

Each marked-up (LOCAL) policy in this collection reflects an automated comparison of the updated policy with its precursor, as found in TASB Policy Service records.

The comparison is generated by commercially available software with changes shown in red. Additions are underlined and deletions are struck through. While the software competently identifies simple changes, it generally handles major rewrites of policies—including the rearrangement of existing provisions, with or without extensive editing—with less dexterity. For further assistance in parsing changes, please refer to the explanatory notes in your Localized Policy Manual update packet, if applicable, or contact your Policy Consultant/Analyst.

The Superintendent shall oversee the performance of records management functions prescribed by state and federal law:

- Records Management Officer, as prescribed by Local Government Code 203.023
- Records Administrator, as prescribed by Local Government Code 176.001 and 176.007 [See BBFA and CHE]
- Officer for Public Information, as prescribed by Government Code 552.201–.204 [See GBAA]
- Public Information Coordinator, as prescribed by Government Code 552.012 [See BBD]

DOCUMENT  
DESTRUCTION  
PRACTICES

The District shall follow its records management program regarding document destruction. However, the District shall preserve documents, including electronically stored information, and suspend routine record destruction practices as applicable according to procedures developed by the records management officer:

1. In the event of pending or reasonably anticipated litigation;
2. In the event of an investigation by a federal agency or department or any bankruptcy case; or
3. In the event of a public information request.

Notification shall be given to appropriate staff of any applicable obligations to suspend routine record destruction practices.

WEB SITE POSTINGS

The District's records management program shall address the length of time documents will be posted on the District's Web site when the law does not specify a posting period.

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
CREDENTIALS AND RECORDS

DBA  
(LOCAL)

~~MASTER TEACHER  
STIPENDS~~

~~At the end of the school year, a master teacher shall be paid the stipend for any month in which the teacher performed the prescribed duties for more than ten days. [See DBA(LEGAL)]~~

~~If the number of master teachers exceeds the grants allocated, the District shall first fund the stipends for master teachers in their second or third year in the master program, as required by law. The District shall distribute the remaining funds among newly assigned master teachers based on:~~

~~LOCAL CRITERIA~~

- ~~1. Length of time teaching in the subject area.~~
- ~~2. Seniority in the District, as measured from the employee's most recent date of hire.~~

PARENT  
NOTIFICATION

The District shall notify parents of students in classrooms in which the regular teacher is not "highly qualified," as required by law.

Notification shall not be required, however, when:

1. The home campus teacher of a secondary school student assigned to a DAEP is considered the teacher-of-record; and
2. The home campus teacher:
  - a. Is highly qualified,
  - b. Assigns and evaluates the student's coursework,
  - c. Provides substantially the same coursework and uses the same grading standards as in the regular classroom,
  - d. Has final authority on the coursework grades and the final grade for the course, and
  - e. Is regularly available for face-to-face consultation with the student and the DAEP teacher; and
3. The DAEP teacher meets all applicable SBEC certification requirements.

UPDATING  
CREDENTIALS

All employees who have earned certificates, endorsements, or degrees of higher rank since the previous school year must file with the Superintendent:

1. An official college transcript showing the highest degree earned and date conferred.
2. Proof of the certificate or endorsement.

CONTRACT  
PERSONNEL

The Superintendent or designee shall ensure that contract personnel possess valid credentials before issuing contracts.

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DBA(LOCAL)-A

ADOPTED:

1 of 1

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
CONFLICT OF INTEREST

DBD  
(LOCAL)

