



Instructional Consultation Meeting
November 5th, 2015
4:45-6:00 PM
Agenda
2 E 02

- B:2 SUBJECT: PROPOSED REVISIONS TO BOARD POLICY GKG (LOCAL), COMMUNITY RELATIONS: SCHOOL VOLUNTEER PROGRAM— SECOND READING** Houston Independent School District (HISD) Board of Education policy GKG(LOCAL) requires that the district conduct a criminal background check on all campus volunteers. This item proposes that board policy GKG(LOCAL) be revised to include standards for reviewing the criminal history of parents and grandparents who are now automatically deemed ineligible to serve as volunteers on school campuses and on school-sponsored trips. (*See attachments*)
Response: Board Services
- F:7 SUBJECT: APPROVAL OF THE 2016–2017 ACADEMIC CALENDAR**
This item seeks approval of the Houston Independent School District (HISD) 2016–2017 academic calendar. In developing the calendar, both the District Advisory and Calendar Committees (comprised of parents, community members, teachers, principals, employee-organization representatives, and central office administrators) reviewed and confirmed the following five guiding principles, which were initially established in 2007. (*See attachments*)
Response: Office of Student Support Mark Smith, Chief Student Support Officer
- K: 1 SUBJECT: PROPOSED REVISIONS TO BOARD POLICY EK(LOCAL), TESTING PROGRAMS—SECOND READING.** In response to requests from concerned parents not to have their students tested on state-mandated assessments, the Houston Independent School District (HISD) is amending the local policy on testing. Criterion-referenced assessments are required in Texas public schools as outlined in Texas Education Code Chapter 39 and 19 Texas Administrative Code Chapter 101. (*See attachments*)
Response: Office of Academic Services Andrew G. Houlihan, Chief Academic Officer
- K:2 SUBJECT: PROPOSED REVISION TO BOARD POLICY CH(LOCAL), PURCHASING AND ACQUISITION—FIRST READING** Procurement Services recommends that board policy CH(LOCAL), which pertains to purchasing and acquisition, be revised to remove the cap on the superintendent's authority to approve emergency purchases and/or repairs. (*See attachments*)
Response: Office of Finance Kenneth Huewitt, Deputy Superintendent and Chief Financial Officer
- K:3 SUBJECT: PROPOSED REVISION TO BOARD POLICY CV(LOCAL), FACILITIES CONSTRUCTION—FIRST READING** Procurement Services recommends that board policy CV(LOCAL), which pertains to facilities construction, be revised to remove the cap on the superintendent's authority to approve emergency repairs of equipment. Essentially, this agenda item is a companion policy revision to CH(LOCAL), and is needed for the same reasons. (*See attachments*)
Response: Office of Finance Kenneth Huewitt, Deputy Superintendent and Chief Financial Officer
- K:4 SUBJECT: PROPOSED REVISIONS TO BOARD POLICY EHBB(LOCAL), SPECIAL PROGRAMS: GIFTED AND TALENTED STUDENTS—FIRST READING.** In an effort to ensure that all students are receiving equitable access to Gifted and Talented (GT) services, the Houston Independent School District (HISD) is amending the local policy on GIFTED AND TALENTED STUDENTS. (*See attachments*)
Response: Office of Academic Services Andrew G. Houlihan, Chief Academic Officer

K:5 SUBJECT: PROPOSED REVISIONS TO BOARD POLICY FO(LOCAL), STUDENT DISCIPLINE—FIRST READING Board Policy FO(LOCAL) codifies general guidelines and procedures through which student discipline is carried out To promote consistency with the Houston Independent School District's (HISD's) early childhood education program, ensure faculty and staff development in appropriate classroom management methodologies, and update language following recent changes to Texas laws, the following revisions are suggested to this local policy (See attachments)
Response: Office of Student Support Mark Smith, Chief Student Support Officer

HOUSTON FEDERATION OF TEACHERS ITEMS:

1. Classroom Interruptions

We are still waiting for a definitive statement from administration on when it is appropriate for an administrator to interrupt classroom instruction while assessing a teacher We are still hearing reports of assessors questioning students during instruction When challenged they most often defend the practice by saying it is a legitimate part of the assessment as they are checking for student understanding Is it not the responsibility of the teacher to check for and assess student understanding?

