



International American Education Federation, Inc., d/b/a International Leadership of Texas

Board of Directors Meeting

Date and Time

Wednesday September 20, 2017 at 6:30 PM

Location

1820 N. Glenville Dr., #100 | Richardson, TX 75081

Meeting Notice & Mission Statement

In compliance with the Texas Open Meetings Act, the Texas Government Code, Chapter 551, timely public advance written notice (at least 72 hours before the scheduled time of the meeting) is given of the subjects the Board of Directors of International Leadership of Texas (the "Board"), and the Board will convene a Regular Open Meeting of the Board of Directors of International Leadership of Texas on the date and time and location set forth herein. It is the intent of the Board to have a quorum physically present at the above address. Board members not physically present may participate by live two-way video and audio feed in accordance with the Texas Open Meetings Act.

If a quorum of the Board cannot be physically present at the above address, it is the intent to have the presiding officer physically present at the above address. The Board hereby certifies that this notice was posted on a bulletin board or on something akin thereto or at a place readily accessible and convenient to the public at 1820 N.

Glenville Dr., #100, Richardson, TX 75081, as well as online at www.ILTexas.org. The items on this Agenda may be taken in any order. The mission of ILTexas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese languages, and strengthening the mind, body and character.

/s/ Finn Simmenssen, For ILTexas' Board

Agenda

Purpose Presenter Duration

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

C. Approve Minutes

Approve
Minutes

D. Administration Updates

Updates from Deputy Supt., CFO and CAO.

II. Executive/Closed Session

A. Authorization FYI

If during the course of the meeting covered by this notice, the Board should determine that a closed or executive meeting or session of the Board should be held or is required, then such closed or executive meeting or session as authorized by Chapter 551 of the Texas Government Code (the Open Meetings Act) will be held by the Board at the date, hour, and place given in this notice or as soon after the commencement of the meeting covered by this notice as the Board may conveniently meet in such closed or executive session concerning any and all subjects and for any and all purposes permitted by Section 551.071 through Section 551.084 inclusive of said Open Meetings Act.

III. Board Action Items

A. Discuss/Act on the Slate of Employee New District Hires, Resignations & Terminations Vote

Consider and Take Action to Approve the Slate of Employee New District Hires, Resignations & Terminations.

B. Discuss/Act on Budget Amendment 1 (2017-2018) Vote

Consider and take action to approve Budget Amendment 1 for the 2017 - 2018 academic year.

C. Discuss/Act on Amended Wellness Board Policy PG-3.13 Vote

Consider and take action to approve the amended Wellness Board Policy PG-3.13.

D. Consider/Act on various policies stemming from Senate Bill 7 Vote

Consider and Take Action to Approve the following Board policies:

- PG-4.30: Reporting Educator Misconduct to Parent or Guardian
- PG-4.3: Reporting Educator Misconduct to State Board for Educator Certification
- PG-4.9: Employee Credentials and Records
- PG-4.29: Electronic Communications with Students

E. Discuss/Act on Freedom from Bullying and Cyberbullying Board Policy PG-3.10 Vote

Consider and take action to approve Freedom from Bullying and Cyberbullying Board Policy PG-3.10.

IV. Closing Items

A. Adjourn Meeting Vote

Cover Sheet

Discuss/Act on Amended Wellness Board Policy PG-3.13

Section: III. Board Action Items
Item: C. Discuss/Act on Amended Wellness Board Policy PG-3.13
Purpose: Vote
Submitted by:
Related Material: PG-3.13 Wellness Policy 9_20_17.pdf

**INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.
D/BA/
INTERNATIONAL LEADERSHIP OF TEXAS (“ILTEXAS” or
“DISTRICT”)
BOARD POLICY MANUAL
POLICY GROUP 3 – STUDENTS
WELLNESS POLICY**

PG-3.13

Sec. 3.13.1. WELLNESS

ILTexas shall follow nutrition guidelines that advance student health, reduce childhood obesity, and shall promote the general wellness of all students through nutrition education, physical activity, and other school-based activities.

Sec. 3.13.2. WELLNESS GOALS

Sec. 3.13.2.1. Nutrition Education

ILTexas shall implement a coordinated health program with a nutrition education component and shall use health course curriculum that emphasizes the importance of proper nutrition.

