

Russell Elementary Campus Handbook 2018-2019



**Oscar Cantu, Jr.
Principal**

**Lettie Marroquin
Asst. Principal**

**Sayra Esquivel
Dean of Instruction**

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ORGANIZATIONAL CHART

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Oscar Cantu, Jr.
Principal

Crisis Team
Custodians

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Lettie Marroquin
Assistant Principal

Sayra Lopez
Instructional Facilitator

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School Health Index
NRT Coordinator
Professional Leaves
Science Fair/UII Contact
Brainsville/GT Contact
Curriculum Specialists Contact
Supervision Duties
RTI

Leslie Hayes
Secretary

Keys
Supplies
Office Staff
Substitutes

Rosie Ramirez
Parent Liaison

Wellness
Catch
Address Verification
Attendance

GENERAL INFORMATION

Introduction

The purpose of this handbook is to provide information that will pave the way for a successful year. It is a guide to and a brief explanation of campus and/or district policies and administrative procedures related to employment at Russell Elementary.

Russell Elementary

Emaline B. Russell Elementary, nestled among the trees on the west side of Brownsville, Texas is a well-known and established elementary school. Originally named West Brownsville Elementary, the school opened its doors in 1916. The school was renamed in honor of Emaline B. Russell, long-time teacher and principal of West Brownsville Elementary. Although the faces, buildings, and surrounding community have changed, the goal of Russell Elementary has remained constant throughout its 102 year history: **ACADEMIC EXCELLENCE**. Russell Elementary is currently rated “Recognized” by the Texas Education Agency. The faculty and staff serve approximately 650 students in grades Three-Year-Old through Fifth grades. The shared vision at Russell Elementary is “Learners Today, Leaders Tomorrow.”

EMPLOYMENT PRACTICES

Personal Data

All staff members must have an Employee Information Card on file in the office that includes name, address, telephone number(s), and emergency contacts. The staff member is responsible for notifying the school administration of any changes that occur during the school year.

Outside Employment

Staff members are required to disclose in writing to the principal any outside employment that may create a potential conflict of interest with their assigned duties and responsibilities or conflicts with the best interest of the school. A staff member shall also disclose in writing to the principal any private tutoring of District students for pay.

Absenteeism and Tardiness

While absences may occur for legitimate reasons such as sickness or important personal problems, false or unrealistic excuses are not acceptable. Staff members who will be late are expected to call the office as far in advance of starting time as possible to state why they will be late and when they will arrive at work. Do not place an additional burden on your co-workers and ask him/her to pick up or monitor your students until your arrival.

All certified staff members and paraprofessionals who require a substitute are expected to call the SEMS as early as possible. Teachers are expected to leave detailed instructions for the substitutes along with work for the students.

Every staff member is expected to report an absence from work. Failure to adhere to established reporting rules and procedures may result in disciplinary action up to and including termination.

The following guidelines will be used for handling excessive absences or tardiness. In determining whether a staff member has been absent or tardy an excessive number of times, the following definitions will apply:

Tardiness Any staff member arriving ten (10) minutes after his/her scheduled starting time will be considered tardy.

Excessive Tardiness Any three (3) occurrences of tardiness within a thirty (30) day period will be considered excessive.

Absence Any staff member who is not present at his/her work assignment during any scheduled work period will be considered absent for that period.

Excessive Absenteeism Excessive absenteeism and turnover are expensive, disruptive, and places an unfair burden upon other employees. Any three (3) separate occurrences of absence within a thirty (30) day period will be considered excessive. The principal shall review reasons for absences. The principal may issue a written notice outlining concerns and/or a conference may be requested.

Classified Staff Members

Classified staff members will work a maximum of 40 hours per week. Each Classified staff member will work a maximum 8- hour day, which includes a 30-minute duty free lunch (except BI paraprofessionals). All classified staff members will adhere to the following work schedule:

| | |
|-------------------------------|--------------------|
| Secretary | 7:30 am to 4:30 pm |
| Office Staff | 7:30 am to 4:30 pm |
| Home Visitor | 8:00 am to 5:00 pm |
| Data Entry Clerk | 7:45 am to 3:45 pm |
| Paraprofessionals (except BI) | 7:30 am to 4:00 pm |
| BI Paraprofessionals | 7:30 am to 3:30 pm |

Certified Staff

Teachers, nurses, librarians and counselors will be on duty a minimum of 7-1/2 hours per day (includes 30-minute duty-free uninterrupted lunch) and should be available periodically to attend staff meetings, a maximum of 2-1/2 hours per week. The work schedule for all Certified Staff will be from 7:55 am to 3:25 pm. Staff development and parent conferences are not to be considered as part of the time allocated for staff meetings. This additional time will be scheduled by the principal.

All classroom teachers are expected to be in the classroom with the students no later than 8:00 am.

Performance Evaluations

Evaluation of a staff member's job performance is a continual process that focuses on improvement. All staff members will participate in the evaluation process with their assigned administrator at least annually. Written evaluations will be completed on forms approved by the District. All staff members will receive a copy of their written evaluation, have a performance conference with their supervisor, and have the opportunity to respond to the evaluation. All Classified staff members will be evaluated according to their job assignment. All Special Assignment staff members will also be evaluated according to their job assignment. All Certified Teachers will be evaluated according to the state T-TESS guidelines.

Professional Development

Professional or staff development activities are organized to meet the needs of faculty and staff. Professional Development for instructional personnel is related to achieving campus performance objectives as addressed in the campus improvement plan.

For local staff development, an "In-House" Professional Leave must be submitted at least three weeks prior to the training. For staff development outside the District, an "Out of District" Professional Leave must be submitted at least 4 weeks prior to the training. Individuals holding renewable SBEC certificates are responsible for obtaining the required training hours and maintaining appropriate documentation.

