction a student needs, targeting this instruction to the reporting categories on which the student was weak, and ensuring that this instruction is completed during the first six weeks of school. In addition to this intensive accelerated instruction, districts must develop an accelerated instruction plan that will provide the student with ongoing instructional support during the entire school year.

RECOMMENDATION:

It is recommended that the Timeline for Accelerated Instruction waiver be approved.

Respectfully submitted,

Sharon Williams
Director of Curriculum and Instruction

GRANBURY INDEPENDENT SCHOOL DISTRICT
INTEROFFICE MEMO
FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: July 24, 2017
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: July 12, 2017
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.

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 a cooperative 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, 2017 through August 31, 2018. 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 expenditure for the fuel is $450,000 to $550,000.

Respectfully submitted,



Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams
Debbie Johnson

Date Submitted: July 12, 2017

TASB ENERGY COOPERATIVE

Proposal Invitation No. TEC-103-16-Transportation Fuels, Propane and Heating Oil
Rack Rate and Index Priced Fuels (Part Two)

Item No.	Vendor	Item Description	Price (+ or -)	Awarded (Yes/No)
Section IA: Transportation Fuels - Rack Rate (Fuel Tanker Loads)				
1	Petroleum Traders Corporation	Super Unleaded Gasoline (Rack Rate), Minimum octane rating: 93. Tanker Load size min 8000; max 8500.	+ $0.0072	Yes
	Sun Coast Resources		+ $0.2000	Yes
	Mansfield Oil Company		+ $0.0190	Yes
	Pinnacle Petroleum		+ $0.015	Yes
2	Petroleum Traders Corporation	Mid-Unleaded Gasoline (Rack Rate), Minimum octane rating: 89. Tanker Load size min 8000; max 8500.	+ $0.0072	Yes
	Sun Coast Resources		+ $0.2000	Yes
	Mansfield Oil Company		+ $0.0190	Yes
	Pinnacle Petroleum		+ $0.015	Yes
3	Petroleum Traders Corporation	Unleaded Gasoline (Rack Rate), Minimum octane rating: 87. Tanker Load size min 8000; max 8500.	+ $0.0072	Yes
	Sun Coast Resources		+ $0.2000	Yes
	Mansfield Oil Company		+ $0.0190	Yes
	Pinnacle Petroleum		+ $0.015	Yes
4	Petroleum Traders Corporation	No. 2 Ultra Low-Sulphur Diesel (Rack Rate), Minimum octane no.: 40; Maximum sulphur: 15 ppm. Tanker Load size min 7000; max 7500.	+ $0.0072	Yes
	Sun Coast Resources		+ $0.2000	Yes
	Mansfield Oil Company		+ $0.0190	Yes
	Pinnacle Petroleum		+ $0.015	Yes
Section IB: Transportation Fuels - Rack Rate (Fuel Tank Wagon Loads)				

TASB ENERGY COOPERATIVE™

Proposal Invitation No. TEC-103-16-Transportation Fuels, Propane and Heating Oil
Rack Rate and Index Priced Fuels (Part Two)

Item No.	Vendor	Item Description	Price (+ or -)	Awarded (Yes/No)
5	Petroleum Traders Corporation	Super Unleaded Gasoline (Rack Rate), Minimum octane rating: 93. Tank Wagon Load size min 200; max 8000.	+ $0.0072	Yes
	Sun Coast Resources		+ $0.2500	Yes
	Mansfield Oil Company		+ $0.025	Yes
	Pinnacle Petroleum		+ $0.0190	Yes
6	Petroleum Traders Corporation	Mid-Unleaded Gasoline (Rack Rate), Minimum octane rating: 89. Tank Wagon Load size min 200; max 8000.	+ $0.0072	Yes
	Sun Coast Resources		+ $0.2500	Yes
	Mansfield Oil Company		+ $0.0190	Yes
	Pinnacle Petroleum		+ $0.025	Yes
7	Petroleum Traders Corporation	Unleaded Gasoline (Rack Rate), Minimum octane rating: 87. Tank Wagon Load size min 200; max 8000.	+ $0.0072	Yes
	Sun Coast Resources		+ $0.2500	Yes
	Mansfield Oil Company		+ $0.0190	Yes
	Pinnacle Petroleum		+ $0.025	Yes
8	Petroleum Traders Corporation	No. 2 Ultra Low-Sulphur Diesel (Rack Rate), Minimum octane no.: 40; Maximum sulphur: 15 ppm. Tank Wagon Load size min 200; max 7000.	+ $0.0072	Yes
	Sun Coast Resources		+ $0.2500	Yes
	Mansfield Oil Company		+ $0.0190	Yes
	Pinnacle Petroleum		+ $0.025	Yes
Section IC: Additional Fuel Related Products - Transportation Fuels (Rack Rate)				

TASB ENERGY COOPERATIVE™

Proposal Invitation No. TEC-103-16-Transportation Fuels, Propane and Heating Oil
Rack Rate and Index Priced Fuels (Part Two)

Item No.	Vendor	Item Description	Price (+ or -)	Awarded (Yes/No)
9	Petroleum Traders Corporation	Pump Off Charge (Rack Rate)	$ 50.00	Yes
	Sun Coast Resources	Pump Off Charge (Rack Rate) (Per gallon)	$ 0.01	Yes
	Mansfield Oil Company	Pump Off Charge (Rack Rate)	$ 50.00	Yes
	Pinnacle Petroleum	Pump Off Charge (Rack Rate)	$ 75.00	Yes
10	Petroleum Traders Corporation	Multiple Drop Charge (Rack Rate)	$ 50.00	Yes
	Sun Coast Resources	Multiple Drop Charge (Rack Rate) (If within one mile of each other)	$ 50.00	Yes
	Mansfield Oil Company	Multiple Drop Charge (Rack Rate)	$ 35.00	Yes
	Pinnacle Petroleum	Multiple Drop Charge (Rack Rate) (Per drop)	$ 75.00	Yes
11	Petroleum Traders Corporation	Fuel Additives (Rack Rate), additive is Schaeffer, 1 gallon of additive treats 1500 gallons of fuel.	$ 0.025	Yes
	Sun Coast Resources	Fuel Additives (Rack Rate), additive is Schaeffer Winter, 1 gallon of additive treats 1000 gallons of fuel. (Per gallon)	$ 35.00	Yes
	Mansfield Oil Company	Fuel Additives (Rack Rate), additive is Innospec. (Per gallon)	$ 0.025	Yes
	Pinnacle Petroleum	Fuel Additives (Rack Rate), additive is Polar D, 1 gallon of additive treats 1000 gallons of fuel.	$ 0.05	Yes
12	Petroleum Traders Corporation	Additional Cost for Small Load Sizes (Rack Rate)	$ 200.00	Yes
	Sun Coast Resources	Additional Cost for Small Load Sizes (Rack Rate)	$ 125.00	Yes
	Mansfield Oil Company	Additional Cost for Small Load Sizes (Rack Rate)	$ 200.00	Yes
	Pinnacle Petroleum	Additional Cost for Small Load Sizes (Rack Rate)	$ 175.00	Yes
Section IIA: Transportation Fuels - OPIS (Fuel Tanker Loads)				

TASB ENERGY COOPERATIVE™

Proposal Invitation No. TEC-103-16-Transportation Fuels, Propane and Heating Oil
Rack Rate and Index Priced Fuels (Part Two)