In addition, **ILTexas** establishes the following goals for nutrition education:

1. Students will receive nutrition education that fosters the adoption and maintenance of healthy eating behaviors.
2. Nutrition education will be an **ILTexas**-wide priority and will be integrated into other areas of the curriculum, as appropriate.
3. Staff responsible for nutrition education will be adequately prepared and will participate in professional development activities to effectively deliver the program as planned.
4. The food service staff, teachers, and other school personnel will coordinate the promotion of nutrition messages in the cafeteria, the classroom, and other appropriate settings.
5. Educational nutrition information will be shared with families and the general public to positively influence the health of students and community members.

Sec. 3.13.2.2. Physical Activity

ILTexas shall implement a coordinated health program with physical education and physical activity components and shall offer at least the amount of physical activity for all grades required by the Texas Education Code or Commissioner Rule.

In addition, **ILTexas** establishes the following goals for physical activity:

1. **ILTexas** will provide an environment that fosters safe and enjoyable fitness activities for all students, including those who are not participating in competitive sports.
2. Physical education classes will regularly emphasize moderate to vigorous activity.
3. **ILTexas** will encourage teachers to integrate physical activity into the academic curriculum where appropriate.

BOARD APPROVED: SEPTEMBER 20, 2017

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4. **ILTexas** will encourage parents to support their children’s participation, to be active role models, and to include physical activity in family events.

Sec. 3.13.3. IMPLEMENTATION

The Superintendent or designee shall oversee the implementation of this policy and shall develop administrative procedures for periodically measuring the implementation of the wellness policy, as may be necessary. **ILTexas** shall also seek to involve parents, students, representatives of the school food authority, the Board, administrators, and the public in the continued development and implementation of this school wellness policy.

The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions and timelines specific to each school; and includes information about who will be responsible to make what change, by how much, where and when; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness.

This wellness policy and the progress reports can be found at: www.iltexas.org.

Sec. 3.13.4. NUTRITION

School Meals

Our school district is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams trans-fat per serving (nutrition label or manufacturer’s specification); and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of schoolchildren, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs.

All schools within the District participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), and After School Care Program (ASCP). All food served, meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (The District offers reimbursable school meals that meet [USDA nutrition standards](#).)

- Menus will be posted on the District website or individual school websites, nutrient content and ingredients can be obtained on request.

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- Menus will be created/reviewed by a Registered Dietitian or other certified nutrition professional through the vendor who provides meals.
- School meals are administered by a team of child nutrition professionals.
- The District child nutrition program will accommodate students with special dietary needs.
- Participation in Federal child nutrition programs will be promoted among students and families to help ensure that families know what programs are available in their children’s school.

Competitive Foods and Beverages

The District is committed to ensuring that all foods and beverages available to students on the school campus* during the school day* support healthy eating. No foods may be sold at any time throughout the school day*, other than through the Child Nutrition Program. All foods and beverages sold will meet the USDA Smart Snacks in School nutrition standards, at a minimum.

Celebrations and Classroom Snacks

All foods offered on the school campus* during the school day* will meet or exceed the USDA Smart Snacks in School nutrition standards, including through:

1. **Celebrations and parties**. The district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas. Healthy party ideas are available from the [Alliance for a Healthier Generation](#) and from the [USDA](#), (see below, entitled Appendix A).
2. **Birthday Celebrations**. Parents can bring pre-packed items; such as cupcakes or cookies, to be eaten after the student’s lunch period in the classroom, (see below, entitled Appendix B).
3. **Classroom snacks brought by parents**. The District will provide to parents a [list of foods and beverages that meet Smart Snacks](#) nutrition standards, (see below, entitled Appendix A).
4. **Food Safety**. (see below, entitled Appendix B).

Fundraising

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus. *Fundraising outside school hours: may include the sale of foods that do not meet the USDA Smart Snack nutrition standards. These fundraisers may include, but are not limited to, donation nights at restaurants, cookie dough, candy and pizza sales, market days, etc.* The State allows up to six Exempt Fundraising days. Notwithstanding the aforementioned, food and beverage items

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sold for exempt fundraisers cannot be sold in competition with school meals in the food service area during the school meal service.