DISCLOSURE — GENERAL STANDARD	An employee shall disclose to his or her immediate supervisor a personal financial interest, a business interest, or any other obligation or relationship that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or that creates a potential conflict of interest with the best interest of the District.
SPECIFIC DISCLOSURES SUBSTANTIAL INTEREST	<p>The Superintendent shall file an affidavit with the Board President disclosing a substantial interest, as defined by Local Government Code 171.002, in any business or real property that the Superintendent or any of his or her relatives in the first degree may have.</p> <p>Any other employee who is in a position to affect a financial decision involving any business entity or real property in which the employee has a substantial interest as defined by Local Government Code 171.002 shall file an affidavit with the Superintendent; however, the employee shall not be required to file an affidavit for the substantial interest of a relative.</p>
INTEREST IN PROPERTY	The Superintendent shall be required to file an affidavit disclosing interest in property in accordance with Government Code 553.002.
CONFLICTS DISCLOSURE STATEMENT	No employee other than the Superintendent shall be required to file the conflicts disclosure statement, as promulgated by the Texas Ethics Commission and as specified by Local Government Code 176.003–.004.
<u>ANNUAL FINANCIAL MANAGEMENT REPORT</u>	<p><u>The Superintendent, as the executive officer of the District, shall provide in a timely manner to the District information necessary for the District's annual financial management report. [See BF]</u></p> <p>[See BBFA]</p>
GIFTS	An employee shall not accept or solicit any gift, favor, service, or other benefit that could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities. [See CAA]
ENDORSEMENTS	An employee shall not recommend, endorse, or require students to purchase any product, material, or service in which the employee has a financial interest or that is sold by a company that employs or retains the District employee during nonschool hours. No employee shall require students to purchase a specific brand of school supplies if other brands are equal and suitable for the intended instructional purpose.
SALES	An employee shall not use his or her position with the District to attempt to sell products or services.

EMPLOYMENT PRACTICES

DC  
(LOCAL)

FILLING PERSONNEL  
DUTIES

The Superintendent shall define the qualifications, duties, and responsibilities of all positions and shall ensure that job descriptions are current and accessible to employees and supervisors.

POSTING VACANCIES

The Superintendent or designee shall establish guidelines for advertising employment opportunities and posting notices of vacancies. These guidelines shall advance the Board's commitment to equal opportunity employment and to recruiting well-qualified candidates. Current District employees ~~are eligible to~~ may apply for any vacancy for which they have appropriate qualifications.

APPLICATIONS

All applicants shall complete the application form supplied by the District. Information ~~in on~~ applications for contractual positions shall be ~~verified~~ confirmed before a contract is offered, for a contractual position and ~~information in applications for noncontractual positions shall be verified~~ before hiring or as soon as possible thereafter for a noncontractual position.

SELECTION OF  
PERSONNEL

~~The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel.~~

CONTRACTUAL  
CERTIFIED

~~Final authority for selection and employment of classroom teachers, principals, librarians, nurses, counselors, and other certified contractual personnel shall be retained by the Board. [See DCA, DCB, and DCC as appropriate]~~

OTHER  
PERSONNEL

~~The Board delegates to the Superintendent final authority to hire noncontractual employees on an at-will basis. [See DCD(LOCAL)]~~

CRIMINAL HISTORY  
RECORD

The District shall obtain criminal history record information on a person the District intends to employ.

EMPLOYMENT OF  
CONTRACTUAL  
PERSONNEL

The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel.

The Board retains final authority for employment of contractual personnel. [See DC(LEGAL)A, DCB, DCC, and DCE as appropriate]

EMPLOYMENT OF  
NONCONTRACTUAL  
PERSONNEL

The Board delegates to the Superintendent final authority to employ and dismiss noncontractual employees on an at-will basis. [See DCD]

EXIT INTERVIEWS AND  
TERMINATION EXIT  
REPORTS

An exit interview shall be conducted ~~and a termination report prepared~~, if possible, and an exit report shall be prepared for every employee who leaves employment with the District. ~~These interviews shall be conducted in accordance with administrative procedures.~~

EMPLOYMENT PRACTICES  
AT-WILL EMPLOYMENT

DCD  
(LOCAL)