Response: Office of School Support, Dr. Omogbehin

2. Code of Student Conduct at Gregory-Lincoln

Gregory-Lincoln appears to have developed its own Student Conduct Code entitled a "Discipline Menu" (attached) which does not align with the HISD Student Conduct Code approved by the school board How is this permissible?

Response: Office of School Support, Dr. Omogbehin

3. "Notice of Concern" at Gregory-Lincoln

Teachers at Gregory-Lincoln have been receiving a document entitled "Notice of Concern" (attached) The item has a menu containing several offenses and an opportunity for the teacher to respond Is this a disciplinary form approved by HISD? What weight does it carry? Is it the same as a written reprimand? If not is there a formula such as so many notices of concern = 1 reprimand? We need some clarification

Response: Office of School Support, Dr. Omogbehin

4. FOA (Legal) Discretionary Removal of Students by Teachers

FOA (Legal) clearly gives a teacher the right to remove a student from class when the teacher determines that the behavior of the student "is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn" We have been receiving reports of principals telling teachers that they have no such right of removal Have principals, especially the new ones, been trained in HISD FOA (Legal) and TEC 37 002?

Response: Office of Legal Services Elneita Hutchins-Taylor, General Counsel

5. Bilingual Stipend Hours

Bilingual teachers were thrilled when they learned of a \$4000 stipend They were not so thrilled when they learned upon returning to school this year that there is a 40 hour professional development requirement to be eligible for the stipend They were less thrilled when they learned that the window for that professional development began on July 1, 2015, seven and one half weeks before they returned to school and learned of the requirement They were even less thrilled when they logged on to e-train and learned that many of the courses were filled We have several questions Will more courses be opened so these teachers can fulfill the requirement? Because they had no way of using their summer to attend training will time be granted during the work day to train? Lastly, what professional development the teacher may have already done be accepted to help fulfill this requirement?

Response: Office of Human Resources Gloria Cavazos, Chief Human Resources Officer

6. Employee Assistance Program

We have received some questions regarding the confidentiality of the Employ Assistance Program and how it is being used. Are there any circumstances where the district can compel an employee to use the EAP? We have heard reports of PPA's that recommend the teacher using the EAP. If that is the case, what are the consequences for a teacher who chooses not to take advantage of the program? What information will the EAP give the district regarding employee use of the EAP? Will not using the EAP directly affect an employee evaluation?

Response: Office of Human Resources Gloria Cavazos, Chief Human Resources Officer

7. TADS

On October 22nd a memo was sent to teachers extending TADS deadlines because again, the servers are unable to handle the usage volume. How will this be address moving forward?

Response: Office of School Support, Coach Fair / Technology

CONGRESS OF HOUSTON TEACHERS ITEMS:

1. Is it strictly a campus-based decision whether or not to use associate teachers?
Response: Office of School Support, Dr. Omogbehin
2. Are there any requirements for campuses to use Aesop for reporting absences? Does the district have any data recording the number of campuses that use Aesop?
Response: Office of Human Resources Gloria Cavazos, Chief Human Resources Officer
3. Two teachers at one campus report that someone coded information into their Aesop accounts without their permission. If this took place, would it be a violation of district rules?
Response: Office of Human Resources Gloria Cavazos, Chief Human Resources Officer
4. Are there any guidelines that inform the decision-making process of approving/denying requests for discretionary leave?
Response: Office of Human Resources Gloria Cavazos, Chief Human Resources Officer
5. Should teaching assistants be used to cover self-contained special education classes when the teacher is absent?
Response: Office of School Support, Dr. Omogbehin
6. Should inclusion teachers be routinely pulled to substitute the entire school day for other teachers who are absent?
Response: Office of School Support, Dr. Omogbehin

Office of the Superintendent of Schools
Board of Education Meeting of November 12, 2015

Office of the Board of Education
Rhonda Skillern-Jones, President

**SUBJECT PROPOSED REVISIONS TO BOARD POLICY GKG(LOCAL),
COMMUNITY RELATIONS: SCHOOL VOLUNTEER PROGRAM—
SECOND READING**

Houston Independent School District (HISD) Board of Education policy GKG(LOCAL) requires that the district conduct a criminal background check on all campus volunteers. This item proposes that board policy GKG(LOCAL) be revised to include standards for reviewing the criminal history of parents and grandparents who are now automatically deemed ineligible to serve as volunteers on school campuses and on school-sponsored trips.