Food and Beverage Marketing in Schools

The District is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The District strives to teach students how to make informed choices about nutrition, health and physical activity. These efforts will be weakened if students are subjected to advertising on District property that contains messages inconsistent with the health information the District is imparting through nutrition education and health promotion efforts. It is the intent of the District to protect and promote student’s health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with the District’s wellness policy.

Any foods and beverages marketed or promoted to students on the school campus* during the school day* will meet or exceed the USDA Smart Snacks in School nutrition standards.

Physical Activity

K-8 students receive 180 minutes of weekly physical activity.

9-12 students receive four credits of Physical Education.

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Appendix A

Healthy Options for Classroom Activities, Snack, and Celebrations:

Beverages

- Fruit juices (100%)
- Fruit smoothies
- Lemonade
- Milk (nonfat or low fat, plain or flavored)

Low Fat Grain Foods

- Pretzels
- Animal crackers
- Graham crackers
- Wheat crackers
- English muffins (whole wheat)
- Rice cakes or mini rice cakes (flavored)
- Baked tortilla chips with salsa
- Fruit or grain muffin (low fat)
- Dry cereal (individual serving)
- Fig bars
- Vanilla wafers

Fresh Fruits and Vegetables

- Fresh seasonal fruit
- Carrots, broccoli and cauliflower with low fat dip or salad dressing

Additional Items

- Fruit snacks
- Fruit grain bars
- Frozen fruit bars
- Fat free popcorn (94% fat free)
- Sun butter crackers
- Low-fat string cheese
- Fruit, nut and/or grain trail mixes

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Appendix B

Food Safety and Security Guidelines

On **Exemption days and birthday celebrations**, parents and school staff may bring food items for students to the classroom. School staff should be able to identify and verify that the person leaving the item has been approved to do so, prior to providing it to students (i.e. do not accept food from an unidentified person). Parents/sponsors must only provide food items pre-packaged and/or individually wrapped items prepared by grocer or retail establishment for celebrations, approved instructional activities (e.g., folklore festivals), or after school fundraisers to reduce the risk of food contamination, which food items shall be nut-free.

***School Campus** - areas that are owned or leased by the school and used at any time for school-related activities, including on the outside of the school building, school buses or other vehicles used to transport students, athletic fields and stadiums (e.g., on scoreboards, coolers, cups, and water bottles), or parking lots.

***School Day** – the time between midnight the night before to 30 minutes after the end of the instructional day.

Cover Sheet

Consider/Act on various policies stemming from Senate Bill 7

Section: III. Board Action Items
Item: D. Consider/Act on various policies stemming from Senate Bill 7
Purpose: Vote
Submitted by:

Related Material:

PG-4.29 Electronic Communications with Students.pdf
PG-4.3 Reporting Educator Misconduct to SBEC.pdf
PG-4.30 Reporting Educator Misconduct to Parent or Guardian.pdf
PG-4.9 Employment Credentials and Records.pdf

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BOARD POLICY MANUAL

POLICY GROUP 4 – PERSONNEL

ELECTRONIC COMMUNICATIONS WITH STUDENTS

PG-4.29

Sec. 4.29.1. INTRODUCTION

In this policy, “electronic communication” means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes e-mails, text messages, instant messages, and any communications made through an Internet website, including a social media website or a social networking website.

Sec. 4.29.2. ELECTRONIC COMMUNICATIONS WITH STUDENTS

A certified or licensed educator or any other employee designated in writing by the Principal may engage in electronic communications with students who are currently enrolled in ILTexas for academic purposes only. All other employees are prohibited from communicating electronically with a student who is enrolled in ILTexas unless express authorization is provided by the Superintendent. An employee is not subject to these provisions to the extent he or she has a social or family relationship with a student.

Sec. 4.29.2.1. Inappropriate Communications

Educators or other employees authorized to communicate electronically with students shall refrain from inappropriate communications with students and minors. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

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

Sec. 4.29.3. EMPLOYEE’S PERSONAL TELEPHONE NUMBER OR E-MAIL ADDRESS

A ILTexas employee may elect to not disclose to students the employee’s personal telephone number or e-mail address.

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Sec. 4.29.4. INCIDENT NOTIFICATION

A ILTexas employee shall report to the Principal of any incident in which a student engages in improper communications with the employee. Such reports should include a summary of the student’s communication, as well as the time, date, and method of communication.