In the event that a staff member does not attend the training, it is the staff member's responsibility to change the Absence from Duty form from professional leave to personal leave.

COMPENSATION AND BENEFITS

Biometric Time and Attendance System

All staff members will be required to use the Biometric Time and Attendance System. For Classified staff members, the electronic timesheet is the only document to be maintained at the campus for employee time. It must accurately reflect the actual time worked. Certified staff members will be required to log in and out to determine presence only, not for timekeeping purposes.

Timesheet Violations

Staff members are not authorized to sign in and out for other employees. Falsification of records regarding time worked, including overtime, is cause for immediate termination. Actual time worked must be recorded. All Classified staff members should not work any hours outside of their scheduled work day unless authorized by the principal in advance. Do not start work early, finish work late, work during a meal break or perform any other extra or overtime work unless you are authorized to do so and that the time is recorded on the official electronic timesheet. Staff members are prohibited from performing any “off-the-clock” work. “Off-the-clock” means work that you perform but fail to report on the District’s approved time system.

LEAVES AND ABSENCES

Sick leave may be used for the following reasons only:

- Staff member illness;
- Illness in the staff member’s immediate family;
- Family emergency (i.e. natural disasters or life-threatening situations);
- Death in the immediate family; or
- Active military service.

Leave that is taken at a staff member’s discretion and that can be scheduled in advance is considered discretionary leave. A staff member wishing to take discretionary personal leave must submit a notice of the request three (3) days in advance of the anticipated absence to the principal. Discretionary personal leave will be granted on a first-come, first-served basis. The effect of the absence on the educational program, as well as the availability of substitutes, will be considered by the principal. Discretionary personal leave may not be taken for more than five (5) consecutive days, except in extenuating circumstances as determined by the principal. Discretionary leave shall not be allowed on the day before or after a school holiday, professional or staff development days, or the state-mandated assessment testing days.

STAFF MEMBER CONDUCT AND WELFARE

All staff members are expected to work together in a cooperative spirit to serve the best interests of the District/school and to be courteous to students, one another, and the public. All staff members are expected to observe the following standards of conduct.

- Recognize and respect the rights of students, parents, other staff members, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify the principal in advance or as early as possible in the event that they must be absent or late.
- Know and comply with school and district policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels.
- 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.

All staff members should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards.

Code of Ethics and Standard Practices

Brownsville ISD

031901

**EMPLOYEE STANDARDS OF CONDUCT DH
(EXHIBIT)**

DATE ISSUED: 3/15/2012 1 of 3

UPDATE 93

DH(EXHIBIT)-P

EDUCATORS' CODE OF ETHICS

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.

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. 19 TAC 247.1

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 District, educational institution, educator preparation program, the Texas Education Agency, or the State Board for 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 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 District employees, 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 consume alcoholic beverages on school property or during school activities when students are present.

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 colleague or the school system.

Standard 2.3. The educator shall adhere to written local 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, gender, 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, gender, 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, e-mail, 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:

- a. The nature, purpose, timing, and amount of the communication;
- b. The subject matter of the communication;
- c. Whether the communication was made openly or the educator attempted to conceal the communication;
- d. Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- e. Whether the communication was sexually explicit; and
- f. 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.

19 TAC 247.2

DATE ISSUED: 3/15/2012 3 of 3

UPDATE 93

DH(EXHIBIT)-P

Brownsville ISD

031901

STUDENT WELFARE FFH

**FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
(LEGAL)**

DATE ISSUED: 10/4/2007 1 of 1

UPDATE 81

FFH(LEGAL)-P

The District may develop and implement a sexual harassment policy to be included in the District improvement plan. The District shall adopt and implement a dating violence policy to be included in the District improvement plan. Education Code 37.083, 37.0831 [See BQ]

Sexual abuse of a student by an employee, when there is a connection between the physical sexual activity and the employee's duties and obligations as a District employee, violates a student's constitutional right to bodily integrity. Sexual abuse may include fondling, sexual assault, or sexual intercourse. U.S. Const. Amend. 14; Doe v. Taylor ISD, 15 F.3d 443 (5th Cir. 1994)

Sexual harassment of students may constitute discrimination on the basis of sex in violation of Title IX. 20 U.S.C. 1681; 34 CFR 106.11; Franklin v. Gwinnett County Schools, 503 U.S. 60 (1992) [See FB regarding Title IX]

**DEFINITION OF
SEXUAL HARASSMENT**

Sexual harassment of students is conduct that is so severe, pervasive, and objectively offensive that it can be said to deprive the victim of access to the educational opportunities or benefits provided by the school. Sexual harassment does not include simple acts of teasing and name-calling among school children, however, even when the comments target differences in gender. Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999)

**EMPLOYEE- STUDENT
SEXUAL HARASSMENT**

A District official who has authority to address alleged harassment by employees on the District's behalf shall take corrective measures to address the harassment or abuse. Gebser v. Lago Vista ISD, 118 S.Ct. 1989 524 U.S. 274 (1998); Doe v. Taylor ISD, 15 F.3d 443 (5th Cir. 1994)

**STUDENT-STUDENT
SEXUAL HARASSMENT**

The District must reasonably respond to known student-on-student harassment where the harasser is under the District's disciplinary authority. Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999)

Brownsville ISD

031901

**STUDENT WELFARE FFH
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
(LOCAL)**

DATE ISSUED: 2/27/2015 1 of 7

LDU 2015.02

FFH(LOCAL)-A

Note: This policy addresses discrimination, harassment, and retaliation involving District students. For provisions regarding discrimination, harassment, and retaliation involving District employees, see DIA. For reporting requirements abuse and neglect, see FFG. Shall be used in conjunction with FFI (bullying) for certain prohibited conduct.