Item No.	Vendor	Item Description	Price (+ or -)	Awarded (Yes/No)
13	Petroleum Traders Corporation	Super Unleaded Gasoline (OPIS), Minimum octane rating: 93. Tanker Load size min 8000; max 8500.	- $0.0844	Yes
	Sun Coast Resources		+ $0.2000	Yes
	Mansfield Oil Company		- $0.0010	Yes
	Pinnacle Petroleum		+ $0.015	Yes
14	Petroleum Traders Corporation	Mid-Unleaded Gasoline (OPIS), Minimum octane rating: 89. Tanker Load size min 8000; max 8500.	- $0.0603	Yes
	Sun Coast Resources		+ $0.2000	Yes
	Mansfield Oil Company		- $0.0010	Yes
	Pinnacle Petroleum		+ $0.015	Yes
15	Petroleum Traders Corporation	Unleaded Gasoline (OPIS), Minimum octane rating: 87. Tanker Load size min 8000; max 8500.	- $0.0441	Yes
	Sun Coast Resources		+ $0.2000	Yes
	Mansfield Oil Company		- $0.0010	Yes
	Pinnacle Petroleum		+ $0.015	Yes
16	Petroleum Traders Corporation	No. 2 Ultra Low-Sulphur Diesel (OPIS), Minimum octane no.: 40; Maximum sulphur: 15 ppm. Tanker Load size min 7000; max 7500.	- $0.0422	Yes
	Sun Coast Resources		+ $0.2000	Yes
	Mansfield Oil Company		- $0.0010	Yes
	Pinnacle Petroleum		+ $0.015	Yes
Section IIB: Transportation Fuels - OPIS (Fuel Tank Wagon Loads)				

TASB ENERGY COOPERATIVE

Proposal Invitation No. TEC-103-16-Transportation Fuels, Propane and Heating Oil
Rack Rate and Index Priced Fuels (Part Two)

Item No.	Vendor	Item Description	Price (+ or -)	Awarded (Yes/No)
17	Petroleum Traders Corporation	Super Unleaded Gasoline (OPIS), Minimum octane rating: 93. Tank Wagon Load size min 200; max 8000.	- $0.0844	Yes
	Sun Coast Resources		+ $0.2500	Yes
	Mansfield Oil Company		+ $0.0190	Yes
	Pinnacle Petroleum		+ $0.027	Yes
18	Petroleum Traders Corporation	Mid-Unleaded Gasoline (OPIS), Minimum octane rating: 89. Tank Wagon Load size min 200; max 8000.	- $0.0603	Yes
	Sun Coast Resources		+ $0.2500	Yes
	Mansfield Oil Company		+ $0.0190	Yes
	Pinnacle Petroleum		+ $0.027	Yes
19	Petroleum Traders Corporation	Unleaded Gasoline (OPIS), Minimum octane rating: 87. Tank Wagon Load size min 200; max 8000.	- $0.0441	Yes
	Sun Coast Resources		+ $0.2500	Yes
	Mansfield Oil Company		+ $0.0190	Yes
	Pinnacle Petroleum		+ $0.027	Yes
20	Petroleum Traders Corporation	No. 2 Ultra Low-Sulphur Diesel (OPIS), Minimum octane no.: 40; Maximum sulphur: 15 ppm. Tank Wagon Load size min 200; max 7000.	- $0.0422	Yes
	Sun Coast Resources		+ $0.2500	Yes
	Mansfield Oil Company		+ $0.0190	Yes
	Pinnacle Petroleum		+ $0.027	Yes
Section IIC: Additional Fuel Related Products - Transportation Fuels (OPIS)				

TASB ENERGY COOPERATIVE™

Proposal Invitation No. TEC-103-16-Transportation Fuels, Propane and Heating Oil
Rack Rate and Index Priced Fuels (Part Two)

Item No.	Vendor	Item Description	Price (+ or -)	Awarded (Yes/No)
21	Petroleum Traders Corporation	Pump Off Charge (OPIS)	$ 50.00	Yes
	Sun Coast Resources	Pump Off Charge (OPIS) (Per gallon)	$ 0.01	Yes
	Mansfield Oil Company	Pump Off Charge (OPIS)	$ 50.00	Yes
	Pinnacle Petroleum	Pump Off Charge (OPIS)	$ 75.00	Yes
22	Petroleum Traders Corporation	Multiple Drop Charge (OPIS)	$ 50.00	Yes
	Sun Coast Resources	Multiple Drop Charge (OPIS) (If within one mile of each other)	$ 50.00	Yes
	Mansfield Oil Company	Multiple Drop Charge (OPIS)	$ 35.00	Yes
	Pinnacle Petroleum	Multiple Drop Charge (OPIS) (Per drop)	$ 75.00	Yes
23	Petroleum Traders Corporation	Fuel Additives (Rack Rate), additive is Schaeffer, 1 gallon of additive treats 1500 gallons of fuel.	$ 0.025	Yes
	Sun Coast Resources	Fuel Additives (Rack Rate), additive is Schaeffer Winter, 1 gallon of additive treats 1000 gallons of fuel. (Per gallon)	$ 35.00	Yes
	Mansfield Oil Company	Fuel Additives (Rack Rate), additive is Innospec. (Per gallon)	$ 0.025	Yes
	Pinnacle Petroleum	Fuel Additives (Rack Rate), additive is Polar D, 1 gallon of additive treats 1000 gallons of fuel.	$ 0.05	Yes
24	Petroleum Traders Corporation	Additional Cost for Small Load Sizes (OPIS)	$ 200.00	Yes
	Sun Coast Resources	Additional Cost for Small Load Sizes (OPIS)	$ 125.00	Yes
	Mansfield Oil Company	Additional Cost for Small Load Sizes (OPIS)	$ 200.00	Yes
	Pinnacle Petroleum	Additional Cost for Small Load Sizes (OPIS)	$ 175.00	Yes
Section IIIA: Propane Gas				
	Ferrell Gas	Propane Gas Transport (9000 gallons per load)	+ $0.05	Yes

TASB ENERGY COOPERATIVE™

Proposal Invitation No. TEC-103-16-Transportation Fuels, Propane and Heating Oil
Rack Rate and Index Priced Fuels (Part Two)

Item No.	Vendor	Item Description	Price (+ or -)	Awarded (Yes/No)
25	Ferrell Gas	Propane Gas Bobtail (3000 gallons or less per load)	+ $0.30	Yes
	McCraw Propane	Propane Gas (7500 gallons per load or more)	+ $0.19	Yes
	McCraw Propane	Propane Gas (7500 gallons or less per load)	+ $0.39	Yes
Section IIIB: Additional Fuel Related Products - Propane Gas				
26	McCraw Propane	Propane Gas Pump Off Charge (No charge)	$0.00	Yes
	Ferrell Gas	Propane Gas Pump Off Charge	$50.00	Yes
27	McCraw Propane	Propane Gas Multiple Drop Charge (Per drop in excess of 1 drop per day)	$50.00	Yes
	Ferrell Gas	Propane Gas Multiple Drop Charge	$0.00	Yes
28	McCraw Propane	Propane Gas Fuel Additive	$0.00	Yes
	Ferrell Gas	Propane Gas Fuel Additive	$0.00	Yes
29	McCraw Propane	Propane Gas Additional Cost for Small Load Sizes	$112.00	Yes
	Ferrell Gas	Propane Gas Additional Cost for Small Load Sizes (TBD based on delivery type)	$0.00	Yes
	Pinnacle Propane	Propane Gas Additional Cost for Small Load Sizes	$175.00	Yes
Section IVA: Heating Oil				
30	Petroleum Traders Corporation	Heating Oil	+ $0.0072	Yes
	Mansfield Oil Company	Heating Oil	+ $0.0190	Yes
	Pinnacle Propane	Heating Oil	+ $0.025	Yes
Section IVB: Additional Fuel Related Products - Heating Oil				
	Petroleum Traders Corporation	Heating Oil Pump Off Charge	$ 50.00	Yes

TASB ENERGY COOPERATIVE™

Proposal Invitation No. TEC-103-16-Transportation Fuels, Propane and Heating Oil
Rack Rate and Index Priced Fuels (Part Two)