	<p><del>The Board delegates to the Superintendent authority to hire and dismiss</del><u>Personnel employed on an at-will basis include but are not limited to employees in</u> the following categories <del>of employees, who shall serve on an at-will basis</del>: paraprofessionals and auxiliary personnel.</p>
ASSIGNMENT AND EVALUATION	<p>The Superintendent or designee has sole authority to notify employees of assignments, compensation rates, and conditions of employment.</p> <p>Evaluation of at-will employees shall be conducted by the principal or supervisor in accordance with administrative procedures. <u>[See DN]</u></p>
REASONABLE ASSURANCE OF EMPLOYMENT	<p><del>District</del><u>At-will</u> employees in positions normally requiring less than 12 months of service, <u>annually and</u> who are expected to report to work at the beginning of the following school session, shall be provided a letter of reasonable assurance of employment. [See CRF]</p>
DISMISSAL	<p>At-will employees may be dismissed at any time for any reason not prohibited by law or for no reason, as determined by the needs of the District. <u>At-will employees who are dismissed shall receive pay through the end of the last day worked.</u></p>
APPEAL TO BOARD	<p>A dismissed employee may request to be heard by the Board in accordance with DGBA(LOCAL).</p>

EMPLOYMENT PRACTICES  
OTHER TYPES OF CONTRACTS

DCE  
(LOCAL)

NON-CHAPTER 21  
CONTRACTS

The Board may employ by written contract personnel not eligible for a contract under Chapter 21 of the Education Code. Such contracts shall not be governed by the provisions of Chapter 21 of the Education Code. ~~[See also DC(LOCAL)]~~

REASONABLE  
ASSURANCE OF  
EMPLOYMENT

~~Personnel in positions normally requiring less than 12 months of service, who are employed on an annual contract and are expected to report to work at the beginning of the following school session, shall be provided a letter of reasonable assurance of employment. [See CRF]~~

The District shall provide an employee a letter of reasonable assurance of employment if a new contract is not issued prior to the last working day of the current contract and the employee is reasonably expected to report to work at the beginning of the following academic term.

APPEAL OF  
EMPLOYMENT  
ACTIONS

An employee may appeal discharge during the contract period in accordance with DCE(LEGAL).

An employee whose contract is not reissued at the end of the contract period may appeal to the Board in accordance with DGBA(LOCAL).

REASONS

The recommendation to the Board and its decision not to renew a contract under this policy shall not be based on an employee's exercise of Constitutional rights or based unlawfully on an employee's race, color, religion, sex, national origin, disability, or age. Reasons for proposed nonrenewal of an employee's term contract shall be:

1. Deficiencies pointed out in observation reports, appraisals or evaluations, supplemental memoranda, or other communications.
2. Failure to fulfill duties or responsibilities.
3. Incompetency or inefficiency in the performance of duties.
4. Inability to maintain discipline in any situation in which the employee is responsible for the oversight and supervision of students.
5. Insubordination or failure to comply with official directives.
6. Failure to comply with Board policies or administrative regulations.
7. Excessive absences.
8. Conducting personal business during school hours when it results in neglect of duties.
9. Reduction in force because of financial exigency or program change. [See DFF]
10. A decision by a campus intervention team under Education Code 39.1324 that the employee not be retained at a reconstituted campus.
11. Drunkenness or excessive use of alcoholic beverages; or possession, use, or being under the influence of alcohol or alcoholic beverages while on school property, while working in the scope of the employee's duties, or while attending any school- or District-sponsored activity.
12. The illegal possession, use, manufacture, or distribution of a controlled substance, a drug, a dangerous drug, hallucinogens, or other substances regulated by state statutes.

~~13. Conviction of a felony or of any crime involving moral turpitude; conviction of a lesser included offense pursuant to a plea when the original charged offense is a felony; or deferred adjudication for a felony or any crime involving moral turpitude. [See DH]~~



~~14. Failure to report any arrest, conviction, or deferred adjudication for any felony or any crime involving moral turpitude as required by policy. [See DH]~~

~~15-13.~~ Failure to meet the District's standards of professional conduct.

14. Failure to report any arrest, indictment, conviction, no contest or guilty plea, or other adjudication for any felony, any crime involving moral turpitude, or other offense listed at DH(LOCAL). [See DH]

15. Conviction of or deferred adjudication for any felony, any crime involving moral turpitude, or other offense listed at DH(LOCAL); and conviction of a lesser included offense pursuant to a plea when the original charged offense is a felony. [See DH]

16. Failure to comply with reasonable District requirements regarding advanced coursework or professional improvement and growth.