Because parents/grandparents who have felony convictions are not eligible to volunteer in schools, this item will authorize the implementation of a parent volunteer review process. The administration will review and revise the current GKG1(REGULATION) and implement a criminal-history review process similar to the current process for applicants for employment with the district and district employees.

To implement that objective, revised GKG(LOCAL) will require consideration of the following factors:

- 1 The nature of the offense,
- 2 The age of the person when the crime was committed,
- 3 The date of the offense and how much time has elapsed,
- 4 The adjudication of the offense (e.g., whether the person was found guilty by a trier of fact, pled guilty, entered a no-contest plea, or, received deferred adjudication),
- 5 The accuracy of the person's disclosure of his or her criminal history on HISD forms,
- 6 The effect of the conduct on the overall educational environment,
- 7 Whether the offense under the current penal code would be the same degree of offense,
- 8 Any further information provided by the person concerning his or her criminal history records, and
- 9 Any other information obtained by the district regarding the applicant's/employee's criminal history record.

The proposed changes are noted in the attached revised policy.

COST/FUNDING SOURCE(S) None

STAFFING IMPLICATIONS None

ORGANIZATIONAL GOALS/IMPACT This agenda item supports HISD Goal 4 Increase Management Effectiveness and Efficiency and is aligned to Core Initiative 5 Culture of Trust through Action

THIS ITEM DOES REQUIRE CONSULTATION

THIS ITEM DOES MODIFY BOARD POLICY

RECOMMENDED That the Board of Education approves the proposed revisions to Board Policy GKG(LOCAL), Community Relations School Volunteer Program, on second reading, effective November 13, 2015

Office of the Superintendent of Schools
Board of Education Meeting of November 12, 2015

Office of Student Support
Mark Smith, Chief Student Support Officer

SUBJECT APPROVAL OF THE 2016–2017 ACADEMIC CALENDAR

This item seeks approval of the Houston Independent School District (HISD) 2016–2017 academic calendar. In developing the calendar, both the District Advisory and Calendar Committees (comprised of parents, community members, teachers, principals, employee-organization representatives, and central office administrators) reviewed and confirmed the following five guiding principles, which were initially established in 2007:

- Maximize the number of instructional days prior to testing
- Align the K–12 calendar to higher education calendars
- Extend the second semester to account for the number of instructional days used for testing
- Establish a two-week winter break
- Recognize traditional HISD holidays

Unique beginning with this year's calendar is the impact of House Bill 2610 (HB 2610). Passed by the 84th Texas Legislature, this bill amends Texas Education Code (TEC) 25.081 by striking language requiring 180 days of instruction and replacing it with language requiring districts to provide at least 75,600 minutes of instruction. Calendars should include 840 minutes of inclement weather make-up time, early release days, and staff development or teacher preparation days. This bill does not change the 187 work days required for teachers.

Aligned with HB 2610, the key features of the proposed 2016–2017 calendar are:

- Every school is required to run a full school day of no less than 440 minutes, including intercessions, early dismissal days must be no less than 240 minutes, excluding intercessions
- Each regular school day is extended by five minutes as compared to last year, to achieve a total of 76,000 minutes of instruction. This means there is no need to request a calendar waiver from the state and only one inclement weather makeup day is needed, which will be May 26, 2016.
- 12 service/preparation days for teachers on August 8–19, 2016, and January 3 and May 26, 2017.
- August 22, 2016 is the first day of instruction for students and May 25, 2017 is the last day of instruction for students.
- Five early dismissal days: September 21, October 11, and November 16, 2016, and January 25 and February 22, 2017.
- The following holidays:
 - Labor Day: September 5, 2016
 - Fall Holiday: October 12, 2016
 - Thanksgiving: November 23–25, 2016