Item No.	Vendor	Item Description	Price (+ or -)	Awarded (Yes/No)
31	Mansfield Oil Company	Heating Oil Pump Off Charge	$ 50.00	Yes
	Pinnacle Petroleum	Heating Oil Pump Off Charge	$ 75.00	Yes
32	Petroleum Traders Corporation	Heating Oil Multiple Drop Charge	$ 50.00	Yes
	Mansfield Oil Company	Heating Oil Multiple Drop Charge	$ 35.00	Yes
	Pinnacle Petroleum	Heating Oil Multiple Drop Charge	$ 75.00	Yes
33	Petroleum Traders Corporation	Heating Oil Fuel Additives, additive is Schaeffer, 1 gallon of additive treats 1500 gallons of fuel	$ 0.025	Yes
	Mansfield Oil Company	Heating Oil Fuel Additives, additive is Innospec. (Per gallon)	$ 0.025	Yes
	Pinnacle Petroleum	Heating Oil Fuel Additives, additive is Polar D, 1 gallon of additive treats 1000 gallons of fuel	$ 0.050	Yes
34	Petroleum Traders Corporation	Heating Oil Additional Cost for Small Load Sizes	$ 200.00	Yes
	Mansfield Oil Company	Heating Oil Additional Cost for Small Load Sizes	$ 200.00	Yes
	Pinnacle Petroleum	Heating Oil Additional Cost for Small Load Sizes	$ 175.00	Yes

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: July 24, 2017
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: July 17, 2017
RE: Agreement for the Purchase of Attendance Credits

SUMMARY:

The purpose of this agreement is to enable the district to reduce its wealth per weighted student to a level that is not greater than the equalized wealth level as determined by the commissioner of education in accordance with Section 41.002, Education Code.

The voters approved this agreement as one of the methods in which GISD can reduce its wealth per student as required by Chapter 41 of the Texas Education Code. GISD has entered into this agreement each year since the Chapter 41 determination and filed in such a time as the early credit was applicable.

After reviewing the options available, this option is the most viable for GISD. In order to take advantage of the Early Agreement Credit, the attached agreement must be adopted and submitted to TEA by September 1, 2017.

RECOMMENDATION:

It is recommended that GISD enter into the attached Agreement for the Purchase of Attendance Credits with the Texas Education Agency for the 2017-18 school year.

Respectfully submitted,

D Williams

Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams
Dr. James Largent

Date Submitted: July 17, 2017

Agreement for the Purchase of Attendance Credits

This agreement is entered into pursuant to the Texas Education Code (TEC), Chapter 41, Subchapters A and D, and rules adopted by the commissioner of education as authorized by the TEC, §41.006. The purpose of this agreement is to enable the district to reduce its wealth per weighted student to a level that is not greater than the equalized wealth level as determined by the commissioner of education in accordance with the TEC, §41.002.

The school year to which this agreement applies is 2017-18 (the "school year").

The agreement is for Granbury Independent School District ("the district"), with a county-district number of 111-901, to purchase attendance credits from the state for the school year.

This agreement is subject to the approval of the voters of the district as provided by the TEC, §41.096. The board of trustees of the district agrees to submit to the commissioner of education, on request, a certified copy of the board minutes showing the canvass of the election.

Initial payments will be based on the commissioner's estimate of the cost of each credit using the district's projected maintenance and operations tax revenue and the estimated number of students in weighted average daily attendance for the school year (TEC, §41.093). The district agrees to make the payments in accordance with the schedule specified in the TEC, §41.094.

The actual cost of each credit will be determined by the commissioner in accordance with the TEC, §41.093, when final data on the district's maintenance and operations tax revenue and the number of students in weighted average daily attendance for the school year are available. If that amount is less than the amount paid by the district through August 15 of the school year, the difference will be refunded. If that amount is greater than the amount paid, the district shall remit an amount equal to the difference for deposit in the state treasury to be used for the Foundation School Program.

The cost of purchased attendance credits will be reduced for county appraisal district costs. The reduction will be computed in accordance with the TEC, §41.097. If the reduction exceeds the cost for the school year, the difference will be carried forward and applied to each subsequent year's cost until the total amount of the reduction has been exhausted.

_____ Date: _____

Signature of President, Board of Trustees

_____ Date: _____

Signature of Secretary, Board of Trustees

Signature of Superintendent

James M. Largent, Ed.D

Typed Name of Superintendent

Date:

Signature of Commissioner of Education or Designee

Date:

SHAC

(COMMUNITY SCHOOLS HEALTH ADVISORY COUNCIL)

REPORT FOR SCHOOL YEAR 2016-2017

Meeting Dates for the 2016-2017 School Year:

- November 29, 2016
- January 10, 2017
- March 07, 2017
- April 04, 2017

Subcommittee for Physical Activity and Fitness Planning Meeting Dates:

- April 18, 2017

Topics Discussed at SHAC:

CSHAC Purpose/Board Policy:

It is necessary to coordinate school health which focuses on attention to different areas as the most effective and efficient way to meet the health needs of people. These areas that should receive priority are: Nutrition Services, Health Service, Healthy and Safe School Environment, Counseling and Mental Health Services, Staff Wellness Promotion, Parent and Community Involvement, Physical Education, and Health Education. The Sub Committee for Physical Activity and Fitness Planning will be formed through the SHAC and will conduct the required meeting.

Naturally Slim Program-Wes Jones:

Granbury ISD is offering employees a program called Naturally Slim. Employees pay to join and if they finish the program the district will reimburse the money back. Promotes healthy lifestyle and diet choices to decrease absences.

Procedures & Documentation for Contagious Illnesses:

When there is an occurrence of a contagious illness in the district, Kim Drysdale will be notified. This will be immediately reported to the Texas Department of State Health Services in order to confirm the illness. If the illness is confirmed then DISD will follow the protocol set forth from TDSHS.

Employee Immunization Clinics-HEB:

HEB came to each campus to administer vaccinations against flu (400), pneumonia (50), TDap (25) and HEP B (30).

SHAC

(COMMUNITY SCHOOLS HEALTH ADVISORY COUNCIL)

REPORT FOR SCHOOL YEAR 2016-2017

Dating Violence Presentation-Hannah Holmes:

Sexual Risk Avoidance Program. It is offered to the middle and high school to discuss career planning, media influence, intimacy, and STD's.

Student Needs-Brenda Mayberry:

Brenda Mayberry gave an update on the Coat Closet. Discussed the needs of the students and how Mission Granbury and Children's Charity meet those needs.

GISD Nurse Updates-Elizabeth Perchard:

The Standing Orders for GISD for the 2016-2017 school year were presented to the SHAC. These orders were prepared by the nurses of GISD and approved by Dr. Stephen Bishop. The Immunization Report was filed on November 8th, 2016 will total district enrollment at 6830 and total number of students with at least one conscientious exemption ant 128. Elizabeth Perchard, RN gave an update on health screenings which include: vision, hearing, scoliosis, acanthosis nigricans.

GISD Counselor Update-Mary Stennett:

Discussed the relationship between counselors and nurses to help students in need.

Telemedicine-Cooks Children:

On board for the 2016-2017 School year

Kim Epperson gave a presentation on the Telemedicine program which is a pilot program set up by Cook's Children to serve the communities virtually.

Forensic Interviews-Elizabeth Johnson, Robert Young, Michelle Gilley:

Robert Young and Elizabeth Johnson gave a presentation on Forensic Interviews in the schools. Requested a form put in place for GISD for quick procedure information.

EyeSpy 20/20 Program-Kenny Baxter:

Came to Oak Woods May 02, 2017 to test Kindergarten and 1st grade

Vision program introducing a computer program for visual acuity.