17. Disability, not otherwise protected by law, that prevents the employee from performing the essential functions of the job.

18. Any activity, school-connected or otherwise, that, because of publicity given it, or knowledge of it among students, faculty, and community, impairs or diminishes the employee's effectiveness in the District.

19. Any breach by the employee of an employment contract or any reason specified in the employee's employment contract.

20. Failure to maintain an effective working relationship, or maintain good rapport, with parents, the community, or colleagues.

21. A significant lack of student progress attributable to the educator.

22. Behavior that presents a danger of physical harm to a student or to other individuals.

23. Assault on a person on school property or at a school-related function, or on an employee, student, or student's parent regardless of time or place.

24. Use of profanity in the course of performing any duties of employment, whether on or off school premises, in the presence of students, staff, or members of the public, if reasonably characterized as unprofessional.

25. Falsification of records or other documents related to the District's activities.
26. Falsification or omission of required information on an employment application.
27. Misrepresentation of facts to a supervisor or other District official in the conduct of District business.
28. Failure to fulfill requirements for certification, including passing certification examinations required by state law for the employee's assignment.
29. Failure to achieve or maintain "highly qualified" status as required for the employee's assignment.
30. Failure to fulfill the requirements of a deficiency plan under an Emergency Permit, a Special Assignment Permit, or a Temporary Classroom Assignment Permit.
31. Any attempt to encourage or coerce a child to withhold information from the child's parent or from other District personnel.
32. Any reason that makes the employment relationship void or voidable, such as a violation of federal, state, or local law.
33. Any reason constituting good cause for terminating the contract during its term.

RECOMMENDATIONS  
FROM  
ADMINISTRATION

Administrative recommendations for renewal or proposed nonrenewal of professional employee contracts shall be submitted to the Superintendent. The Superintendent shall require that each administrator's recommendation for nonrenewal be accompanied by copies of all pertinent information necessary to a decision to recommend proposed nonrenewal. The final decision on the administrative recommendation to the Board on each employee's contract rests with the Superintendent.

SUPERINTENDENT'S  
RECOMMENDATION

The Superintendent shall prepare lists of employees whose contracts are recommended for renewal or proposed nonrenewal by the Board. Copies of written evaluations, other supporting documentation, if any, and reasons for the recommendation shall be submitted for each employee recommended for proposed nonrenewal. The Board shall consider such information, as appropriate, in support of recommendations for proposed nonrenewal and shall then act on all recommendations.

NOTICE OF  
PROPOSED  
RENEWAL ~~OR~~ OR  
NONRENEWAL

The Superintendent shall deliver to the employee by hand or certified mail, return receipt requested, written notice of proposed renewal or nonrenewal not later than the 45th day before the last day of instruction required in the contract. If the notice of proposed

nonrenewal does not contain a statement of the reason or all of the reasons for the proposed action, and the employee requests a hearing, the District shall give the employee notice of all reasons for the proposed nonrenewal a reasonable time before the hearing. The initial notice or any subsequent notice shall contain the hearing procedures.

REQUEST FOR  
HEARING

If the employee desires a hearing after receiving the notice of proposed nonrenewal, the employee shall notify the Board in writing not later than the 15th day after the date the employee received the notice of proposed nonrenewal. When a timely request for a hearing on a proposed nonrenewal is received by the Board President, the hearing shall be held not later than the 15th day after receipt of the request, unless the parties mutually agree to a delay. The employee shall be given notice of the hearing date as soon as it is set.

HEARING  
PROCEDURE

The hearing shall be conducted in closed meeting unless the employee requests that it be open, with only the members of the Board, the employee, the Superintendent, their representatives, and such witnesses as may be called in attendance. Witnesses may be excluded from the hearing until it is their turn to present evidence. The employee and the administration may each be represented by a representative of each party's choice. Notice, at least five days in advance of the hearing, shall be given by each party intending to be represented, including the name of the representative. Failure to give such notice may result in postponement of the hearing.