- o Winter Break December 19, 2016–January 2, 2017
- o Martin Luther King, Jr , Holiday January 16, 2017
- o Spring Break March 13–17, 2017
- o Spring Holiday April 14, 2017

The proposed calendar for school year 2016–2017 is attached

COST/FUNDING SOURCE(S) None

STAFFING IMPLICATIONS None

ORGANIZATIONAL GOALS/IMPACT This agenda item supports HISD Goal 1 Increase Student Achievement and is not aligned to a core initiative, but is ministerial for compliance purposes only

THIS ITEM DOES REQUIRE CONSULTATION

THIS ITEM DOES NOT ESTABLISH, MODIFY, OR DELETE BOARD POLICY

RECOMMENDED That the Board of Education approves the HISD 2016–2017 school calendar, effective November 13, 2015

HISD 2016-2017 Academic Calendar

Houston Independent School District

JULY 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
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31						

AUGUST 2016						
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SEPTEMBER 2016						
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NOVEMBER 2016						
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DECEMBER 2016						
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JANUARY 2017						
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MARCH 2017						
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APRIL 2017						
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MAY 2017						
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JUNE 2017						
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Key Holidays Early Dismissal Days (2 1/2 hours early) Teacher Service Days Teacher Preparation Days Make-up Day (if needed) Teacher Prep day moves to May 30		Holidays September 5, 2016 October 12, 2016 November 23-25, 2016 December 19, 2016 - January 2, 2017 January 16, 2017 March 13-17, 2017 April 14, 2017		Labor Day Fall Holiday Thanksgiving Winter Break Martin Luther King, Jr. Day Spring Break Spring Holiday	
Significant Dates August 8, 2016 August 22, 2016 December 16, 2016 January 3, 2017 May 25, 2017 May 26, 2017		Teachers report to work First day of school Last day of first semester First day of second semester Last day of school Last day for teachers		Grading Periods 6 Cycles Aug 22 - Sept 30 Oct 3 - Nov 4 Nov 7 - Dec 16 Jan 3 - Feb 10 Feb 13 - Mar 31 Apr 3 - May 25 4 Cycles Aug 22 - Oct 21 Oct 24 - Dec 16 Jan 3 - Mar 10 Mar 20 - May 25	
Prekindergarten Grading Periods 3 Cycles Aug 22 - Nov 4 Nov 7 - Feb 10 Feb 13 - May 25		Report Card Dates November 11, 2016 February 17, 2017 May 25, 2017		Report Card Dates October 7, 2016 November 11, 2016 January 6, 2017 February 17, 2017 April 7, 2017 May 25, 2017 ES/MS June 1, 2017 HS October 28, 2017 January 6, 2017 March 24, 2017 May 25, 2017 ES/MS June 1, 2017 HS	

Office of the Superintendent of Schools
Board of Education Meeting of November 12, 2015

Office of Academic Services
Andrew G Houlihan, Chief Academic Officer

SUBJECT PROPOSED REVISIONS TO BOARD POLICY EK(LOCAL), TESTING PROGRAMS—SECOND READING

In response to requests from concerned parents not to have their students tested on state-mandated assessments, the Houston Independent School District (HISD) is amending the local policy on testing. Criterion-referenced assessments are required in Texas public schools as outlined in Texas Education Code Chapter 39 and 19 Texas Administrative Code Chapter 101.

The suggested revisions to Board Policy EK(LOCAL) are as follows:

- Add a section on OPT-OUT IMPLICATIONS including the requirement of a “*Refusal to Participate in Assessments*” form that a parent or guardian must complete and submit to the campus principal in the event that the parent/guardian wishes to exempt the child from state testing.
- Edit the section on the district TEST MONITORING program to include that the Superintendent of Schools can recommend a campus to be categorized as a “*Prioritized Campus*”.
- Revise the list of test administration exceptions for teacher reassignment to account for updates in the district-mandated state assessments.

The proposed changes are indicated in the attached revised policy.