**STATEMENT OF
NONDISCRIMINATION**

The District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law. The District prohibits dating violence, as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

DISCRIMINATION

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

**PROHIBITED
HARASSMENT**

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, gender, national origin, disability, or any other basis prohibited by law 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.
- Prohibited harassment includes dating violence as defined by this policy.

EXAMPLES

Examples of prohibited harassment may include offensive or derogatory language directed at another 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; 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.

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. [See DF]

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 severe, 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

Examples of sexual harassment of a student may include 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.

GENDER-BASED HARASSMENT

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct 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 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 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.

DATING VIOLENCE

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense. For purposes of this policy, dating violence is considered prohibited harassment if the conduct 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 dating violence against a student may include physical or sexual assaults; name-calling; put-downs; or threats directed at the student, the student's family members, or members of the student's household. Additional examples may include destroying property belonging to the student, threatening to commit suicide or homicide if the student ends the relationship, attempting to isolate the student from friends and family, stalking, threatening a student's spouse or current dating partner, or encouraging others to engage in these behaviors.

RETALIATION

The District prohibits retaliation by a student or District employee against a student alleged to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report of harassment or discrimination, serves as a witness, or participates in an investigation.

EXAMPLES

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.

FALSE CLAIM

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding discrimination or harassment, including dating violence, shall be subject to appropriate disciplinary action.

PROHIBITED CONDUCT

In this policy, the term "prohibited conduct" includes discrimination, harassment, dating violence, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

REPORTING PROCEDURES STUDENT REPORT

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a teacher, counselor, principal, other District employee, or the appropriate District official listed in this policy.

EMPLOYEE REPORT

Any District employee who suspects or receives notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate District official listed in this policy and take any other steps required by this policy.

DEFINITION OF DISTRICT OFFICIALS

For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.

TITLE IX COORDINATOR

Reports of discrimination based on sex, including sexual harassment or gender-based harassment, may be directed to the Title IX coordinator. The District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: Miguel Salinas
Position: Staff Attorney
Address: 1900 Price Road, Brownsville, TX 78521
Telephone: (956) 548-8000

ADA / SECTION 504 COORDINATOR

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Name: Julie A. Salinas
Position: Administrator for Dyslexia/504
Address: 1900 Price Road, Brownsville, TX 78521
Telephone: (956) 548-8000

SUPERINTENDENT

The Superintendent shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws.

**ALTERNATIVE
REPORTING
PROCEDURES**

A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.

A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

TIMELY REPORTING

Reports of prohibited conduct 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.

NOTICE TO PARENTS

The District official or designee shall promptly notify the parents of any student alleged to have experienced prohibited conduct by a District employee or another adult.

**INVESTIGATION OF
THE REPORT**

The District may request, but shall not require, a written report. If a report is made orally, the District official shall reduce the report to written form.

**INITIAL
ASSESSMENT**

Upon receipt or notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District shall immediately undertake an investigation, except as provided below at

CRIMINAL INVESTIGATION.

If the District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy, the District official shall refer the complaint for consideration under FFI.

INTERIM ACTION

If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the District shall promptly take interim action calculated to address prohibited conduct or bullying prior to the completion of the District's investigation.

DISTRICT INVESTIGATION

The investigation may be conducted by the District official or a designee, such as the principal, or by a third party designated by the District, such as an attorney. When appropriate, the 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.

CRIMINAL INVESTIGATION

Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the District to delay its investigation, the investigation should be completed within ten District 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 include a determination of whether prohibited conduct or bullying occurred. The report shall be filed with the District official overseeing the investigation.

NOTIFICATION OF OUTCOME

Notification of the outcome of the investigation shall be provided to both parties in compliance with FERPA.

DISTRICT ACTION PROHIBITED CONDUCT

If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.

CORRECTIVE ACTION

Examples of corrective action may include a training program for those involved in the complaint, a comprehensive education program for the school community, counseling to the victim and the student who engaged in prohibited conduct, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where prohibited conduct has occurred, and reaffirming the District's policy against discrimination and harassment.

BULLYING

If the results of an investigation indicate that bullying occurred, as defined by FFI, the District official shall refer to FFI for appropriate notice to parents and District action. The District official shall refer to FDB for transfer provisions.

IMPROPER CONDUCT

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take disciplinary action in accordance with the Student Code of Conduct or other corrective action reasonably calculated to address the conduct.

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.

APPEAL

A student or parent who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level. A student or parent shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

RECORDS RETENTION

Retention of records shall be in accordance with FB(LOCAL) and CPC(LOCAL).

ACCESS TO POLICY AND PROCEDURES

Information regarding 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 website, to the extent practicable, and readily available at each campus and the District's administrative offices.

**DATE ISSUED: 2/27/2015 ADOPTED:
LDU 2015.02
FFH(LOCAL)-A**

**Brownsville ISD
031901**

**EMPLOYEE WELFARE DIA
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
(LEGAL)**

**DATE ISSUED: 7/17/2008 1 of 2
UPDATE 83**

DIA(LEGAL)-P

Note: This policy addresses harassment of District employees. For legally referenced material relating to discrimination and retaliation, see DAA(LEGAL). For harassment of students, see FFH. For reporting requirements related to child abuse and neglect, see FFG.