The conduct of the hearing shall be under the Board President's control and in general shall follow the steps listed below:

1. After consultation with the parties, the Board President shall impose reasonable time limits for presentation of evidence and closing arguments.
2. The hearing shall begin with the administration's presentation, supported by such proof as it desires to offer.
3. The employee may cross-examine any witnesses for the administration.
4. The employee may then present such testimonial or documentary proof, as desired, to offer in rebuttal or general support of the contention that the contract be renewed.
5. The administration may cross-examine any witnesses for the employee and offer rebuttal to the testimony of the employee's witnesses.
6. Closing arguments may be made by each party.

A record of the hearing shall be made so that a certified transcript can be prepared, if required.

BOARD DECISION

The Board may consider only such evidence as is presented at the hearing. After all the evidence has been presented, if the Board determines that the reasons given in support of the recommendation to not renew the employee's contract are lawful, supported by the evidence, and not arbitrary or capricious, it shall so notify the employee by a written notice not later than the 15th day after the date on which the hearing is concluded. This notice shall also include the Board's decision on renewal, which decision shall be final.

EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

All District employees shall perform their duties in accordance with state and federal law, District policy, and ethical standards. [See DH(EXHIBIT)]

All District employees shall recognize and respect the rights of students, parents, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the District.

Employees wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

VIOLATIONS OF STANDARDS OF CONDUCT

Employees shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as District employees. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment. [See DCD and DF series]

SAFETY REQUIREMENTS

All employees shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

HARASSMENT OR ABUSE

Employees shall not engage in prohibited harassment, including sexual harassment, of:

1. Other employees, ~~as defined at.~~ [See DIA.]
2. Students, ~~as defined at.~~ [See FFH. ~~[See; see~~ FFG regarding child abuse and neglect]

While acting in the course of their employment, employees shall not engage in prohibited harassment, including sexual harassment, of other persons, including Board members, vendors, contractors, volunteers, or parents.

RELATIONSHIPS WITH STUDENTS

Employees shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See FFH]

TOBACCO USE

Employees shall not use tobacco products on District premises, in District vehicles, or at school or school-related activities. [See also GKA]

ALCOHOL AND DRUGS

Employees shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours:

EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

An employee need not be legally intoxicated to be considered “under the influence” of a controlled substance.

EXCEPTIONS

An employee who manufactures, possesses, or dispenses a substance listed above as part of the employee’s job responsibilities, or who uses a drug authorized by a licensed physician prescribed for the employee’s personal use shall not be considered to have violated this policy.

NOTICE

Each employee shall be given a copy of the District’s notice regarding drug-free schools. [See DI(EXHIBIT)]

A copy of this policy, a purpose of which is to eliminate drug abuse from the workplace, shall be provided to each employee at the beginning of each year or upon employment.

ARRESTS AND  
INDICTMENTS,  
CONVICTIONS, AND  
OTHER  
ADJUDICATIONS

An employee ~~who is arrested for any felony or any offense involving moral turpitude~~ shall ~~report the arrest to the~~ notify his or her principal or immediate supervisor within three calendar days of ~~the~~ any arrest. ~~An employee who is convicted of, indictment, conviction, no contest or receives deferred guilty plea, or other adjudication for such an offense shall also report that event to the principal or immediate supervisor within three calendar days of the~~ employee for any felony, any offense involving moral turpitude, and any of the event other offenses as indicated below:

MORAL TURPITUDE

~~Moral turpitude includes but is not limited to:~~

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:

EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

3. Dishonesty; fraud; deceit; theft; misrepresentation;

4. Deliberate violence;

5. Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;

6. 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;

7. 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

8. Acts constituting abuse under the Texas Family Code.

DRESS AND  
GROOMING

The dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent.