COST/FUNDING SOURCE(S) None

STAFFING IMPLICATIONS None

ORGANIZATIONAL GOALS/IMPACT This agenda item supports HISD Goal 1 Increase Student Achievement and HISD Goal 5 Improve Public Support and Confidence in Schools and is aligned to Core Initiative 2 Effective Principal in Every School and Core Initiative 5 Culture of Trust through Action.

THIS ITEM DOES REQUIRE CONSULTATION

THIS ITEM DOES MODIFY BOARD POLICY

RECOMMENDED That the Board of Education approves the proposed revisions to Board Policy EK(LOCAL), *Testing Programs*, on second reading, effective November 13, 2015

Office of the Superintendent of Schools
Board of Education Meeting of November 12, 2015

Office of Finance
Kenneth Huewitt, Deputy Superintendent and Chief Financial Officer

**SUBJECT PROPOSED REVISION TO BOARD POLICY CH(LOCAL),
PURCHASING AND ACQUISITION—FIRST READING**

Procurement Services recommends that board policy CH(LOCAL), which pertains to purchasing and acquisition, be revised to remove the cap on the superintendent's authority to approve emergency purchases and/or repairs

The recommendation to expand the superintendent's authority to approve emergency purchases and repairs is based on past experience indicating that the current limit of \$100,000 prevents the district from expeditiously completing all necessary emergency purchases and repairs due to lack of quick access to adequate funds. Emergency purchases and/or repairs can run as high as several million dollars, depending upon the nature and scope of the emergency. For example, recently the Houston Independent School District (HISD) experienced flooding damage at one campus, and the collapse of a school roof, the \$100,000 limit was inadequate to fund the cost of addressing these emergency events.

CLB6(REGULATION) defines an emergency as

“A serious and obvious threat to a student's or employee's health, welfare, or safety, [and] A serious and obvious threat to the operation of HISD schools or facilities in executing the District's legal responsibilities to the public and for the persons or property in its legal area, custody, or control.”

When the emergency criteria are met, the district could be faced with the need to quickly authorize work that would exceed the current \$100,000 limit in order to return the school district back to normal operations as soon as possible. The requested expansion of the superintendent's authority provides the necessary flexibility to address the needs of the district.

Approval of this agenda item revising CH(LOCAL) does not remove the requirement that the superintendent provide the Board of Education, in the next regular scheduled board meeting, with a complete accounting and ratification of the actions taken in order to restore operations.

The Board recognizes that the safety of district students and staff is of paramount importance. Section 44.0312(c) of the Texas Education Code authorizes the delegation of authority to the superintendent “to contract for the replacement, construction, or repair of school equipment or facilities if emergency replacement, construction, or

repair is necessary for the health and safety of district students and staff ” Expansion of the superintendent’s authority, beyond the current \$100,000 cap, is reasonable, necessary, and consistent with the mission of the district

The proposed changes are noted in the attached revised policy

COST/FUNDING SOURCE(S) None

STAFFING IMPLICATIONS None

ORGANIZATIONAL GOALS/IMPACT This agenda item supports HISD Goal 4 Increase Management Effectiveness and Efficiency and aligns to Core Initiative 5 Culture of Trust through Action

THIS ITEM DOES REQUIRE CONSULTATION

THIS ITEM DOES MODIFY BOARD POLICY

RECOMMENDED That the Board of Education accepts the proposed revisions to Board Policy CH(LOCAL), *Purchasing and Acquisition*, on first reading

Office of the Superintendent of Schools
Board of Education Meeting of November 12, 2015

Office of Finance
Kenneth Huewitt, Deputy Superintendent and Chief Financial Officer

**SUBJECT PROPOSED REVISION TO BOARD POLICY CV(LOCAL), FACILITIES
CONSTRUCTION—FIRST READING**

Procurement Services recommends that board policy CV(LOCAL), which pertains to facilities construction, be revised to remove the cap on the superintendent's authority to approve emergency repairs of equipment. Essentially, this agenda item is a companion policy revision to CH(LOCAL), and is needed for the same reasons.

The recommendation to expand the superintendent's authority to approve emergency repairs of equipment is based on past experience indicating that the current limit of \$100,000 prevents the district from expeditiously completing all necessary emergency repairs of equipment due to lack of quick access to adequate funds. Emergency repairs of equipment can run much more than \$100,000, depending upon the nature and scope of the emergency.