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STATE BOARD FOR EDUCATOR CERTIFICATION**

PG-4.3

Sec. 4.3.1. REPORT REQUIRED

In addition to the reporting requirements under Family Code 261.101, the Superintendent shall notify the State Board for Educator Certification (SBEC) if:

1. An educator employed by or seeking employment with ILTexas has a reported criminal history and ILTexas obtained information about the educator’s criminal record by a means other than the criminal history clearinghouse established by the Texas Department of Public Safety;
2. An educator’s employment with ILTexas was terminated and there is evidence that the educator:
 - a. Abused or otherwise committed an unlawful act with a student or minor;
 - b. Was involved in a romantic relationship or solicited or engaged in sexual conduct with a student or minor;
 - c. Possessed, transferred, sold, or distributed a controlled substance, as defined by Chapter 481, Health and Safety Code, or by 21 U.S.C. § 801 *et seq.*;
 - d. Illegally transferred, appropriated, or expended ILTexas property or funds;
 - e. Attempted by fraudulent or unauthorized means to obtain or alter a professional certificate or license for purposes of promotion or additional compensation; or
 - f. Committed a crime or any part of a crime while on ILTexas property or at a school-sponsored event.
3. The educator resigned and reasonable evidence supported a recommendation to terminate the individual because he or she engaged in misconduct described in paragraph 2 above; or
4. The educator engaged in conduct that violated the assessment instrument security procedures established by Education Code section 39.0301.

Education Code 21.006, 22.087; 19 TAC 243.14(d).

Sec. 4.3.1.1. Deadline to Report

The Superintendent must notify SBEC in writing not later than the seventh business day after the date the Superintendent receives a report under Sec. 4.3.2 knew about an educator’s termination of employment or resignation following an alleged incident of misconduct described by Sec. 4.3.1 or an employee’s criminal record under Sec. 4.3.1(a). *Education Code 21.006(c).*

Sec. 4.3.1.2. Contents of Report

The report shall be in writing and include the name or names of any student or minor who is the victim of abuse or unlawful conduct by an educator. The report shall, at a minimum, describe in

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PG-4.3

detail the factual circumstances requiring the report and identify the subject of the report by providing the following available information:

1. Name and any aliases;
2. Certificate number, if any, or social security number;
3. Last known mailing address and home and daytime phone numbers;
4. All available contact information for any alleged victim or victims; and
5. Name or names and any available contact information of any relevant witnesses to the circumstances requiring the report.

Education Code 21.006(c); 19 TAC 249.14(e).

The Superintendent shall include the name of a student or minor who is the victim of abuse or unlawful conduct by an educator, but the name of the student or minor is not public information under Government Code Chapter 552. *Education Code 21.006(h).*

Sec. 4.3.2. REPORT BY PRINCIPAL

The principal of a ILTexas campus must notify the Superintendent not later than the seventh business day after the date:

1. Of an educator’s termination of employment or resignation following an alleged incident of misconduct described in Sec. 4.3.1; or
2. The principal knew of an educator’s criminal record under Sec. 4.3.1(1).

Sec. 4.3.3. ACCEPTING RESIGNATION

Before accepting an employee's resignation that requires filing a report, the Superintendent shall inform the educator in writing that a report will be filed and that sanctions against his or her certificate may result as a consequence. The Superintendent shall notify the Board before filing the report.

The Superintendent shall complete an investigation of an educator that involves evidence that the educator may have engaged in misconduct described by Sec. 4.3.1(2)(a)-(b), despite the educator’s resignation from employment before completion of the investigation.

Education Code 21.006(b-1); 19 TAC 249.14(d)(3).

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STATE BOARD FOR EDUCATOR CERTIFICATION

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Sec. 4.3.4. IMMUNITY

The Superintendent, a director, or principal who in good faith and while acting in an official capacity files a report with SBEC under this policy or communicates with another superintendent, director, or principal concerning an educator’s criminal record or alleged incident of misconduct is immune from civil or criminal liability that might otherwise be incurred or imposed. *Education Code 21.006(e)*.

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**REPORTING EDUCATOR MISCONDUCT TO
PARENT OR GUARDIAN**

PG-4.30

Sec. 4.30.1. REPORT REQUIRED

The Superintendent shall provide notice to the parent or guardian of a student if there is evidence that an educator:

1. Abused or otherwise committed an unlawful act with a student or minor; or
2. Was involved in a romantic relationship with or solicited or engaged in sexual contact with a student or minor.