SHAC

(COMMUNITY SCHOOLS HEALTH ADVISORY COUNCIL)

REPORT FOR SCHOOL YEAR 2016-2017

Topics Discussed at Subcommittee for Physical Activity and Fitness Planning

- Review of HB 1018 Purpose/Board Policy
- Debra Rockmore-Presentation of the Reach and Rise Mentoring Program
- Discussion of future topics and goals for next school year

COMMUNITY SCHOOLS HEALTH ADVISORY COUNCIL MEMBERSHIP ROSTER

Advisory Members	Community Members	Physical Activity Members
Shauna Hibbitt	Amy Parker	Sara Hasenfuss
GISD Nurses	Elizabeth Johnson	Jane Chiles,
Jeff Meador	DeDe, Litke	Amber Ward,
Sharon Williams	Carolyn McLeod	Melisa Monson
Wes Jones	Ericka Pitts	Jacob Herbold
Linda Williams	Shannon Watts	Sharon Williams
Kim Drysdale	Kelly Garner	Kim Drysdale
	Mary Flores	
	Nell Drysdale	
	Shelly Muncy	
	Mindy Spruill	

GRANBURY ISD

SUPPORT SERVICES

Linda Williams, Director of Support Services

School Board Presentation

July 2017

GRANBURY ISD

Overview of Support Services

It is the mission of the Support Services department to ensure that all students are fed nutritious meals on a daily basis that comply with State and Federal Guidelines, and that school campuses and district facilities are clean and welcoming for students, staff, and visitors.

Staff & Budget 2016-17

The Child Nutrition department had 62 food service positions during the 2016-2017 school year

- 1 Director
- 5 Central Office Staff
- 9 Cafeteria Managers
- 47 Cafeteria Staff

Budget Expenses:	Child Nutrition
Salaries	$1,197,624
Contracted Services	$ 47,205
Supplies	$1,936,556
Miscellaneous	$ 200,450
Equipment	$ 311,165
Total	$3,693,000

Child Nutrition Meals/Sales
August 2016 – May 2017

GRANBURY ISD

Meals Served Aug-May SY16-17

- Total Breakfasts Served: 269,738
- Total Lunches Served: 612,327
- Total Afterschool Snacks: 22,431
- Total Reimbursable Meals: 904,496
- Local Meal Revenue:
- $549,481
- Federal Reimbursement Aug-May: $1,937,544
- Total Meal Revenue: $2,487,025
- State Revenue $16,361

Oct 2016 FAR 49.21%

May 2017 FAR 53.70%

Ala Carte Sales 2016-2017

- GHS $259,360 (coffee bar $121,604)
- GMS $ 47,554
- AMS $ 75,721
- AES $ 44,682
- EES $ 6,440
- BES $ 20,552
- OES $ 20,426
- MAM $ 19,745
- BIS $ 19,213

Total Ala Carte Sales Aug-May: $513,693 (45% profit $231,162)

Catering Revenue:$15,895

USDA Commodities $226,770

Meal & Ala Carte Revenue: $3,259,744

Areas of Responsibility

- Nutrition/Menus
- Federal, State, and Local compliance
- Free & Reduced meal program
- Parent/Student Involvement
- Wellness
- Training
- Marketing
- Catering

GRANBURY ISD

GCA 16-17



Custodial Services were contracted to GCA Services Group

GCA had 66 custodial positions during the 2016-2017 school year

- 1 Account Manager
- 1 Assistant Account Manager
- 21 Lead Custodians
- 43 Custodians

GCA Contracted Services for SY16-17	$2,238,183
Monthly Contract Expense	$ 158,530

GCA Responsibilities

- Clean, sanitize and maintain all campuses and gym floors per State and OSHA standards
- Purchase, repair, and maintain all necessary equipment that is utilized in the custodial operation
- Work closely with campus administrative staff as well as central office staff to coordinate district functions and set up rooms within the school district

GRANBURY ISD

GCA STRATEGIC PLANNING GOALS

2017-2018

Goal 1: Maintain a clean and safe environment for students and staff utilizing daily work schedules

Actions: (1)Train staff using GCA method of the week training guides and daily safety tips (2) open communication with campus staff to resolve any issues (3) Principal's monthly report cards (4) GCA monthly quality inspections and safety audits

Obstacles: (1) Adequate time for training (2) Small qualified hiring pool

Goal 2: Maintain custodial staff by attracting and retaining quality employees enabling growth in skills and achievement

Actions: (1) Advertise job opportunities through online applications, newspaper ads, GCA website, Texas Workforce, flyers (2) employee of the month/year awards (3) advancing qualified staff to higher paid lead positions (4) Monetary hiring incentives

Obstacles: (1) Applicants may not have access to internet (2) difficulties staffing evening and overnight shifts (3) employee/applicant transportation issues (4) attracting and retaining qualified staff

GRANBURY ISD

Healthy Kids Summer Lunch Program

- The child nutrition program with the help of community volunteers provides meals to children from June through July
- SY15-16 we served 11,456 meals
- This summer through 7/12/17 we have served 8,334 meals

Goal: Provide healthy meals to area children at serving sites following state and federal regulations

Actions: Advertise summer program through GISD campuses and web site and through TDA provided posters, flyers, web site and 211 phone number

Obstacles: Low participation due to heat at outdoor serving sites, transportation to sites, other summer activities

Child Nutrition Strategic Plan 2017-2018

Goal 1: Continue staff development to be compliant in all areas

Actions: (1) Follow USDA Professional Standards for Continuing Education Requirements for All School Nutrition Employees (2) USDA requires all food service workers receive Food Handlers certificate (3) Attend training/workshops/webinars through ESC11 (4) Annual civil rights, HACCP, and district required training will be received by all child nutrition staff

Obstacles: (1) Time restraints for staff training

Goal 2: Comply with approved child nutrition components of the School Wellness Policy and Wellness Plan

Actions: (1) Develop menus that are in compliance with all state and federal regulations (2) Increase program participation by distributing menus, student surveys, offer a variety of menu selections (3) Share information with families through menus and web site to promote healthy choices (4) Participate in school health fairs, operation school supplies and other opportunities to promote participation in the lunch and breakfast programs (5) work with campuses to provide nutritional information to students and families (6) continue to work with administrators and SHAC to implement, assess and update the wellness plan as needed

Obstacles: (1) Stringent regulations (2) lack of internet access for some families

Child Nutrition Strategic Plan cont. 2017-2018

Goal 3: Comply with nutrition guidelines (USDA's Smart Snacks in School) for all food and beverages sold to students on school property during the school day

Actions: (1) Continued child nutrition staff training (2) Inform administrators and campus staff of competitive food regulations through the district wellness policy and plan (3) use USDA calculator to document compliant foods available for sale to students in cafeterias (4) Wellness Plan will be made available to the public online (5) Participate in the required annual wellness assessment through SHAC (6) Retain records as required by TDA and USDA

Obstacles: (1) Stringent ala carte nutrition guidelines (2) Monitoring compliance

Goal 4: Increase Participation in the Free, Reduced, and Paid Meal Program

Actions: (1) Make applications available to all campuses, assure applications are distributed to all students at the beginning of school and as new students enroll (2) Process all applications promptly, notify household of eligibility (3) Work with campuses to request completed meal applications before prior year eligibility ends (4) Research the possibility of online meal applications, work with technology department (5) Update state direct certification matches monthly and work with district homeless liaison to ensure all prequalified students receive FAR benefits upon eligibility

Obstacles: (1) Perceived stigma (2) Families w/o internet access (3) Meal cost

Welcome to the Texas School Safety Center's DARtool survey

The Texas Education Code (TEC) requires school districts to report the results of their security audits under TEC 37.108(c) to both the school board and the Texas School Safety Center (TxSSC) as follows:

> *A school district [...] shall report the results of the safety and security audit [...] to the district's board of trustees and, in the manner required by the Texas School Safety Center, to the Texas School Safety Center. (TEC §37.108(c))*

For more detailed guidance on conducting safety and security audits, including reporting of results, please visit the TxSSC's K-12 School Safety and Security Audit Toolkit.

The District Audit Report (DAR) tool is comprised of a series of questions pertaining to the district's safety and security audit results. Submission is contingent upon full completion of the DARtool survey.

If you leave the DARtool prior to submission, the information entered will be automatically saved. You may re-enter the system using the login information provided and complete the DARtool survey at any time prior to **September 15, 2017**. The survey will be considered submitted once you have reviewed and submitted your answers. Once the DARtool survey is submitted, you will not be able to make any changes. If an error was made in the submitted report, please contact the TxSSC using the contact information below.