CLB6(REGULATION) defines an emergency as

“A serious and obvious threat to a student's or employee's health, welfare, or safety, [and] A serious and obvious threat to the operation of HISD schools or facilities in executing the District's legal responsibilities to the public and for the persons or property in its legal area, custody, or control.”

When the emergency criteria are met, the district could be faced with the need to quickly authorize work that would exceed the current \$100,000 limit in order to return the school district back to normal operations as soon as possible. The requested expansion of the superintendent's authority provides the necessary flexibility to address the needs of the district.

Approval of this agenda item revising CV(LOCAL) does not eliminate the requirement that the superintendent provide the Board of Education, in the next regular scheduled board meeting, with a complete accounting and ratification of the actions taken in order to restore operations.

The Board recognizes that the safety of district students and staff is of paramount importance. Section 44.0312(c) of the Texas Education Code authorizes the delegation of authority to the superintendent “to contract for the replacement, construction, or repair of school equipment or facilities if emergency replacement, construction, or repair is necessary for the health and safety of district students and staff.” Expansion of

the superintendent's authority, beyond the current \$100,000 cap, is reasonable, necessary, and consistent with the mission of the district

The proposed changes are noted in the attached revised policy

COST/FUNDING SOURCE(S) None

STAFFING IMPLICATIONS None

ORGANIZATIONAL GOALS/IMPACT This agenda item supports HISD Goal 4 Increase Management Effectiveness and Efficiency and aligns to Core Initiative 5 Culture of Trust through Action

THIS ITEM DOES REQUIRE CONSULTATION

THIS ITEM DOES MODIFY BOARD POLICY

RECOMMENDED That the Board of Education accepts the proposed revisions to Board Policy CV(LOCAL), *Facilities Construction*, on first reading

Office of the Superintendent of Schools
Board of Education Meeting of November 12, 2015

Office of Academic Services
Andrew G Houlihan, Chief Academic Officer

**SUBJECT PROPOSED REVISIONS TO BOARD POLICY EHBB(LOCAL),
SPECIAL PROGRAMS: GIFTED AND TALENTED STUDENTS—FIRST
READING**

In an effort to ensure that all students are receiving equitable access to Gifted and Talented (GT) services, the Houston Independent School District (HISD) is amending the local policy on GIFTED AND TALENTED STUDENTS

The suggested revisions to Board Policy EHBB(LOCAL) are as follows

- Add a section on NOMINATIONS that allows teachers, counselors, and parents to nominate students for GT testing in the event that they believe the student may qualify for services
- Add a section at GIFTED EDUCATION PLAN (GEP) to define the content, expectations, and purpose of a GEP
- Add a section on RESPONSIBILITIES OF GT COMMITTEE to define duties and responsibilities of campus committees including a section requiring campuses to develop a GEP for all students who receive GT services
- Add a section on COMMITTEE MEMBERS to define membership on the campus committees
- Add a section on COMMITTEE MEETING to define frequency and purpose of the GT Committee meeting
- Add a section on NOTIFICATION to include expectations for communicating with parents and guardians about their student’s GT status
- Revise the section on REASSESSMENT to indicate that students identified as GT shall not be subject to retesting
- Remove the section on EXITING OF STUDENTS FROM PROGRAM SERVICES indicating that students identified as GT shall continue to receive services for their entire education with HISD
- Revise the section on PROGRAM DESIGN to include learning opportunities in the areas of creativity, the arts, and leadership
- Revise the section on FAMILY-COMMUNITY INVOLVEMENT to ensure that all stakeholders have access to information about GT testing/services

The proposed changes are indicated in the attached revised policy

COST/FUNDING SOURCE(S) None

STAFFING IMPLICATIONS None

ORGANIZATIONAL GOALS/IMPACT This agenda item supports HISD Goal 1 Increase Student Achievement and HISD Goal 5 Improve Public Support and Confidence in Schools, and is aligned to Core Initiative 2 Effective Principal in Every School and Core Initiative 5 Culture of Trust through Action