The notice must inform the parent or guardian:

1. That the alleged misconduct occurred;
2. Whether the educator was terminated following an investigation of the alleged misconduct or resigned before completion of the investigation; and
3. Whether a report was submitted to the State Board for Educator Certification concerning the alleged misconduct.

The Superintendent shall provide such notice as soon as feasible after ILTexas becomes aware that alleged misconduct may have occurred.

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EMPLOYMENT CREDENTIALS AND RECORDS

PG-4.9

Sec. 4.9.1. MINIMUM QUALIFICATIONS FOR PRINCIPALS AND TEACHERS

A person employed by ILTexas as a Principal or teacher must hold at least a baccalaureate degree.
Education Code 12.129.

Sec. 4.9.2. PRE-EMPLOYMENT AFFIDAVIT

Beginning September 1, 2017, an applicant for employment as a teacher, teacher intern or teacher trainee, librarian, educational aide, administrator, educational diagnostician, or school counselor must submit, using a form adopted by the Texas Education Agency, a pre-employment affidavit disclosing whether the applicant has ever been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor.

An applicant who answers affirmatively concerning an inappropriate relationship with a minor must disclose in the affidavit all relevant facts pertaining to the charge, adjudication, or conviction, including whether the charge was determined to be true or false.

An applicant is not precluded from being employed based on a disclosed charge if ILTexas determines based on the information disclosed in the affidavit that the charge was false.

A determination that an employee failed to disclose information required to be disclosed by an applicant is grounds for termination of employment.

Sec. 4.9.3. NOTICE TO PARENTS – QUALIFICATIONS

The Superintendent or designee shall provide to the parent or guardian of each student enrolled in ILTexas written notice of the qualifications of each teacher employed by ILTexas. *Education Code 12.129.*

Parents may also request, and ILTexas will provide in a timely manner, information regarding the professional qualifications of their student’s classroom teachers. Information provided in response to a parent request will include, at a minimum:

1. Whether a child’s teacher(s) have met state qualification and licensing criteria for their grade levels and subject areas;
2. Whether a child’s teacher(s) are serving under emergency or other provisional status through which state qualification or licensing criteria have been waived;
3. Whether the teacher is teaching in the field of discipline of the certification of the teacher; and
4. Whether a child receives services from paraprofessionals and, if so, their qualifications.

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Sec. 4.9.4. ACCESS TO EMPLOYEE RECORDS

Custodians of personnel records shall adhere to the requirements of the Texas Public Information Act (TPIA).

Information in a personnel file is excepted from the requirements of the TPIA if the disclosure would constitute a clearly unwarranted invasion of personal privacy.

A ILTexas employee shall choose whether to allow public access to information in ILTexas’s custody that relates to the employee’s home address, home telephone number, emergency contact information, Social Security number, or that reveals whether the person has family members. *Gov’t Code 552.024, 552.102(a)*. The Superintendent shall develop procedures for employees to opt-out of having the above information released.

Sec. 4.9.5. EMPLOYEE RIGHT OF ACCESS

All information in the personnel file of a ILTexas employee shall be made available to that employee or the employee’s designated representative as public information is made available under the TPIA. An employee or an employee’s authorized representative has a special right of access, beyond the right of the general public, to information held by ILTexas that relates to the employee and that is protected from public disclosure by laws intended to protect the accessing employee’s privacy interests. ILTexas may assert as grounds for denial of access other provisions of the TPIA or other laws that are not intended to protect the accessing employee’s privacy interests.

Cover Sheet

Discuss/Act on Freedom from Bullying and Cyberbullying Board Policy PG-3.10

Section: III. Board Action Items
Item: E. Discuss/Act on Freedom from Bullying and Cyberbullying
Board Policy PG-3.10
Purpose: Vote
Submitted by:
Related Material: PG-3.10 Freedom from Bullying and Cyberbullying.pdf

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FREEDOM FROM BULLYING AND CYBERBULLYING

PG-3.10

Sec. 3.10.1. BULLYING AND CYBERBULLYING PROHIBITED

ILTexas prohibits bullying, as well as retaliation against anyone involved in the complaint process.