Certain terms are defined throughout the DARtool for your convenience. These terms are underlined throughout the tool. Selecting the "***show glossary terms***" button for a specific question will bring up a box that contains a definition for all underlined terms in that question. Certain legal references are also included and can be viewed by selecting the "***references***" button for a given question.

Again, the deadline for reporting your audit information to the TxSSC is **September 15, 2017**. Only submitted information will be used in the final report (District Audit Report) to the Texas legislature. If you have any questions during this reporting process, please contact our office at 877.304.2727 or by email at txssc-research@txstate.edu.

If you would like to download a PDF copy of the 2014-2017 District Audit Report (DAR) questions, please click here.

To begin reporting your district's audit results, click the '***Next***" button below.

Thank you,

Texas School Safety Center

***Instructions*:** There are four sections to the DARtool:
1) Demographic Information, 2) Safety and Security Audit Information, 3) Emergency Management Information, and 4) Additional Safety and Security Information.

Using information collected during your district facility safety and security audits, please answer the following questions in each of the four sections as they pertain to the current audit cycle.

Section 1
District Demographics

This section will collect demographic information about the district and individual submitting audit results for the district.

1a. First name of person reporting

Randy

1b. Last name of person reporting

Leach

2. Title of person reporting

Facilities Director

3. Contact email for person reporting

randy.leach@granburyisd.org

4. Contact phone for person reporting (xxx-xxx-xxxx)

(817) 408-4807

5. District Cumulative Enrollment (enter as whole number, no commas)

7000

6. What best describes the geographical area where the *majority* of the students in your district live?

Urban

Suburban

Rural

Section 2
Safety and Security Audit Information

This section will collect information related to the safety and security audits conducted by the district.

7. How many facilities (including both instructional and non-instructional) are present in your district? (*Numbers only please*)

14

8a. Has a safety and security audit been completed for all facilities (including both instructional and non-instructional) in your district?

- [x] Yes
- [ ] No

9. Who conducted your district's safety and security audits? *(Check all that apply)*

- [x] District/school employees or audit team
- [ ] Education Service Center
- [ ] Insurance provider or Risk Pool
- [x] First Responders
- [ ] Other (*please specify*)

10. Your district's safety and security audits were conducted using audit procedures developed by which of the following? *(Check all that apply)*

- [x] Texas School Safety Center
- [ ] Locally developed with input from the district, first responders, and/or emergency management personnel
- [ ] Education Service Center
- [ ] Insurance provider or Risk Pool
- [ ] Other (*please specify*)

11. Which of the following elements were reviewed during your district's safety and security audits? (*Check all that apply*)

- [ ] **Interior of facilities**
- [ ] **Exterior of facilities**
- [ ] **Surrounding environment**
- [ ] **School climate**
- [ ] **Data**
- [ ] **Emergency management plans and Programs**
- [ ] **None of these elements**

12. Have the audit results of your district's facilities been reported to the district's Board of Trustees?

- [ ] **Yes**
- [ ] **No**

Section 3
Emergency Management Information

This section will collect information pertaining to the district's emergency management plans, activities, and procedures.

13a. Does your district have a functioning School Safety and Security Committee?

- [ ] **Yes**
- [ ] **No**

13b. Does the School Safety and Security Committee have a process in place to address safety and security practices and issues for the district?

Yes
No

14a. Has your district adopted a Multi-Hazard Emergency Operations Plan?

Yes
No

14b. Does your district's Multi-Hazard Emergency Operations Plan address the following four phases of emergency management?

	Yes	No
Mitigation/Prevention	●	○
Preparedness	●	○
Response	●	○
Recovery	●	○

14c. Which of the following were involved in the development and coordination of the district's Multi-Hazard Emergency Operations Plan? *(Check all that apply)*

- [ ] Independent School District Police Department
- [x] Local and/or Regional Law Enforcement Agency
- [x] Fire Department/EMS
- [ ] Local and/or Regional Public Health Department
- [x] Local Emergency Planning Committee (LEPC)
- [x] Local Emergency Management
- [ ] Neighboring District
- [ ] Texas Division of Emergency Management
- [ ] Texas Department of State Health Services
- [ ] Volunteer Organizations
- [ ] Other (*please specify*)

- [ ] None of these entities were involved

14d. Is your district's Multi-Hazard Emergency Operations Plan reviewed at least annually and updated as needed?

- [x] Yes
- [ ] No

14e. Does your district's Multi-Hazard Emergency Operations Plan include provisions for those with access/functional needs?

Yes
No

14f. Do all of your district's facilities (including both instructional and non-instructional) have a specific emergency operations plan that is consistent with the district's Multi-Hazard Emergency Operations Plan?

Yes
No

14g. Does your district Multi-Hazard Emergency Operations Plan mandate the following types of drills?

	Yes	No
Evacuation Drills	●	○
Lockdown Drills	●	○
Weather Drills	●	○
Shelter-in-Place Drills	●	○
Reverse Evacuation Drills	●	○

15a. Does your district have a school located within 1,000 yards of a railroad track?

Yes
No

15b. Does your district's Multi-Hazard Emergency Operations Plan include procedures for responding to a train derailment?

Yes
No

16. Has your district conducted a Threat and Hazard Identification and Risk Assessment (THIRA)?

Yes
No

17. Have all district facilities (including both instructional and non-instructional) conducted the following drills at least once each year?

	Yes	No
Evacuation Drills	●	○
Lockdown Drills	●	○
Weather Drills	●	○
Shelter-in-Place Drills	●	○
Reverse Evacuation Drills	●	○

18. To which of the following groups has your district provided training for responding to an emergency?

	Yes	No
Administrators (e.g. principals, superintendents)	●	○
Instructional staff (e.g. teachers)	●	○
Substitute teachers	●	○
Visitors	○	●
Contractors (e.g. repair services)	○	●
Support staff (e.g. office admins)	●	○
Volunteers	●	○
Parents	○	●
Students	●	○

19. Does your district conduct after-action reviews following each:

	Yes	No
Drills	●	○
Exercises	●	○
Actual emergencies	●	○

20a. Which of the following agreements does your district have in place pertaining to school safety and security? (*Check all that apply)*

- [x] **Memoranda of understanding**
- [ ] **Mutual aid agreements**
- [ ] **Other (*please specify*)**

- [ ] **No agreements are in place**

20b. With whom has your district entered into memoranda of understanding, mutual aid agreements, and/or similar agreements? (*Check all that apply*)

- [ ] Department of State Health Services
- [ ] Local and/or Regional Public Health Department
- [ ] Local Emergency Management
- [ ] Law Enforcement
- [ ] Fire Department/EMS
- [ ] Neighboring District
- [ ] Off-Campus Evacuation Sites/Reunification Sites
- [ ] Volunteer Organizations
- [ ] Behavioral Health Providers (e.g., Local Mental Health Authorities, private practitioners, etc.)
- [ ] Other (*please specify*)

21a. Has your district identified key personnel that are responsible for specific emergency functions?

- [ ] Yes
- [ ] No

21b. Have key personnel responsible for specific emergency functions been trained in the National Incident Management System (NIMS)?

- [ ] Yes
- [ ] No

21c. Have key personnel responsible for specific emergency functions been trained in the Incident Command System (ICS)?

- [x] Yes
- [ ] No

21d. Which of the following trainings have key personnel responsible for specific emergency functions in your district completed? (*Check all that apply*)

- [x] ICS-100.SCa Introduction to the Incident Command System (ICS) for Schools
- [x] IS-700a NIMS: An Introduction
- [x] ICS-200a ICS for Single Resources and Initial Action Incidents
- [ ] IS/-800b National Response Framework, An Introduction
- [ ] ICS-300 Intermediate ICS for Expanding Incidents
- [ ] ICS-400 Advanced Incident Command
- [ ] E362-Multi-Hazard Planning for Schools Train-the-Trainer
- [x] IS-362.a Multi-Hazard Emergency Planning for Schools
- [ ] G-364 Multi-Hazard Emergency Planning for Schools
- [ ] IS-360 Preparing for Mass Casualty Incidents: A Guide for Schools, Higher Education, and Houses of Worship
- [ ] Other (*please specify*)

- [ ] None

22. Does each facility (including both instructional and non-instructional facilities) in your district have visitor policies/procedures that govern access?