THIS ITEM DOES REQUIRE CONSULTATION

THIS ITEM DOES MODIFY BOARD POLICY

RECOMMENDED That the Board of Education accepts the proposed revisions to Board Policy EHBB(LOCAL), *Special Programs: Gifted and Talented Students*, on first reading

Office of the Superintendent of Schools
Board of Education Meeting of November 12, 2015

Office of Student Support
Mark Smith, Chief Student Support Officer

SUBJECT PROPOSED REVISIONS TO BOARD POLICY FO(LOCAL), STUDENT DISCIPLINE—FIRST READING

Board Policy FO(LOCAL) codifies general guidelines and procedures through which student discipline is carried out. To promote consistency with the Houston Independent School District's (HISD's) early childhood education program, ensure faculty and staff development in appropriate classroom management methodologies, and update language following recent changes to Texas laws, the following revisions are suggested to this local policy:

- Reorganize the material so that the general provisions on the Code of Student Conduct that establish the rules of discipline are at the beginning of the policy and include a link to the Code on the district's website
- To emphasize its importance, text previously at EXTRACURRICULAR STANDARDS OF BEHAVIOR has been moved to the beginning of the policy and broadened to indicate that rules of conduct and discipline shall not have the effect of discriminating against students based on legally protected categories, including those categories added by the district
- Move the remainder of the text as written at EXTRACURRICULAR STANDARDS OF BEHAVIOR under the section CODE OF STUDENT CONDUCT
- Change the title of the section on general guidelines to GENERAL DISCIPLINE GUIDELINES and move the text unchanged below the definition of PARENTS
- At the section GENERAL DISCIPLINE GUIDELINES, add the following text: "These guidelines do not replace or supersede FOA(LEGAL)" and "No student shall be informally sent home. No student prior to third grade shall be suspended, placed into a disciplinary alternative setting, or expelled, except as required by law. Disciplinary actions that remove students from their school setting shall be used as a last resort for other elementary students in third through fifth grades."
- At the same section, new language is proposed regarding annual training requirements for faculty and staff in appropriate methodologies and equity-based issues
- An important revision recommended at PHYSICAL RESTRAINT clarifies that a district employee can restrain a student who receives special education services only in accordance with the specific laws that apply to these students. The rules are found at FOF(LEGAL)

The proposed changes are indicated in the attached revised policy.

COST/FUNDING SOURCE(S) None

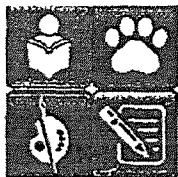
STAFFING IMPLICATIONS None

ORGANIZATIONAL GOALS/IMPACT This agenda item supports HISD Goal 6
Create a Positive District Culture and is aligned
to Core Initiative 5 Culture of Trust through
Action

THIS ITEM DOES REQUIRE CONSULTATION

THIS ITEM DOES MODIFY BOARD POLICY

RECOMMENDED That the Board of Education accepts the proposed revisions to
Board Policy FO(LOCAL), *Student Discipline*, on first reading



Nicole Ayen-Metoyer
Principal

Gregory-Lincoln Education Center
A Fine Arts Magnet
"Lead Like a Champion"

Discipline Menu

LEVEL 1 OFFENSE

BEHAVIOR

Violation of school wide rules
Failure to bring materials or complete homework
Failure to return written communication

CONSEQUENCES/Teacher

Verbal warning/Redirect
Change seating
Student/Parent Conference
Detention/Call Parent
Teacher Mentor

LEVEL 2 OFFENSE

BEHAVIOR

Repeated violations of Level 1 Offense
Cheating →
Skipping Class
Inappropriate touching/actions
Accessing inappropriate web site

CONSEQUENCES/Teacher

Student/Parent Conference
Referral to Grade Level Admin.