Bullying means a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that satisfies the applicability requirements provided by Section 3.10.2 below, and that:

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

Bullying also includes cyberbullying, which means bullying done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

Sec. 3.10.2. APPLICABILITY OF POLICY

This Policy applies to:

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

Sec. 3.10.3. RETALIATION

ILTexas prohibits retaliation against any person, including a victim, witness, or another person who, in good faith, provides information concerning an incident of bullying.

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FREEDOM FROM BULLYING AND CYBERBULLYING

PG-3.10

Sec. 3.10.4. REPORTING PROCEDURES

Reports of bullying and/or cyberbullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. Reports should generally be made to the Principal or to a student’s teacher. Failure to immediately report may impair ILTexas’s ability to investigate and address the prohibited conduct.

Any ILTexas employee who suspects or receives notice that a student or group of students has or may have experienced bullying and/or cyberbullying shall immediately notify the Principal or designee.

A report may be made orally or in writing. The Principal or designee shall reduce any oral reports to written form. The Superintendent or designee shall develop a written form on which incidents of suspected bullying may be reported. The form shall allow for the anonymous submission of reports of suspected bullying.

Sec. 3.10.4.1. False Claim

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a ILTexas investigation regarding bullying and/or cyberbullying shall be subject to appropriate disciplinary action.

Sec. 3.10.4.2. Notice to Parent or Guardian

The Principal or designee shall provide notice of an incident of bullying to:

1. A parent or a guardian of the alleged victim on or before the third school day after the date the incident is reported; and
2. A parent or guardian of the alleged bully, within a reasonable amount of time after the incident.

Sec. 3.10.5. INVESTIGATION OF REPORT

The Principal shall determine whether the allegations in the report, if proven, would constitute prohibited discrimination and/or harassment, and if so proceed under Board Policy PG-XX (Freedom from Discrimination, Harassment, and Retaliation) instead.

The Principal or designee shall conduct an appropriate investigation based on the allegations in the report, and shall take prompt interim action calculated to prevent bullying during the course of the investigation, if appropriate.

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Absent extenuating circumstances, the investigation should be completed within ten ILTexas business days from the date of the initial report. However, the Principal or designee shall take additional time if necessary to complete a thorough investigation.

Following completion of the investigation, the Principal or designee will prepare a written decision regarding the complaint. If the results of an investigation indicate that bullying and/or cyberbullying occurred, ILTexas shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct in accordance with the Student Code of Conduct. ILTexas may take action based on the results of an investigation, even if ILTexas concludes that the conduct did not rise to the level of bullying and/or cyberbullying as defined in this policy.

ILTexas may not impose disciplinary measures on a student who, after an investigation, is found to be a victim of bullying on the basis of that student’s use of reasonable self-defense in response to the bullying.

Discipline for bullying of a student with disabilities must comply with applicable requirements under federal law, including the Individuals with Disabilities Education Act.

Sec. 3.10.5.1. Confidentiality

To the greatest extent possible, ILTexas 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.

Sec. 3.10.5.2. Appeal

A parent or student who is dissatisfied with the outcome of the investigation may appeal as set forth in the Student Handbook Code of Conduct.

Sec. 3.10.6. ASSISTANCE FROM PRINCIPAL

Any student who feels that he or she may be the victim of bullying should contact the Principal to obtain assistance and intervention in response to the potential bullying.

The Principal or designee shall notify the victim, the student who engaged in bullying, and any student(s) who witnessed the bullying of available counseling options.

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Sec. 3.10.7. ACCESS TO POLICY

Information regarding this policy shall be distributed annually to ILTexas employees and included in the Student Handbook. Copies of the policy shall be readily available at each campus and the ILTexas administrative offices.

Sec. 3.10.8. REPORT TO LOCAL LAW ENFORCEMENT

A Principal or the Principal’s designee may make a report to local law enforcement officials if, after an investigation is completed, the Principal has reasonable grounds to believe that a student engaged in conduct that constitutes an offense under Section 22.01 (Assault) or 42.07(a)(7) (Harassment) of the Texas Penal Code.

A Principal’s designee may include any employee under the supervision of the Principal, other than a school counselor.

A report to local law enforcement officials may include the name and address of each student the Principal or designee believes may have participated in the conduct.