OFFICIAL OPPRESSION

A public official commits a Class A misdemeanor if, while acting in his or her official or employment capacity, the official intentionally subjects another to unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, submission to which is made a term or condition of a person's exercise or enjoyment of any right, privilege, power, or immunity, either explicitly or implicitly. Penal Code 39.03

HARASSMENT OF EMPLOYEES

Harassment on the basis of a protected characteristic is a violation of the federal anti-discrimination laws. The District has an affirmative duty, under Title VII, to maintain a working environment free of harassment on the basis of sex, race, color, religion, and national origin. 42 U.S.C. 2000e, et seq.; 29 CFR 1606.8(a), 1604.11 Harassment violates Title VII if it is sufficiently severe and pervasive to alter the conditions of employment. *Pennsylvania State Police v. Suders*, 542 U.S. 129 (2004) Title VII does not prohibit all verbal and physical harassment in the workplace. For example, harassment between men and women is not automatically unlawful sexual harassment merely because the words used have sexual content or connotations. *Oncale v. Sundowner Offshore Services, Inc.*, 523 U.S. 75 (1998)

HOSTILE ENVIRONMENT

Verbal or physical conduct based on a person's sex, race, color, religion, or national origin constitutes unlawful harassment when the conduct:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working environment;
2. Has the purpose or effect of unreasonably interfering with an individual's work performance; or
3. Otherwise adversely affects an individual's employment opportunities.

Pennsylvania State Police v. Suders, 542 U.S. 129 (2004); Nat'l Railroad Passenger Corp. v. Morgan, 536 U.S. 101 (2002); Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986); 29 CFR 1604.11,1606.8
QUID PRO QUO

Conduct of a sexual nature also constitutes harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
 2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual.
- 29 CFR 1604.11(a)

SAME-SEX SEXUAL HARASSMENT

Same-sex sexual harassment constitutes sexual harassment. Oncale v. Sundowner Offshore Services, Inc., 523 U.S. 75 (1998)

HARASSMENT POLICY

The District should take all steps necessary to prevent sexual harassment from occurring, such as affirmatively raising the subject, expressing strong disapproval, developing appropriate penalties, informing employees of their right to raise and how to raise the issue of harassment under Title VII, and developing methods to sensitize all concerned. 29 CFR 1604.11(f)

CORRECTIVE ACTION

The District is responsible for acts of unlawful harassment by fellow employees and by nonemployees if the District, its agents, or its supervisory employees knew or should have known of the conduct, unless the District takes immediate and appropriate corrective action.

29 CFR 1604.11(d), (e), 1606.8(d), (e) when no tangible employment action is taken, the District may raise the following affirmative defense:

1. That the District exercised reasonable care to prevent and promptly correct any harassing behavior; and
2. That the employee unreasonably failed to take advantage of any preventive or corrective opportunities provided by the employer or to avoid harm otherwise.

Burlington Industries, Inc. v. Ellerth, 524 U.S. 742 (1998); Faragher v. City of Boca Raton, 524 U.S. 775 (1998)

Brownsville ISD

031901

EMPLOYEE WELFARE DIA

**FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
(LOCAL)**

DATE ISSUED: 4/14/2014 1 of 5

LDU 2014.04

DIA(LOCAL)-X

Note: This policy addresses discrimination, harassment, and retaliation involving District employees. In this policy, the term “employees” includes former employees and applicants for employment. For discrimination, harassment, and retaliation involving students, see FFH. For reporting requirements related to child abuse and neglect, see FFG.

STATEMENT OF NONDISCRIMINATION

The District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of District policy.

DISCRIMINATION

Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, that adversely affects the employee's employment.

HARASSMENT

Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee's race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, 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 performance, environment, or employment opportunities.

EXAMPLES

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, gender identity, 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 stereotypes; or other types of aggressive conduct such as theft or damage to property. Sexual harassment is a form of sex discrimination 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

Examples of sexual harassment may include 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.

RETALIATION

The District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding harassment or discrimination is subject to appropriate discipline.

EXAMPLES

Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.

PROHIBITED CONDUCT

In this policy, the term “prohibited conduct” includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

REPORTING PROCEDURES

An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor or campus principal.

Alternatively, the employee may report the alleged acts to one of the District officials below.

DEFINITION OF DISTRICT OFFICIALS

For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.

TITLE IX COORDINATOR

Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX coordinator. The District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Position: Assistant Superintendent for Human Resources
Address: 1900 Price Road, Brownsville, TX 78521
Telephone: (956) 548-8000

**ADA/SECTION 504
COORDINATOR**

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Position: Administrator for Certified Personnel
Address: 1900 Price Road, Brownsville, TX 78521
Telephone: (956) 548-8000

SUPERINTENDENT

The Superintendent shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws.

**ALTERNATIVE
REPORTING
PROCEDURES**

An employee shall not be required to report prohibited conduct to the person alleged to have committed it. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.

A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

TIMELY REPORTING

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct.

NOTICE OF REPORT

Any District supervisor who receives a report of prohibited conduct shall immediately notify the appropriate District official listed above and take any other steps required by this policy.

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 notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

If appropriate, the District shall promptly take interim action calculated to prevent prohibited conduct 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 or supervisor 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.

CONCLUDING THE INVESTIGATION

Absent extenuating circumstances, the investigation should be completed as soon as possible; 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 conduct occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

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.

APPEAL

A complainant who is dissatisfied with the outcome of the investigation or with the disciplinary action based on the results of the investigation may appeal if the action or event causing the complaint meets the time line established at DGBA(LOCAL).

The complainant may have a right to file a complaint with appropriate state or federal agencies.

RECORDS RETENTION

Copies of reports alleging prohibited conduct, investigation reports, and related records shall be maintained by the District for a period of at least three years. [See CPC]

ACCESS TO POLICY

This policy shall be distributed annually to District employees. Copies of the policy shall be readily available at each campus, the District Web site, and the District administrative offices.

