



Instructional Consultation Meeting
December 3, 2015
4:45-6:00 PM
Agenda
2 E 06

- G-1 SUBJECT CONSIDERATION AND APPROVAL OF A VOLUNTARY EARLY NOTIFICATION PROGRAM FOR TEACHERS AND CAMPUS LEADERSHIP** Since school year 2010–2011, the administration with Board of Education approval has offered a voluntary Early Notification Program (ENP). The purpose of the ENP is to encourage teachers and school-based administrators to submit early notification to the Houston Independent School District (HISD) of their plans to voluntarily resign or retire at the end of their duty schedules. In exchange, these employees will receive a payment, based on their continuous years of service, for that early notification. This program has been successful in identifying vacancies early and providing principals the opportunity to recruit and staff accordingly. The model provides differentiated payment based on years of continuous service with HISD. (See attachment)
Response: Office of Human Resources Gloria Cavazos, Chief Human Resources Officer
- G-2 SUBJECT CONSIDERATION AND APPROVAL OF THE TEACH FORWARD PROGRAM.** This agenda item is to request approval from the Houston Independent School District (HISD) Board of Education authorizing the superintendent of schools or a designee to negotiate and execute a contract as part of the Teach Forward Houston Initiative (TFH), partnering with the University of Houston (UH). This program provides a bachelor's degree in education to targeted HISD students who graduate in the top 15 percent of their class (with a special focus on recruiting bilingual students) for matriculation at UH's College of Education (UH-COE), and who, upon graduation from UH-COE, will return to teach at HISD schools, especially high-need schools, as certified, highly qualified, professional teachers. (See attachment)
Response: Office of Human Resources Gloria Cavazos, Chief Human Resources Officer
- I-4 SUBJECT: APPROVAL OF SECTION 125 BENEFIT PLAN UPDATE** The Houston Independent School District (HISD) Cafeteria Plan is a document required by the Internal Revenue Code Section 125 in order for HISD to offer certain coverage in its benefits plan on a pre-tax basis. The Cafeteria Plan includes updates to the benefit plans offered by HISD and outlines other plan provisions relating to the tax status of those plans. (See attachment)
Response: Office of Chief Financial Officer Kenneth Huewitt
- K-2 SUBJECT: PROPOSED REVISION TO BOARD POLICY CH (LOCAL), PURCHASING AND ACQUISITION—SECOND 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 attachment)
Response: Office of Chief Financial Officer Kenneth Huewitt
- K-3 SUBJECT: PROPOSED REVISION TO BOARD POLICY CV(LOCAL), FACILITIES CONSTRUCTION—SECOND 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 attachment)
Response: Office of Chief Financial Officer Kenneth Huewitt
- K-4 SUBJECT: PROPOSED REVISIONS TO BOARD POLICY EHBB (LOCAL), SPECIAL PROGRAMS- GIFTED AND TALENTED STUDENTS—SECOND 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 attachment)
Response: Office of Academic Services Andrew G. Houlihan, Chief Academic Officer

- K-5 SUBJECT PROPOSED REVISIONS TO BOARD POLICY FO(LOCAL), STUDENT DISCIPLINE—SECOND 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 attachment)
Response Office of Student Support Mark Smith, Chief Student Support Officer

EEP REGULATON

SUBJECT INSTRUCTIONAL ARRANGEMENTS LESSON PLANS Board Policy (EEP Regulation) Lesson Plan Guidelines Pursuant to Texas Education Code 11 164, the District will en-sure that required lesson plans contain an outline, which is brief and general, of information that the teacher plans to teach students during a particular class period and describes the activities the students will do in order to learn the subject matter (See Attachment)
Response. Office of Student Support Mark Smith, Chief Student Support Officer

CHT Items:

- 1 FFAC3 (LOCAL) only allows the nurse or principal to make student-related 911 calls May another campus staff member initiate a 911 call if it is not student-related?
Response: Health and Medical Services, Gwendolyn Johnson
- 2 A number of teachers have recently been informed of their need to complete a six-hour mandatory online training in ESL/Sheltered instruction Others have been told that everyone should become GT certified through its 12-30 hours of online content Are there any district guidelines aimed at coordinating and scheduling online training and professional development so that it so that its day-to-day disruptive influence is minimized?
Response Office of Academic Services Andrew G Houlihan, Chief Academic Officer
3. With regard to the recently passed revisions to FO (LOCAL) that require annual school climate training, does the administration have any new plans for putting additional resources in place to ensure that this training is measurably successful?
Response Office of Student Support Mark Smith