Yes

No

Section 4
Additional Safety and Security Information

This section will collect information related to other safety and security practices in the district.

23. Does your district have a Board of Trustees approved policy to authorize school personnel to carry a firearm in district facilities?

Yes

No

24a. Which of the following type(s) of security personnel does your district utilize? *(Check all that apply)*

- [x] **Local Jurisdiction School Resource Officer(s)**
- [ ] **Independent School District Police Department**
- [x] **School District Employees**
- [ ] **School Marshal Officers**
- [ ] **Private Security**
- [ ] **Other (*please specify*)**

- [ ] **None**

24b. Indicate the grade levels to which these security personnel are regularly assigned. *(Check all that apply)*

- [ ] **Elementary**
- [ ] **Middle/ Junior**
- [x] **High**
- [x] **Alternative**
- [ ] **Other (*please specify*)**

24c. How many commissioned law enforcement officers are specifically contracted (from local, county, or regional agencies) and/or employed by the district at this time to serve the school district on a daily basis? *(enter as whole number, no commas)*

2

25. Does your district have the following plans in place?

	Yes	No
Continuity of Operations (COOP)	○	●
Cybersecurity	●	○
Infectious Disease/Pandemic Preparedness	●	○
Food Defense	●	○
Parent-student reunification	●	○
Special events (e.g. athletic events, graduation)	●	○

26a. Does your district have a bullying prevention policy?

Yes
No

26b. Which of the following components are included in your district's bullying policy? (*Check all that apply*)

- [ ] **Prohibition of students bullying**
- [ ] **Prohibition of retaliation against any person who provides information on bullying**
- [ ] **Detailed procedure for providing notice of bullying incidents to a parent or guardian of the victim and the bully within a reasonable amount of time**
- [ ] **Detailed actions that a student should take to obtain assistance in response to bullying**
- [ ] **Counseling options for students who are victims or witnesses to bullying or for those who engage in bullying**
- [ ] **Established procedures for reporting bullying incidents, investigating a reported bullying incident and procedures for determining whether the reported bullying incident occurred**
- [ ] **Prohibition of the imposition of a disciplinary measure on a student who is found to be a victim of bullying; based on student's use of reasonable self-defense in response to the bullying**
- [ ] **Discipline requirements for bullying of a student with disabilities that comply with applicable requirements under federal law, including the Individuals with Disabilities Education Act**

27. Have personnel in your district received training in any of the following response guidelines?
(Check all that apply)

- [ ] **ALERRT Civilian Response to Active Shooter Events-Avoid, Deny, Defend**
- [ ] **Department of Homeland Security-Run, Hide, Fight**
- [ ] **ALICE-Active Shooter Training-Alert, Lockdown, Inform, Counter, Evacuate**
- [ ] **I Love U Guys Foundation-Standard Response Protocol**
- [x] **Other (*please specify*)**

The Granbury PD provided active shooter training ir

- [ ] **None of the above**

28a. Does your district have a suicide prevention plan?

- [x] **Yes**
- [ ] **No**

28b. Is the suicide prevention plan accessible to all students, staff, and parents at all district campuses?

- [x] **Yes**
- [ ] **No**

29a. Does your district provide suicide prevention training to:

	Yes	No
All new hires as part of orientation	○	●
All staff on an annual basis	●	○

29b. Which suicide prevention training does your district provide? (Check all that apply)

- [ ] **ASK About Suicide to Save a Life**
- [ ] **At Risk Kognito**
- [ ] **Applied Suicide Intervention Skills Training (ASIST)**
- [ ] **Question. Persuade. Refer. (QPR)**
- [ ] **SafeTALK**
- [ ] **Be a Link**
- [ ] **Life Lines**
- [ ] **More than Sad**
- [ ] **Signs of Suicide (SOS)**
- [x] **Other (*please specify*)**

Texas Suicide Prevention (Granbury ISD Counselors train teach

30. Does each campus have policies and protocols to respond to suicide attempts or deaths by suicide?

- [x] **Yes**
- [ ] **No**

31a. Has your district designated an individual in an Emergency Management Coordinator Role?

- [x] **Yes**
- [ ] **No**

31b. Is this position full-time or part-time (in addition to other duties)?

Full-time

Part-time (in addition to other duties)

32. Does your district have a behavioral threat assessment process to identify and work with students exhibiting threatening behaviors?

Yes

No

33. Does district staff receive training on the avoidance of inappropriate staff-student relationships?

Yes

No

34. Do students in your district participate in off-campus early college high school courses?

Yes

No

35. Does your district regularly monitor social media for threats during the school day and special events?

Yes

No

36. Has your district applied for the School Safety Certification (click here to learn more about the certification) through the Texas School Safety Center?

- [x] Yes
- [ ] No

37. In your opinion, to what extent has school safety and security improved in your district since the last cycle (2011-2014)?

- [x] To a great extent
- [ ] Somewhat
- [ ] Very little
- [ ] Not at all

38a. During the past three-year audit cycle, has your district used any resources (e.g., in-person training, conferences, online tools, video, and/or publications) developed by the Texas School Safety Center to support safety and security programs, plans, or practices?

- [x] Yes
- [ ] No

38b. How useful have these resources been to your district in improving or supporting safety and security efforts?

Not at all useful									Extremely useful
1	2	3	4	5	6	**7**	8	9	10

End of DAR Questions

After clicking the "Next" button below, you will be taken to a summary page that will display all of the information you provided in the DARtool. Please review and confirm that all information is correct. If edits need to be made, you can use the "Back" button at the bottom of the summary page to go back to any questions that need to be corrected. If all information is correct, you can select the "Next" button at the bottom of the summary page. You can print the summary page for your records.

Your answers are not submitted until the "Next" button at the bottom of the summary page is clicked and you receive a message on the screen confirming that your information has been submitted.

GTEI Review

	2016-17	Percentage of Eligible	2015-16	Percentage of Eligible
AES	5	13%	9	24%
BACCUS	2	6%	15	48%
BRAWNER	4	20%	9	38%
EMMA	6	21%	9	35%
MAM	14	38%	16	50%
OW	2	6%	6	21%
Crossland	NA	NA	11	37%
GHS	13	11%	20	23%
GMS	5	11%	9	29%
AMS	14	33%	15	33%
STARS	0	0%	1	14%
DISTRICT TOTAL	**65**	**16%**	**120**	**32%**

*Attendance was the #1 reason more didn't qualify

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: July 24, 2017
For: Information

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: July 17, 2017
RE: June 30, 2017
Financial Statements

SUMMARY:

Attached are the financial statements for the period ended June 30, 2017 for the general operating fund.

The statement for the period ended June 30, 2017, includes only those transactions that occurred between the period of September 1, 2016, and June 30, 2017. Revenue collected to date equals 95.37% of the budgeted amount compared to 93.87% last year. Expenditures to date represent 81.41% of the budget compared to 81.35% last year.