DATE ISSUED: 4/14/2014 ADOPTED:

LDU 2014.04

DIA(LOCAL)-X

Brownsville ISD

031901

STUDENT RIGHTS AND RESPONSIBILITIES FNG

STUDENT AND PARENT COMPLAINTS/GRIEVANCES (LEGAL)

DATE ISSUED: 11/2/2013

UPDATE 98

FNG(LEGAL)-P

UNITED STATES

CONSTITUTION

The District shall take no action abridging the freedom of speech or the right of the people to petition the Board for redress of grievances. U.S. Const. Amend. I, XIV [See FNA]

The Board may confine its meetings to specified subject matter and may hold nonpublic sessions to transact business. But when the Board sits in public meetings to conduct public business and hear the views of citizens, it may not discriminate between speakers on the basis of the content of their speech or the message it conveys. *Rosenberger v. Rector & Visitors of Univ. of Virginia*, 515 U.S. 819, 828 (1995); *City of Madison v. Wis. Emp. Rel. Comm'n*, 429 U.S. 167, 174 (1976); *Pickering v. Bd. of Educ.*, 391 U.S. 563, 568 (1968)

TEXAS

CONSTITUTION

Citizens shall have the right, in a peaceable manner, to assemble together for their common good and to apply to those invested with the powers of government for redress of grievances or other purposes, by petition, address, or remonstrance. Tex. Const. Art. I, Sec. 27 There is no requirement that the Board negotiate or even respond to complaints. However, the Board must stop, look, and listen and must consider the petition, address, or remonstrance. *Prof'l Ass'n of College Educators v. El Paso County Cmty. [College] Dist.*, 678 S.W.2d 94 (Tex. App.—El Paso 1984, writ ref'd n.r.e.)

FEDERAL LAWS

SECTION 504

A district that receives federal financial assistance, directly or indirectly, and that employs 15 or more persons shall adopt grievance procedures that incorporate appropriate due process standards and that provide for the prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973. 34 C.F.R. 104.7(b)

AMERICANS WITH DISABILITIES ACT

A district that employs 50 or more persons shall adopt and publish grievance procedures providing for prompt and equitable resolution of complaints alleging any action that would be prohibited by the Code of Federal Regulations, Title 28, Part 35 (Americans with Disabilities Act regulations). 28 C.F.R. 35.107

TITLE IX

A district that receives federal financial assistance, directly or indirectly, shall adopt and publish grievance procedures providing for prompt and equitable resolution of student complaints alleging any action prohibited by Title IX of the Education Amendments of 1972. 34 C.F.R. 106.8(b) [See FB]

EDUCATION CODE CHAPTER 26

Parents are partners with educators, administrators, and the Board in their children's education. Parents shall be encouraged to actively participate in creating and implementing educational programs for their children. Education Code 26.001(a)

Unless otherwise provided by law, the Board, an administrator, an educator, or other person may not limit parental rights. Education Code 26.001(c)

'PARENT' DEFINED

For purposes of Education Code Chapter 26 (Parental Rights), "parent" includes a person standing in parental relation, but does not include a person as to whom the parent-child relationship has been terminated or a person not entitled to possession of or access to a child under a court order. Except as provided by federal law, all rights of a parent under Education Code Title 2 and all educational rights under Family Code 151.003(a)(10) shall be exercised by a student who is 18 years of age or older or whose disabilities of minority have been removed for general purposes under Family Code Chapter 31, unless the student has been determined to be incompetent or the student's rights have been otherwise restricted by a court order. Education Code 26.002

COMPLAINT PROCEDURES

The Board shall provide for procedures to consider complaints that a parent's right has been denied. Education Code 26.001(d)

The Board shall adopt a grievance procedure under which the Board shall address each complaint that it receives concerning a violation of a right guaranteed by Education Code Chapter 26 (Parental Rights). Education Code 26.011

PARENTAL RIGHTS

Parental rights listed in Education Code Chapter 26 are:

1. Rights concerning academic programs. Education Code 26.003 [See EHA, EIF, FDB, and FMH]
2. Access to student records. Education Code 26.004 [See FL]
3. Access to state assessments. Education Code 26.005 [See EKB]
4. Access to teaching materials. Education Code 26.006 [See EF and EKB]
5. Access to Board meetings, other than a closed meeting under the Open Meetings Act. Education Code 26.007 [See BE and BEC]
6. Right to full information concerning a student. Education Code 26.008 [See DF, FFE, and FM]
7. Right to information concerning special education and education of students with learning disabilities. Education Code 26.0081 [See FB]
8. Requests for public information. Education Code 26.0085 [See GBA]
9. Consent required for certain activities. Education Code 26.009 [See EHA, FFE, FL, FM, and FO]
10. Refusal of psychiatric or psychological treatment of child as basis for report of neglect. Education Code 26.0091 [See FFG]
11. Exemption from instruction. Education Code 26.010 [See EMB]

OBJECTION TO SCHOOL ASSIGNMENT

The parent or person standing in parental relation to any student may object to the student's school assignment. Upon receiving a written petition to request or object to a student's assignment, the Board shall follow the procedures set forth at Education Code 25.034. Education Code 25.033(2), .034 [See FDB]

CHALLENGE TO EDUCATION RECORDS

The District shall give a parent or eligible student, on request, an opportunity for a hearing to challenge the content of the student's education records on the grounds that the information contained in the records is inaccurate, misleading, or in violation of the privacy rights of the student. 34 C.F.R. 99.21 [See FL]

**DENIAL OF CLASS
CREDIT OR FINAL
GRADE**

If a student is denied credit or a final grade for a class by an attendance committee, the student may appeal the decision to the Board. Education Code 25.092(d) [See FEC]

**COMPLAINTS AGAINST
PROFESSIONAL EMPLOYEES**

A person may not file suit against a professional employee of the District unless the person has exhausted the District's remedies for resolving the complaint. Education Code 22.0514

"Professional employee of the District" includes:

1. The Superintendent, principal, teacher, including a substitute teacher, supervisor, social worker, school counselor, nurse, and teacher's aide employed by the District;
 2. A teacher employed by a company that contracts with the District to provide the teacher's services to the District;
 3. A student in an education preparation program participating in a field experience or internship;
 4. A DPS-certified school bus driver;
 5. A member of the Board; and
 6. Any other person whose employment by the District requires certification and the exercise of discretion.
- Education Code 22.051(a)

FINALITY OF GRADES

An examination or course grade issued by a classroom teacher is final and may not be changed unless the grade is arbitrary, erroneous, or not consistent with the District's grading policy applicable to the grade, as determined by the Board.