HFT Items:

1. DAC Nominations/Elections Procedure

The 2016 nomination procedures require each campus principal to conduct a transparent call for nominees among the professional staff of his or her school If more than one individual consents to a nomination the principal is required to conduct a transparent election process to determine the campus nominee The name of the nominee with the most support will then be sent to the district using a district provided form If there is no individual who consents to be nominated the principal is required to report "no nominee"

We would like the following information a list of schools that submitted a nominee,
2) A list of schools that sent "no nominee", 3) a list of schools that made no reply at all
Response Office of School Support

2. Required Training after the workday

One of the most common complaints we hear is teachers and other professionals being told they must attend training after the 7 45 workday ends The following complaint concerns schools nurses"

New nurses are required to attend a nurse meeting every Tuesday from 3 00 to 5 00 at the administration building with Health and Medical Services They are not paid for this time as it is the opinion of Health and Medical Services that this serves as a "faculty meeting" It is district policy that faculty meetings cannot be utilized for any training purposes These weekly Tuesday meetings are listed in E-Train and nurses are required to register in order to receive credit for attendance An example of certain trainings in November at these meetings are as follows This is taken from the E-Train page

Probably moving day to 1st wed.

Overview Child Abuse (Description Participants will gain knowledge of child development and positive discipline techniques, provide instruction in a science-based parenting education program for children and their parents, and empower the school nurse to implement programming on campus that can increase positive behavior and prevent child abuse in families today as well as the future)

Communicable Diseases (Description Participants will focus on the assessment of the ill child and recognition and treatment of communicable diseases)

Overview Seizure Management (Description Participants will receive current nursing interventions and medical management for seizures in children will be reviewed Participants will acquire skills in the Development of an IHPs/Emergency Plan)

These are not faculty meetings and nurses need to be paid for this required training
It is also our understanding that part time nurses who leave campus at noon are required to return to these meetings at the Administration Building for no extra pay
Response: Health and Medical Services, Gwendolyn Johnson

Office of the Superintendent of Schools
Board of Education Meeting of December 10, 2015

Office of Human Resources
Gloria Cavazos, Chief Human Resources Officer

SUBJECT CONSIDERATION AND APPROVAL OF A VOLUNTARY EARLY NOTIFICATION PROGRAM FOR TEACHERS AND CAMPUS LEADERSHIP

Since school year 2010–2011, the administration with Board of Education approval has offered a voluntary Early Notification Program (ENP). The purpose of the ENP is to encourage teachers and school-based administrators to submit early notification to the Houston Independent School District (HISD) of their plans to voluntarily resign or retire at the end of their duty schedules. In exchange, these employees will receive a payment, based on their continuous years of service, for that early notification. This program has been successful in identifying vacancies early and providing principals the opportunity to recruit and staff accordingly. The model provides differentiated payment based on years of continuous service with HISD.

Although participation in the ENP has been significant, the district continues to receive the majority of teacher resignations in May and June. The administration proposes continuation of the program to solicit resignations throughout the year by offering two windows of opportunity. The amount of the payment offered will encourage decisions as early as possible.

1 From December 14, 2015 – January 20, 2016

Continuous Years of Service	Notification Incentive
Fewer than 4	\$1,250
4–10	\$2,000
11–15	\$3,000
16–20	\$4,000
21+	\$5,000

2 From March 7 – March 25, 2016

- All participants would receive \$500

Continuation of the ENP will enable Human Resources and principals to better plan, forecast, and adjust staffing needs in critical shortage areas for the 2016–2017 school year. Participation will be limited to fulltime employees who are classroom teachers in eligible job titles, librarians, counselors, magnet coordinators, principals, deans of students, deans of instruction, and assistant principals who voluntarily resign or retire effective the end of the 2015–2016 instructional year.