LEVEL 3, 4, & 5 OFFENSE

BEHAVIOR

Chronic violations of Level 1 & 2 Offenses
Fighting
Defiance of school personnel
Smoking or possession of tobacco

CONSEQUENCES/Teacher

REFERRAL TO PRINCIPAL'S
OFFICE (documentation
required)

Gregory-Lincoln Education Center

Notice of Concern

Mr. /Mrs. /Ms. [REDACTED] Date: 10/02/15

On 10/01/15 I observed the following regarding your professional performance:

Missed a faculty meeting

Missed or late to PLC/Department Meeting

Late to work; signed in at . Called in Y/N

Did not sign in and/or sign out

Did not report your absence to AESOP/ Secretary

Did not turn in lesson plans/on time

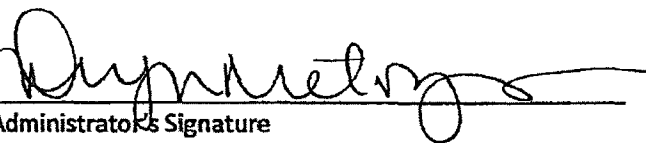
Did not submit ADA

Did not send home Wednesday Folders

Did not submit substitute folder/on time


Did not report for morning/afternoon duty/on time/ Fine Arts transition area

Other: Professional Dress


Administrator's Signature

Please let me know what happened below or simply sign and return to your appraiser or the secretary.

The attire was not unprofessional I had on a Tunic with
a pink cami under it and slacks on.


Teacher Signature

10/2/15
Date

You have the right to rebut the information above at any time; however, you are expected to sign and return the form within three days to acknowledge receipt. Return the form to your appraiser or the secretary.

STUDENT DISCIPLINE
REMOVAL BY TEACHER OR BUS DRIVER

FOA
(LEGAL)

INFORMAL REMOVAL A teacher may send a student to the principal's office to maintain effective discipline in the classroom. The principal shall respond by employing appropriate discipline management techniques, consistent with the Student Code of Conduct. *Education Code 37 002(a)* [See FO]

DISCRETIONARY
REMOVAL A teacher may remove from class a student

- 1 Who has been documented by the teacher to repeatedly interfere with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn, or
- 2 Whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.

Education Code 37 002(b)

PLACEMENT OF
STUDENT If a teacher removes a student from class under the provisions above, the principal may place the student in another appropriate classroom, in-school suspension, or a disciplinary alternative education program (DAEP)

PROHIBITIONS
ON ACTIVITIES The terms of the removal may prohibit the student from attending or participating in school-sponsored or school-related activities

Education Code 37 002(c)

MANDATORY
REMOVAL BY A
TEACHER A teacher shall remove from class and send to the principal for placement in a DAEP or expulsion, as appropriate, a student who engages in conduct described in Education Code 37.006 (removal) or 37 007 (expulsion) [See FOC and FOD] *Education Code 37.002(d)*

The student may not be returned to the regular class pending the required conference [See FOC] *Education Code 37 009(a)*

RETURN TO CLASS The principal may not return the student to the class of the teacher who removed the student without the teacher's consent, unless the placement review committee determines that such placement is the best or only alternative available

If the teacher removed the student from class because the student engaged in the elements of an offense listed in Education Code 37 006(a)(2)(B) or 37 007(a)(2)(A) or (b)(2)(C) (assault, sexual assault, attempted murder) against the teacher, the student may not be returned to the teacher's class without the teacher's consent. The teacher may not be coerced to consent

Education Code 37 002(c), (d)

STUDENT DISCIPLINE
REMOVAL BY TEACHER OR BUS DRIVER

FOA
(LEGAL)

PLACEMENT REVIEW
COMMITTEE

Each school shall establish a three-member committee to determine the placement of a student when a teacher refuses the return of a student to the teacher's class. The committee shall make recommendations to the District regarding readmission of expelled students.

COMPOSITION

Committee members shall be appointed as follows:

1. Campus faculty shall choose two teachers to serve as members and one teacher to serve as an alternate member, and
2. The principal shall choose one member from the professional staff of a campus.

The teacher refusing to readmit the student may not serve on the committee.

Education Code 37.003

REMOVAL BY SCHOOL
BUS DRIVER

The driver of a school bus transporting students to or from school or a school-sponsored or school-related activity may send a student to the principal's office to maintain effective discipline on the school bus.

The principal shall respond by employing appropriate discipline management techniques consistent with the Student Code of Conduct.

Education Code 37.0022

Note: See FOF for provisions concerning students with disabilities