The Board's determination is not subject to appeal. This provision does not prohibit an appeal related to a student's eligibility to participate in extracurricular activities under Education Code 33.081. [See FM] Education Code 28.0214

REQUESTS FOR PUBLIC INFORMATION

A district that receives a request from a parent for public information relating to the parent's child shall comply with Government Code Chapter 552 (Public Information Act). The District shall also comply with the deadlines and provisions set forth at Education Code 26.0085. Gov't Code Ch. 552; Education Code 26.0085

CLOSED MEETING

The Board may conduct a closed meeting on a parent or student complaint to the extent required or provided by law. Gov't Code Ch. 551, Subch. D [See BEC]

RECORD OF PROCEEDINGS

An appeal of the Board's decision to the Commissioner of Education shall be decided based on a review of the record developed at the District level. "Record" includes, at a minimum, an audible electronic recording or written transcript of all oral testimony or argument. Education Code 7.057(c), (f)

It is the District's responsibility to make and preserve the records of the proceedings before the Board. If the District fails to create and preserve the record without good cause, all substantial evidence issues that require missing portions of the record for resolution shall be deemed against the District. The record shall include:

1. A tape recording or a transcript of the hearing at the local level. If a tape recording is used:
 - a. The tape recording must be complete, audible, and clear; and
 - b. Each speaker must be clearly identified.
 2. All evidence admitted;
 3. All offers of proof;
 4. All written pleadings, motions, and intermediate rulings;
 5. A description of matters officially noticed;
 6. If applicable, the decision of the hearing examiner;
 7. A tape recording or transcript of the oral argument before the Board; and
 8. The decision of the Board.
- 19 TAC 157.1073(d)

DISRUPTION

It is a criminal offense for a person, with intent to prevent or disrupt a lawful meeting, to substantially obstruct or interfere with the ordinary conduct of a meeting by physical action or verbal utterance and thereby curtail the exercise of others' First Amendment rights. Penal Code 42.05; Morehead v. State, 807 S.W. 2d 577 (Tex. Crim. App. 1991)

Note: See EHBAB for provisions concerning students with disabilities; see the FO series for provisions concerning student discipline; see FL for provisions concerns student records.

Brownsville ISD

031901

STUDENT RIGHTS AND RESPONSIBILITIES FNG

STUDENT AND PARENT COMPLAINTS/GRIEVANCES (LOCAL)

DATE ISSUED: 1/4/2015 1 of 7

UPDATE 101

FNG(LOCAL)-X

COMPLAINTS

In this policy, the terms “complaint” and “grievance” shall have the same meaning.

OTHER COMPLAINT PROCESSES

Student or parent complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with FNG after the relevant complaint process:

1. Complaints alleging discrimination or harassment based on race, color, gender, national origin, disability, or religion shall be submitted in accordance with FFH.
2. Complaints concerning dating violence shall be submitted in accordance with FFH.
3. Complaints concerning retaliation related to discrimination and harassment shall be submitted in accordance with FFH.
4. Complaints concerning bullying or retaliation related to bullying shall be submitted in accordance with FFI.
5. Complaints concerning failure to award credit or a final grade on the basis of attendance shall be submitted in accordance with FEC.
6. Complaints concerning expulsion shall be submitted in accordance with FOD and the Student Code of Conduct.
7. Complaints concerning any final decisions of the gifted and talented selection committee regarding selection for or exit from the gifted program shall be submitted in accordance with EHBB.

8. Complaints concerning identification, evaluation, or educational placement of a student with a disability within the scope of Section 504 shall be submitted in accordance with FB and the procedural safeguards handbook.
9. Complaints concerning identification, evaluation, educational placement, or discipline of a student with a disability within the scope of the Individuals with Disabilities Education Act shall be submitted in accordance with EHBAE, FOF, and the procedural safeguards handbook provided to parents of all students referred to special education.
10. Complaints concerning instructional materials shall be submitted in accordance with EFA.
11. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with CKE.
12. Complaints concerning intradistrict transfers or campus assignment shall be submitted in accordance with FDB.
13. Complaints concerning admission, placement, or services provided for a homeless student shall be submitted in accordance with FDC.

NOTICE TO STUDENTS AND PARENTS

The District shall inform students and parents of this policy through appropriate District publications.

GUIDING PRINCIPALS INFORMAL PROCESS

The Board encourages students and parents 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.

FORMAL PROCESS

A student or parent may initiate the formal process described below by timely filing a written complaint form. Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent 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, nor to require a full evidentiary hearing or “mini-trial” at any level.

FREEDOM FROM RETALIATION

Neither the Board nor any District employee shall unlawfully retaliate against any student or parent for bringing a concern or complaint.

GENERAL PROVISIONS FILING

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including e-mail and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

SCHEDULING CONFERENCES

The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If a student or parent fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the student's or parent's absence.

RESPONSE

At Levels One and Two, "response" shall mean a written communication to the student or parent from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the student's or parent's e-mail address of record, or sent by U.S. Mail to the student's or parent's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

DAYS

"Days" shall mean District business days, unless otherwise noted. In calculating time lines under this policy, 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 shall be "day one." The following District business day shall be "day two."

With regard to administration time lines requiring the setting of grievances or responses required herein by the administration, the day a document is filed shall be “day one.” The following business day shall be “day two.”

REPRESENTATIVE

“Representative” shall mean any person who or organization that is designated by the student or parent to represent the student or parent in the complaint process. A student may be represented by an adult at any level of the complaint.