COST/FUNDING SOURCE(S)

Not to exceed \$2,000,000 from the General Fund/Fund Balance (teacher payments)

Not to exceed \$500,000 from the General Fund/Fund Balance (leadership payments)

STAFFING IMPLICATIONS

None

ORGANIZATIONAL GOALS/IMPACT

This agenda item supports HISD Goal 1 Increase Student Achievement and 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 NOT ESTABLISH, MODIFY, OR DELETE BOARD POLICY

RECOMMENDED That the Board of Education approves a voluntary ENP, effective December 11, 2015

Office of the Superintendent of Schools
Board of Education Meeting of December 10, 2015

Office of Human Resources
Gloria Cavazos, Chief Human Resources Officer

**SUBJECT CONSIDERATION AND APPROVAL OF THE TEACH FORWARD
HOUSTON INITIATIVE PROGRAM**

This agenda item is to request approval from the Houston Independent School District (HISD) Board of Education authorizing the superintendent of schools or a designee to negotiate and execute a contract as part of the Teach Forward Houston Initiative (TFH), partnering with the University of Houston (UH). This program provides a bachelor's degree in education to targeted HISD students who graduate in the top 15 percent of their class (with a special focus on recruiting bilingual students) for matriculation at UH's College of Education (UH-COE), and who, upon graduation from UH-COE, will return to teach at HISD schools, especially high-need schools, as certified, highly qualified, professional teachers.

The initial term of this contract shall be from December 10, 2015 through June 30, 2017 with the option to renew the contract annually by written mutual agreement between HISD and UH and the allocation of appropriated funds by their respective boards. The funding for Fiscal Year (FY) 2016 and FY 2017 in the amount of one million dollars will support student supplemental tuition and program costs to UH-COE.

UH and HISD have also been approved for funding for this initiative through the Bill and Melinda Gates Foundation and the U.S. PREP agreement, which seeks to create classroom-ready teachers and advance learning and innovation in teacher preparation through technical support, design-based research, and transparent use of data.

UH and HISD have already approved a data-sharing agreement to support efforts to recruit top HISD students to UH-COE.

Targeted Recruitment

UH will conduct targeted recruitment of HISD students in the top 15 percent of each HISD high-school class for admission into the TFH teacher preparation program, selecting up to 100 candidates for program participation. Selected students must meet established criteria for UH admission and must be accepted to UH prior to notice of TFH acceptance.

Program and Curriculum

This curriculum will support the district's needs as determined by HISD and TFH. TFH will recruit, select, and train highly effective mentor teachers to implement a co-teaching model with the TFH students during their placement in HISD schools. TFH partners will

also collaborate with HISD faculty members assigned to these cohorts to provide professional development that is aligned to support the TFH students with enrichment activities, such as academic core support, cohort team-building activities, guest lectures and presentations, events at HISD schools, and community service projects

Evaluation

TFH partners will establish clear and concise program-level outcome measures to include progress benchmarks, observation protocols, attitudinal measurement, and evaluation of post-graduation effectiveness

Student Commitment

Students in the program will complete student teaching at HISD schools and participate in ongoing professional development coordinated through TFH partners in consideration for the payment of tuition and additional program supports, and as a benefit to HISD, students who complete the program commit to employment in HISD for up to four years after completing the teacher preparation program

COST/FUNDING SOURCE(S) Not to exceed \$1,000,000 from the General Fund/Fund Balance

STAFFING IMPLICATIONS One position

ORGANIZATIONAL GOALS/IMPACT This agenda item supports HISD Goal 1 Increase Student Achievement, and is aligned to Core Initiative 1 An Effective Teacher in Every Classroom

THIS ITEM DOES REQUIRE CONSULTATION

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

RECOMMENDED That the Board of Education authorizes the superintendent of schools or a designee to negotiate and execute a contract with UH as part of the TFH Initiative for a bachelor's degree in education offered to targeted HISD students, effective December 11, 2015

Office of the Superintendent of Schools
Board of Education Meeting of December 10, 2015

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

SUBJECT APPROVAL OF SECTION 125 BENEFIT PLAN UPDATE

The Houston Independent School District (HISD) Cafeteria Plan is a document required by the Internal Revenue Code Section 125 in order for HISD to offer certain coverage in its benefits plan on a pre-tax basis. The Cafeteria Plan includes updates to the benefit plans offered by HISD and outlines other plan provisions relating to the tax status of those plans.