PERFORMANCE APPRAISAL

DN  
(LOCAL)

GENERAL PRINCIPLES	All District employees shall be periodically appraised in the performance of their duties. The District's employee evaluation and appraisal system shall be administered consistent with the general principles set out below. <del>[See also DNA and DNB]</del>
CRITERIA	The employee's performance of assigned duties and other job-related criteria shall provide the basis for the employee's evaluation and appraisal. Employees shall be informed of the criteria on which they will be evaluated.
PERFORMANCE REVIEW	Evaluation and appraisal ratings shall be based on the evaluation instrument and cumulative performance data gathered by supervisors throughout the year. Each employee shall have at least one evaluative conference annually, <u>except as otherwise provided by policy</u> , to discuss the written evaluation and may have as many conferences about performance of duties as the supervisor deems necessary. <u>[See also DNA and DNB]</u>
DOCUMENTATION AND RECORDS	Appraisal records and forms, reports, correspondence, and memoranda may be placed in each employee's personnel records to document performance. <del>All records that support appraisal ratings shall be maintained for at least two years. Official appraisal records shall be maintained throughout a person's employment with the District and for two years after an employee ceases to be employed with the District.</del>
EMPLOYEE COPY	All employees shall receive a copy of their annual written evaluation.
COMPLAINTS	Employees may present complaints regarding the evaluation and appraisal process in accordance with the District's complaint policy for employees. [See DGBA]



INDIVIDUALIZED LEARNING  
CREDIT BY EXAMINATION WITHOUT PRIOR INSTRUCTION

EEJB  
(LOCAL)

TEST SELECTION	The Superintendent or designee shall be responsible for development or selection of tests to be used to grant credit to students without prior instruction in a subject area or grade level. Whether tests are developed by the District or purchased from a <u>source approved by the State Board</u> <del>approved university or other appropriate source of Education</del> , each examination shall thoroughly test the essential knowledge and skills in the applicable grade level or subject area.
TEST DATES	The Superintendent or designee shall establish a schedule of dates when examinations for acceleration shall be administered and shall ensure that such dates are published in the student handbook and in other District publications, as appropriate.
REGISTRATION	A student planning to take an examination for acceleration shall be required to register with the principal or designee <u>no later than at least</u> 30 days prior to the scheduled testing date on which the student wishes to take the test.
FEEES	<del>No fee shall be charged</del> <u>The District shall not charge</u> for an examination for acceleration <u>provided by on</u> the <del>District</del> . <del>If a parent published dates or student requests alternate dates. The District may deny a parent's or student's request for</del> an alternate examination, <del>or alternate date. If the District may administer</del> <u>grants a request for an alternate exam, it may use</u> a test purchased by the parent or student from a <u>source approved by the State Board</u> <del>approved university of Education</del> .
CREDIT APPROVAL	Approval of credit or advancement on the basis of an examination for acceleration shall be by the Superintendent or designee, in accordance with State Board rules. Under extenuating circumstances, the District may allow credit when a student scores below 90 percent. [See EEJB(LEGAL)] In such cases, a committee of three teachers and the principal shall make the decision to accept a lower score.
KINDERGARTEN ACCELERATION	The Superintendent or designee shall develop procedures to allow a student not six years old at the beginning of the school year to be placed initially in first grade. Criteria for acceleration may include, but not be limited to: <ol style="list-style-type: none"><li>1. Scores on readiness test(s) and/or achievement test(s) that may be administered by appropriate District personnel.</li><li>2. Recommendation of the kindergarten or preschool the student has attended.</li><li>3. Chronological age and observed social and emotional development of the student.</li></ol>

4. Other criteria deemed appropriate by the principal and Superintendent.

ACADEMIC ACHIEVEMENT  
GRADUATION

EIF  
(LOCAL)