The student or parent may designate a representative through written notice to the District at any level of this process. If the student or parent designates a representative with fewer than three days’ notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District’s counsel. The District may be represented by counsel at any level of the process.

CONSOLIDATING COMPLAINTS

Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student or parent shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

UNTIMELY FILINGS

All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student or parent, at any point during the complaint process. The student or parent may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice. Such appeal shall be limited to the issue of timeliness.

COSTS INCURRED

Each party shall pay its own costs incurred in the course of the complaint.

COMPLAINTS AND APPEAL FORMS

Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.

Copies of any documents that support the complaint should be attached to the complaint form. If the student or parent does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student or parent unless the student or parent did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing.

LEVEL ONE

Complaint forms must be filed:

1. Within 15 days of the date the student or parent 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, students and parents shall file Level One complaints with the campus principal. 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 investigate as necessary and schedule a conference with the student or parent within 15 days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

LEVEL TWO

If the student or parent did not receive the relief requested at Level One or if the time for a response has expired, the student or parent 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 of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The student or parent may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the student or parent at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the student or parent may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

LEVEL THREE

If the student or parent did not receive the relief requested at Level Two or if the time for a response has expired, the student or parent 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 of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the student or parent 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 the record of the Level Two appeal. The student or parent may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that 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 student or parent 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, including an opportunity for the student or parent and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. 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 student or parent or the student'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 the 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.

DATE ISSUED: 1/4/2015 ADOPTED: 7 of 7

UPDATE 101

FNG(LOCAL)-X

Reporting Suspected Child Abuse

All staff members are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency within 48 hours of the event that led to the suspicion. Reports to Child Protective Services can be made to 546-5591 or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person to make the report.

An employee's failure to report suspected child abuse may result in prosecution for the commission of a Class B misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the *Code of Ethics and Standard Practices for Texas Educators*.

Staff members who suspect that a student has been or may be abused or neglected should also report their concerns to the principal. Staff members are not required to report their concern to the principal before making a report to the appropriate agencies. In addition, staff members must cooperate with child abuse and neglect investigators. Reporting the concern to the principal does not relieve the staff member of the requirement to report to the appropriate state agency.

Arrests and Convictions

Staff members shall notify the principal, in writing, within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the staff member for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

1. Crimes involving school property or funds;
2. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
3. Crimes that occur wholly or in part on school property or at a school-sponsored activity;
or
4. Crimes involving moral turpitude, which include:
 - Dishonesty; fraud; deceit; theft; misrepresentation;
 - Deliberate violence;
 - Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
 - Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
 - Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if any two or more acts are committed within any 12-month period; or
 - Acts constituting abuse or neglect under the Texas Family Code.

GENERAL PRACTICES

Attending College

The following restrictions will apply for staff members requesting time off of their regular work schedule in order to attend college courses during the day. Outside of the exceptions noted below, staff members will not be authorized to request a day off or an altered schedule in order to attend college courses. All staff members are required to work their full work schedule.

An exception or waiver will be made only for those staff members lacking 30 hours to obtain their college degree *in a certified teaching field*. The following restrictions will apply:

1. The staff member must obtain approval from the principal **prior** to registering for their required course(s). The principal must coordinate the requests in order not to disrupt the required workflow of the department or campus.
2. The staff member requesting this waiver must be following an approved teaching degree plan.
3. The staff member must provide a copy of the degree plan to the principal upon request.
4. The staff member must demonstrate that the course(s) are not available during the evening hours.
5. The hours must be made up within the scheduled pay week and must be supervised.

Authorized Use of Equipment

School equipment and supplies are not available for use, rent, or loan outside of school facilities.

Purchasing Procedures

All requests for purchases must be submitted to the school secretary. No purchases, charges, or commitments to buy goods or services for the campus can be made without a Purchase Order number. The District will not reimburse employees or assume responsibility for purchases made without authorization. Staff members are not permitted to purchase supplies or equipment for personal use through the District's business office.

Travel Requests

Before any travel expenses are incurred by a staff member, the principal and the Area Assistant Superintendent must first give approval. An Out of District Professional Leave must be submitted for approval at least four weeks in advance. For approved travel, staff members will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the District.

Lesson Plans

Lesson plans are required. They must be submitted on time on the due date. (see Schedule). They will be submitted by grade level with all signatures included.

Planning Time

All certified staff members have 45 minutes of planning time daily. The teacher is expected to use the time efficiently and effectively. Teachers may use the time to plan, make copies, conference with parents, and/or plan with colleagues. Certified staff members must remain on campus during the planning time. At no time is the teacher allowed to leave the students alone in the classroom to make copies.

Lead Teachers are expected to schedule co-planning weekly. All grade level teachers are expected to attend the meetings and participate in instructional planning.

Permission to Leave Campus

All faculty and staff members must remain on campus during working hours. In case of an emergency, inform the principal or assistant principals of the emergency and your need to leave the campus. Anyone leaving the campus must sign out with campus secretary ie; lunch, emergencies. Mr. Cantu will be notified as per district expectation.

Textbooks

Textbooks are requested and assigned by the Assistant Principal in charge of textbooks. Please notify the Assistant Principal, via email, to request books or report lost textbooks. Teachers must keep an accurate inventory of textbooks at all times, so refrain from sharing textbooks unless authorized by the administrator. All student books must be covered at all times.

Instructional Time

Instructional time is extremely valuable. Students must be actively engaged in learning throughout the entire day. All staff members are expected to pick up and deliver students to other locations with minimal loss of valuable instructional time. Please pick up students on time.

Dress Code for Staff

All staff members are expected to dress appropriately and professionally. Jeans may be worn on Friday's with a Russell "Spirit Shirt". We are the role models. Adherence to the District Dress Code Policy is expected. (Subject to amendment by Superintendent.)