The major revisions to the document include

- Incorporation of the first, second, and third amendments to the existing plan document, and
- Allowing a change in plan election for employees who have a reduction in hours below 30 hours per week, but do not lose eligibility due to the fact they are in a stability period, and
- Allowing a change in plan election during an Exchange special enrollment or open-enrollment event

A copy of the HISD Cafeteria Plan update is on file in Board Services

COST/FUNDING SOURCE(S) None

STAFFING IMPLICATIONS None

ORGANIZATIONAL GOALS/IMPACT This agenda item supports HISD Goal 4 Increase Management Effectiveness and Efficiency and HISD Goal 6 Create a Positive District Culture, and is aligned to Core Initiative 4 Data-Driven Accountability and Core Initiative 5 Culture of Trust through Action

THIS ITEM DOES REQUIRE CONSULTATION

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

RECOMMENDED That the Board of Education approves the HISD Section 125 benefit "Cafeteria Plan," effective December 11, 2015

Office of the Superintendent of Schools
Board of Education Meeting of December 10, 2015

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

**SUBJECT PROPOSED REVISION TO BOARD POLICY CH(LOCAL),
PURCHASING AND ACQUISITION—SECOND 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 approves the proposed revisions to Board Policy CH(LOCAL), *Purchasing and Acquisition*, on second reading, effective December 11, 2015

Office of the Superintendent of Schools
Board of Education Meeting of December 10, 2015

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

**SUBJECT PROPOSED REVISION TO BOARD POLICY CV(LOCAL), FACILITIES
CONSTRUCTION—SECOND 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 approves the proposed revisions to Board Policy CV(LOCAL), *Facilities Construction*, on second reading, effective December 11, 2015

Office of the Superintendent of Schools
Board of Education Meeting of December 10, 2015

Office of Academic Services
Andrew G Houlahan, Chief Academic Officer

**SUBJECT PROPOSED REVISIONS TO BOARD POLICY EHBB(LOCAL),
SPECIAL PROGRAMS: GIFTED AND TALENTED STUDENTS—
SECOND 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
- Revise the section on EXITING OF STUDENTS FROM PROGRAM SERVICES to indicate that a student may only be exited from GT services at the request of his or her parent
- 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 approves the proposed revisions to Board Policy EHBB(LOCAL), *Special Programs Gifted and Talented Students*, on second reading, effective December 11, 2015

Office of the Superintendent of Schools
Board of Education Meeting of December 10, 2015

Office of Student Support
Mark Smith, Chief Student Support Officer

SUBJECT PROPOSED REVISIONS TO BOARD POLICY FO(LOCAL), STUDENT DISCIPLINE—SECOND 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) which allows a teacher to remove a student from the classroom. Additionally, these guidelines extend to CNA4(REGULATION) regarding enforcement of student discipline pertaining to student transportation." And, "Disciplinary actions that remove students from their school setting shall be used as a last resort."
- 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 approves the proposed revisions to
Board Policy FO(LOCAL), *Student Discipline*, on second reading,
effective December 11, 2015

INSTRUCTIONAL ARRANGEMENTS
LESSON PLANS

EEP
(REGULATION)

- | | | |
|-------------------------------|---|---|
| LESSON PLANS
GUIDELINES | 1 | Pursuant to Texas Education Code 11 164, the District will ensure that required lesson plans contain an outline, which is brief and general, of information that the teacher plans to teach students during a particular class period and describes the activities the students will do in order to learn the subject matter [See DLB(LEGAL) and EEP(LOCAL)] Individual schools cannot require information in a lesson plan that is neither taught to students nor describes the activities that will be used to teach the subject matter |
| REQUIREMENTS | 2 | Individual schools can require the following for lesson plans <ul style="list-style-type: none">• Use of a lesson plan template,• Reference to the Texas Essential Knowledge and Skills (TEKS) and objectives from the State of Texas Assessments of Academic Readiness (STAAR) relevant to each lesson,• Resources to be used for each lesson, and• Activities for each lesson |
| EXCEPTIONS | 3 | Individual schools cannot require the following be included in lesson plans <ul style="list-style-type: none">• Student assessments (e.g. exams/tests/quizzes that assess students' academic performance or readiness), or• Student cognitive level (e.g. identification of student learning along the cognitive domain from Bloom's Taxonomy). <p>Teachers cannot be required to include differentiated activities/modifications for special populations, such as English Language Proficiency Standards (ELPS) and College and Career Readiness Standards (CCRS), but these can be a part of a lesson plan template, to be completed at the teacher's option</p> |
| CONSULTATION | 4 | This regulation requires consultation (Administrative , Instructional) |
| MAINTENANCE
RESPONSIBILITY | 5 | The chief student support officer, Student Support, is responsible for the maintenance of this regulation |