Respectfully submitted,



Assistant Superintendent for Finance and Operations

Staff Persons Responsible: Dobie Williams
Emmett Whitefield

Date Submitted: July 17, 2017

GRANBURY INDEPENDENT SCHOOL DISTRICT
GENERAL OPERATING FUND - SORTED BY FUNCTION CODE
INTERIM STATEMENT OF REVENUES AND EXPENDITURES
FOR THE PERIOD ENDED JUNE 30, 2017

		ANNUAL BUDGET	YTD ACTUAL	REMAINING BALANCE	YTD PERCENT	PRIOR YTD PERCENT
REVENUES						
5700	LOCAL					
	PROPERTY TAXES	50,355,627	49,653,608	702,019	98.61%	98.25%
	INVESTMENT INCOME	90,000	231,360	-141,360	257.07%	442.81%
	OTHER LOCAL INCOME	496,068	369,298	126,770	74.45%	88.74%
5800	STATE					
	STATE FUNDING	8,612,158	6,891,754	1,720,404	80.02%	72.08%
5900	FEDERAL					
	FEDERAL PROJECTS	955,000	558,861	396,139	58.52%	69.92%
	TOTAL REVENUES	**60,508,853**	**57,704,880**	**2,803,973**	**95.37%**	**93.87%**
EXPENDITURES						
11	INSTRUCTION	32,699,429	27,018,674	5,680,755	82.63%	82.55%
12	INSTRUCTIONAL RESOURCES & MEDIA	735,571	605,292	130,279	82.29%	84.55%
13	CURRICULUM & STAFF DEVELOPMENT	914,310	689,947	224,363	75.46%	80.12%
21	INSTRUCTIONAL LEADERSHIP	634,296	501,327	132,969	79.04%	79.32%
23	SCHOOL LEADERSHIP	3,467,929	2,801,969	665,960	80.80%	81.50%
31	GUIDANCE/COUNSELING	2,666,605	2,153,722	512,883	80.77%	83.60%
32	SOCIAL WORK SERVICES	65,000	64,648	352	99.46%	99.46%
33	HEALTH SERVICES	440,866	323,287	117,579	73.33%	83.16%
34	TRANSPORTATION	2,846,719	2,185,393	661,326	76.77%	78.44%
35	FOOD SERVICE	0	0	0	0.00%	0.00%
36	CO-CURRICULAR/EXTRACURRICULAR	1,988,392	1,635,762	352,630	82.27%	80.29%
41	GENERAL ADMINISTRATION	2,424,179	1,870,010	554,169	77.14%	77.56%
51	PLANT MAINTENANCE	6,584,938	5,449,865	1,135,073	82.76%	82.83%
52	SECURITY & MONITORING SERVICES	306,668	306,498	170	99.94%	79.67%
53	DATA PROCESSING	1,282,642	1,109,084	173,558	86.47%	82.26%
61	COMMUNITY EDUCATION	104,937	36,955	67,982	35.22%	38.14%
71	DEBT SERVICE	0	0	0	0.00%	0.00%
81	FACILITIES CONSTRUCTION & ACQUISITION	248,410	244,323	4,087	98.35%	85.80%
91	CONTR INSTRUCTIONAL SERVICES	2,913,171	2,156,051	757,120	74.01%	72.64%
93	PAYMENTS TO FISCAL AGENT	11,300	11,297	3	99.97%	100.00%
99	OTHER INTER GOV CHARGES	840,000	636,829	203,171	75.81%	72.34%
	TOTAL EXPENDITURES	**61,175,362**	**49,800,933**	**11,374,429**	**81.41%**	**81.35%**
		0				
	OTHER SOURCES (USES)	0	0	0	0.00%	0.00%
	EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES	**(666,509)**	**7,903,947**	**(8,570,456)**		

GRANBURY INDEPENDENT SCHOOL DISTRICT
GENERAL OPERATING FUND
INTERIM STATEMENT OF REVENUES AND EXPENDITURES
FOR THE PERIOD ENDED JUNE 30, 2017

	ANNUAL BUDGET	YTD ACTUAL	REMAINING BALANCE	YTD PERCENT
REVENUES				
5700 LOCAL SOURCES	50,941,695	50,254,266	687,429	98.65%
5800 STATE SOURCES	8,612,158	6,891,754	1,720,404	80.02%
5900 FEDERAL SOURCES	955,000	558,861	396,139	58.52%
TOTAL REVENUES	**60,508,853**	**57,704,880**	**2,803,973**	**95.37%**
EXPENDITURES				
6100 PAYROLL COSTS	45,402,993	37,281,179	8,121,814	82.11%
6200 PROFESSIONAL & CONTRACTED SERVICES	9,733,512	7,628,464	2,105,048	78.37%
6300 SUPPLIES/MATERIALS	3,095,419	2,550,301	545,119	82.39%
6400 OTHER OPERATING	1,486,295	1,004,080	482,215	67.56%
6500 DEBT SERVICE	0	0	0	0.00%
6600 CAPITAL OUTLAY	1,457,143	1,336,911	120,232	91.75%
TOTAL EXPENDITURES	**61,175,362**	**49,800,933**	**11,374,429**	**81.41%**
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	**(666,509)**	**7,903,947**	**(8,570,456)**	

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: July 24, 2017
For: Information

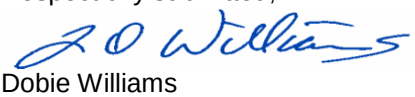
TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: July 17, 2017
RE: Cash Flow and Investment Report as of June 30, 2017

SUMMARY:

Attached is the Cash Flow and Investment Report for the period ending June 30, 2017.

Respectfully submitted,



Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams
Emmett Whitefield

Date Submitted: July 17, 2017

GRANBURY INDEPENDENT SCHOOL DISTRICT

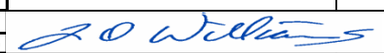
CASH AND INVESTMENT REPORT

FROM JUNE 1, 2017 TO JUNE 30, 2017

FOR BOARD MEETING JULY 24, 2017

	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-JUNE 1, 2017	$ 687,210	$ 4,233	$ 4,322	$ 1,438,319	$ 220,851	$ 356,212	$ 22,322	$ 442,446	$ 3,276,065	$ 41,749,224	$ 2,287	$ 1,054,974	$ 5,025,006	$ 54,283,471
LOCAL REVENUE-RENT, CAFÉ MEALS,ATH	$ 112,449.08		$ 46,435					$ 6,142						$ 165,026
														$ -
TAX COLLECTIONS	$ -	$ -								$ 662,584				$ 662,584
														$ -
TEA COLLECTIONS:														$ -
CHILD NUTRITION	$ 242,992							$ 242,992						$ 485,984
FOUNDATION	$ -													$ -
TITLE FUNDS	$ -													$ -
AVAILABLE SCHOOL FUND	$ 299,807													$ 299,807
IDEA-B FUNDS	$ -													$ -
IMA	$ -													$ -
PERKINS	$ -													$ -
MAC/SHARS	$ 107,648													$ 107,648
TRANSFERS IN	$ 5,200,000	$ -	$ 250,000	$ 1,555,367	$ 2,034,475	$ 33,829	$ 15,632		$ -	$ -	$ -	$ -	$ -	$ 9,089,302
														$ -
BOND PAYMENT		$ -												$ -
OPERATING EXPENSES	$ (3,228,084)		$ (287,818)		$ (1,735,901)	$ (25,269)	$ (8,369)	$ (237,990)	$ -	$ -			$ (491)	$ (5,523,922)
PAYROLL	$ (2,332,612)		$ -	$ (1,834,246)				$ (93,871)						$ (4,260,729)
TEA RECAPTURE	$ (429,194)	$ -			$ -									$ (429,194)
TRANSFERS OUT	$ -	$ -	$ -			$ -			$ -	$ (5,450,000)	$ -	$ -		$ (5,450,000)
MARKET APPRECIATION / (DEPRECIATION)													$ (6,136)	$ (6,136)
MONTHLY DIVIDENDS & INTEREST EARNED AND PAID	$ 408	$ 2	$ 13	$ 496	$ 140	$ 162	$ 9	$ 167	$ 3,052	$ 35,555	$ 2	$ 47	$ 32,994	$ 73,047
ACCRUED INTEREST PAID														$ -
ENDING BALANCE - JUNE 30, 2017	$ 660,624	$ 4,235	$ 12,952	$ 1,159,935	$ 519,566	$ 364,934	$ 29,594	$ 359,886	$ 3,279,117	$ 36,997,364	$ 2,288	$ 1,055,021	$ 5,051,372	$ 49,496,888
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	26 Days	38 Days	37 Days	85 Days	0.58 yrs	
CURRENT MONTH AVERAGE MONTHLY INTEREST RATE:	0.542%	0.542%	0.542%	0.542%	0.542%	0.542%	0.542%	0.542%	1.240%	1.084%	0.959%	0.920%	1.376% YTM	
PRIOR MONTH AVERAGE MONTHLY INTEREST RATE:	0.542%	0.542%	0.542%	0.542%	0.542%	0.542%	0.542%	0.542%	1.094%	1.013%	0.842%	0.770%	1.341% YTM	
												CDs Various	2.162% Coupon	