Cell Phones

All staff members should refrain from using cell phones during instructional time or while supervising students; this includes texting. Certified staff members may use their cell phones before school, after school, lunch, or during planning (on a limited basis). Classified staff members may only use their cell phones before 7:30 am, after 4:00 pm, or lunch time. For emergency situations please speak to the principal. The use of cell phones during state testing is strictly prohibited.

Confidentiality

At no time are students allowed to enter grades for the teacher. Students are not allowed to have access to any other student's grades or student records.

Collection of Money

Do not collect money from students without prior approval from the principal. A fund raising application must be submitted to the principal at least three weeks prior to the event. All money collected should be deposited with the school secretary on a daily basis. **Never** leave money or other valuables unattended in the classroom, especially overnight.

Communication with Parents

Teachers are expected to meet with parents regularly to ensure communication between school and home. Teachers are expected to document all meetings with parents. All letters sent home to parents should have prior approval of the principal.

Fixed Assets

It is the responsibility of everyone on campus to be responsible for the fixed assets assigned to them. All preventative measures should be taken in order to protect them from theft or destruction. Removal of fixed assets from one classroom or office to another is prohibited unless authorized by Mr. Cantu.

Energy Management

To reduce usage of energy thru "**personal items**" brought from home or not purchased with School district funds, the following "**personal items**" will be prohibited.

1. Lighting: Decorative or other type personal lamps are prohibited in all offices and classrooms. Section III, specific Measures, C. Lighting.
2. Heating: All classroom and office doors, windows, and vents will be closed when heating equipment is in use. Personal space heaters, electric blankets, foot or leg warmers, and other energy consuming heating devices are prohibited. Section III, specific Measures, D. Heating.

3. **Cooling:** Personal cooling devices, including fans are prohibited. All classrooms and office doors, windows, and vents (except for mandated fresh air intakes) will be closed when cooling equipment is in use. Section III, Specific Measures, E. Cooling
4. **General Usage:** Personal items/devices such as coffee pots, toasters, microwaves, refrigerators, aquariums, etc. are prohibited. Section III, Specific Measures, F. General Usage.

Visitors in the Workplace

All visitors are expected to enter the campus through the main entrance and report to the building's main office to sign in. Authorized visitors will receive directions or be escorted to their destination. Staff members who observe an unauthorized individual on campus should immediately direct him or her to the building office and contact the principal.

DISTRICT/CAMPUS COMMUNICATIONS

Computer Use and Data Management

Staff members who are authorized to use the systems are required to abide by the provisions of the district's communications systems policy and administrative procedures. Forging e-mail, including concealment of the sender's identity, is prohibited. Access to the District's electronic communications system is a privilege, not a right.

Access to the District's *electronic communications* system, including the Internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative guidelines. Limited personal use of the system shall be permitted if the use:

1. Imposes no tangible cost on the District;
2. Does not unduly burden the District's computer or network resources; and
3. Has no adverse effect on an employee's job performance or on a student's academic performance.

Computer Software

Unless otherwise provided in the purchase agreement, a purchased computer program shall not be used 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; backups cannot be used simultaneously with the original and must be erased if the original is resold.

Staff members 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 school to network the program or allows other specified multiple use of the single copy.

Telephone and Mail System Use

Personal use of telephone for long-distance and toll calls is not permitted. Staff members should practice discretion in using District telephones when making local personal calls. To ensure effective telephone communications, staff members should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

The use of BISD-paid postage for personal correspondence is not permitted.

SAFETY ISSUES

To prevent or minimize injuries to staff members, coworkers, and students and to protect and conserve District equipment, *staff members must comply with the following requirements:*

- 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

The teacher is expected to accompany the class while moving from one location to another. At no time should students be left unattended. If an emergency occurs, please call the office. Students are not to be left in charge to monitor students' behavior or left unsupervised in the hallways.

All staff members must use extreme caution in releasing students. Never release a student without office approval.

Bad Weather Closing

Staff members are reminded to refer to the Public Information Office for information on school closings and inclement weather procedures. In the case of a full-day closing, the Superintendent or designee will notify media sources. Your best source of information regarding school closures is local television and radio stations, the District's webpage at www.bisd.us, and KBSD TV, the District's instructional Television Station. If there is no announcement, parents can assume school is in session and buses will run as usual.

Emergencies

All staff members should be familiar with the evacuation diagrams posted in their work areas. Fire extinguishers are located throughout all district buildings. Staff members should know the location of the extinguishers nearest their place of work and how to use them. Fire and Tornado Warning information must be posted in each classroom and reviewed periodically.

STUDENT ISSUES

Administering Medication to Students

No staff member shall give any student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements of any type, except as provided by District Policy.

EXCEPTIONS: Staff members authorized by the Superintendent or designee may administer to students in accordance with District Policy FFAC.

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.

Staff members are prohibited by state law from doing the following:

- Recommending that a student use a psychotropic drug;
- Suggesting a particular diagnosis; and/or
- 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.

Bullying

All employees are required to report student complaints of bullying to their campus principal.

Parent and Student Complaints

Parents are encouraged to discuss problems or complaints with the teacher. Parents and students with complaints that cannot be resolved to their satisfaction should be directed to the principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response.

Student Attendance

Attendance will be taken daily at 9:40 am utilizing Grade Speed and our campus “Binder System.” All teachers must enter the attendance information on time. Teachers will mark absences and tardies in the system.

Teachers and staff should be familiar with the District’s policies and procedures for attendance accounting. These procedures require 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. Students with more than 2 consecutive absences must have clearance from the school nurse before returning to the classroom.

Teachers are expected to make contact with parents after any absence. Documentation of student’s absences will be reviewed during grade level and staff meetings.