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

2016-17 INTEREST ACCRUED (as of 6/30/17)			
Sep-16	$ 26,455.89	Mar-17	$ 46,406.66
Oct-16	$ 20,730.93	Apr-17	$ 47,651.51
Nov-16	$ 21,819.82	May-17	$ 48,093.36
Dec-16	$ 57,641.71	Jun-17	$ 73,046.53
Jan-17	$ 39,641.44	Jul-17	
Feb-17	$ 45,335.91	Aug-17	
		TOTAL	$ 426,823.76

JUNE INTEREST ACCRUED	$ -
JUNE INTEREST EARNED & PD	$ 73,046.53
JUNE TOTAL INTEREST	$ 73,046.53

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: July 24, 2017
For: Information

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: July 17, 2017
RE: Bond Expenditure Update
As of June 30, 2017

SUMMARY:

Attached are bond expenditures through the period ended June 30, 2017. 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,

D Williams

Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams
Karen Johnson

Date Submitted: July 17, 2017

GRANBURY ISD

Bond Project Status

Budget, Commitments, Expenditures, Construction Contracts (thru 06/30/17)

Summary Status - Construction

Description	Budgeted	Committed	Expended
Soft Cost	$ 4,806,565.58	$ 19,396.20	$ 4,782,029.39
Hard Cost	$ 58,886,396.26	$ 124,403.72	$ 58,696,505.73
Contingency	$ 564,852.89	$ 15,900.00	$ 548,950.79
Construction Total	***$ 64,257,814.73***	***$ 159,699.92***	***$ 64,027,485.91***

Summary Status - Other Areas

Description	Budgeted	Committed	Expended
Band Equip	$ 400,000.21	$ -	$ 347,138.86
Bus Replacement	$ 1,600,000.00	$ -	$ 1,599,999.98
Classroom Furniture	$ 1,049,673.67	$ 817,597.67	$ 232,075.77
Furniture, Fixture, Equip	$ 4,373,068.48	$ 212,386.42	$ 4,021,107.58
Technology	$ 10,291,269.39	$ 621,099.47	$ 7,304,336.71
Other Areas Total	***$ 17,714,011.75***	***$ 1,651,083.56***	***$ 13,504,658.90***

Construction Vendor Status

Contract / Service	Paid to Date	Description
Alliance Geotech	$ 259,582.31	*Materials Testing*
B & S Southern Sign	$ 3,335.00	*Signage*
Blair Communications	$ 49,760.70	*VHF Communications*
Buford-Thompson	$ 58,884,165.03	*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	$ 13,401.20	*Scrub & Finish New VCT - GHS*
G&G Electric	$ 12,477.00	*AG Complex Welder Plugs; Misc Svc*
Gomez Floor	$ 2,764.53	*Dressing Rm Floors (due to abatement)*
Grainger	$ 1,720.86	*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	$ 4,262,129.78	*Architect*
IESI	$ 13,613.66	*Temporary Roll-Off*
JPH Land Surveying	$ 44,900.00	*Survey*
JSK Company	$ 24,112.00	*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	$ 12,472.30	*Pods - GHS*
1 Priority	$ 31,700.00	*Abatement - GHS*
Print One	$ 133.25	*Signage - OW*
Quality Sound	$ 28,100.00	*PA System Upgrade - BIS, OWS*
Refrigerated Specialist	$ 2,050.00	*Disconnect Condenser for Roofers-GHS*
Rental One	$ 578.10	*Equipment Rental*
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	***$ 64,027,485.91***	



A.S.A.P.
Absent Students Assistance Program

Presented by

Deputy Monica Harris

GRANBURY ISD

fppt.com



Total Cases Filed Comparison

For School Years 2012-2017

School Year	’12-’13	‘13-’14	‘14-’15	‘15-’16	‘16-’17
Failure To Attend	212	213	202	30	74
Parent Contributing	74	81	80	38	54
Total Cases	**286**	**294**	**282**	**75**	**128**

fppt.com



On Campus Comparison

For School Years 2012-2017

Number of Hours Spent on Granbury ISD School Campuses

School Year	’12-’13	‘13-’14	‘14-’15	‘15-’16	‘16-’17
Total Hours	313	302	147	186	186.75

fppt.com

Number of Cases Filed by
the Elementary Campuses

School	’12-’13	‘13-’14	‘14-’15	‘15-’16	‘16-’17
Acton Elementary	4	1	4	0	0
Baccus Elementary	10	23	16	8	12
Emma Roberson School	13	7	10	1	2
Mambrino School	0	6	5	4	4
Oak Woods School	14	15	10	7	1

fppt.com



Number of Cases Filed by
the Intermediate Campus

School Year	’12-’13	‘13-’14	‘14-’15	‘15-’16	‘16-’17
Brawner	0	8	5	0	3

fppt.com

Number of Cases Filed by
the two Middle Schools

School Year	’12-’13	‘13-’14	‘14-’15	‘15-’16	‘16-’17
Acton Middle	32	11	15	15	21
Granbury Middle	20	33	38	9	29

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Number of Cases by Alternative School Campuses

School Year	’12-’13	‘13-’14	‘14-’15	‘15-’16	‘16-’17
BTC	0	0	0	0	0
STARS	3	3	7	0	0

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Number of Cases by the Two
High School Campuses

School Year	’12-’13	‘13-’14	‘14-’15	‘15-’16	‘16-’17
CNGC	28	14	24	1	NA
Granbury High School	162	173	148	26	56

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Number of Home Visits

Conducted for All of GISD

School Year	’12-’13	‘13-’14	‘14-’15	‘15-’16	‘16-’17
Total Home Visits	586	510	430	430	425

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Over the last five school years,
2,381 Home Visits have been conducted.
1,055 Truancy/PCTNA cases have been filed and
over 1,134 hours have been spent in GISD Schools.

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Hood County
Constable's Office Precinct 4



Constable Chad Jordan
Chief Deputy Matthew Hatfield
Deputy Monica Harris
(817) 677-8706 Cell
(817) 579-3204 Office

Judge Martin Castillo
Justice of the Peace Precinct 2
(817) 579-3290

fppt.com

GRANBURY ISD ENROLLMENT PERCENTAGES

2016/2017 School Year

Granbury High School	**94.43%**
STARS Academy	**81.79%**
Granbury Middle	**95.30%**
Acton Middle	**95.98%**
Acton Elementary	**95.89%**
Emma Roberson	**95.12%**
Nettie Baccus	**95.02%**
Oak Woods	**95.79%**
Mambrino	**94.74%**
Brawner	**96.56%**
DISTRICT	**95.20%**

2015/2016 School Year

Granbury High School	94.02%
STARS Academy	79.40%
Crossland	94.85%
Granbury Middle	95.15%
Acton Middle	95.96%
Acton Elementary	96.15%
Emma Roberson	95.23%
Nettie Baccus	95.14%
Oak Woods	96.26%
Mambrino	94.98%
Brawner	95.53%
DISTRICT	95.20%

2014/2015 School Year

Granbury High School	93.62%
STARS Academy	79.88%
Crossland	95.19%
Granbury Middle	95.08%
Acton Middle	95.91%
Acton Elementary	95.82%
Emma Roberson	95.06%
Nettie Baccus	95.07%
Oak Woods	96.00%
Mambrino	94.42%
Brawner	96.06%
DISTRICT	94.96%