MINIMUM PROGRAM	<p><del>In</del>The District requires completion of 2 credits in addition to <del>the 22 credits those</del> required by the state for graduation <del>in under</del> the Minimum Program, <del>the District shall require 2 credits, for a total of 24.</del> The additional credits shall be <del>as follows:</del></p> <p><del>1. Fine arts, 1 credit.</del></p> <p><del>Elective, and 1 credit</del><del>elective.</del></p>
RECOMMENDED PROGRAM	The District requires no additional credits for graduation under the Recommended Program beyond those mandated by the state.
<u>ADVANCED / DISTINGUISHED ACHIEVEMENT PROGRAM</u>	The District requires no additional credits for graduation under the <u>Advanced/Distinguished</u> Achievement Program beyond those mandated by the state.
<u>PHYSICAL EDUCATION SUBSTITUTIONS</u>	The District shall allow students to substitute certain physical activities for the 1.5 required credits of physical education. Such substitutions shall be based on the physical activity involved in:
<u>PHYSICAL EDUCATION SUBSTITUTIONS</u>	<ol style="list-style-type: none"><li>1. Drill team, marching band, and cheerleading during the fall semester.</li><li>2. <u>Junior Reserve Officer Training Corps (JROTC).</u></li><li><del>2.3.</del> Athletics.</li><li>4. <u>Dance I-IV.</u></li><li><del>3.5.</del> Two- or three-credit career and technology work-based training courses.</li></ol>
NO OTHER PHYSICAL ACTIVITY PROGRAMS	The District shall not award state graduation credit for physical education for private or commercially-sponsored physical activity programs conducted either on or off campus. <u>[See also EHAC]</u>
<u>NO READING CREDITS</u>	The District shall <u>not</u> offer <del>up to 3 credits of reading for</del> state graduation credit. <del>The Superintendent or designee shall be responsible for establishing procedures to assess individual student needs and evaluate student progress, and shall monitor instructional activities to ensure that student needs are met. Students shall be identified as eligible to earn reading credit based on:</del>

STUDENT CONDUCT  
DRESS CODE

FNCA  
(LOCAL)

PURPOSE

The District's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority.

GENERAL  
GUIDELINES

Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. The District prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal school operations.

The District prohibits pictures, emblems, or writings on clothing that:

1. Are lewd, offensive, vulgar, or obscene.
2. Advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited under FNCF(LEGAL).

The student and parent may determine the student's personal dress and grooming standards, provided that they comply with the general guidelines set out above and with the standardized dress requirements outlined below.

STANDARDIZED  
DRESS

The interpretive authority for determining appropriate dress is the campus administrator. This shall include new styles of clothing, hairdos, jewelry, and clothing not expressly covered in the handbook. ~~If a violation occurs, action shall be taken to ensure compliance with school rules. Students may correct the problem at school or they shall be given a chance to contact a parent or other person to bring replacement clothing. Students who cannot comply with the dress code on the day of the violation shall be placed in ISS for the remainder of the day, or until they can comply. On the third dress code violation and upon all dress code violations thereafter, the student will be assigned ISS and/or detention.~~

The following guidelines shall govern standardized dress:

1. Shirts/blouses
  - a. Polo-style or t-shirt with crew neck
    - Solid color (sheer, mesh, or net material prohibited)
    - With or without collar
    - Short sleeve or long sleeve (no sleeveless)
  - b. Tucked in (shirts too short to be tucked in do not meet the standard)

- c. Logos no larger than 1 inch by 1 inch (inappropriate words, numerals, pictures, or depictions are prohibited)
  - d. Exceptions—school approved “spirit” or “activity” shirt/uniform
  - e. Dress shirt (short- or long-sleeve button style)
2. Pants/capris/shorts or skorts/skirts
- a. Solid color
  - b. Dockers or jeans; straight leg; standard 5-pocket (or fewer) style
  - c. Worn at the waist (belted for grades 5–12 if there are belt loops present)
  - d. Shorts or skorts—no more than 4 inches from the top of the knee cap
  - e. Skirts—A-line or full cut (hem or slit no more than 2 inches above the top of the knee cap)
3. Shoes
- a. Shoes shall be worn
  - b. Slippers, shower, beach, or house shoes are prohibited
  - c. 6th grade and below
    - Shoes must have back straps
    - Oversized platform shoes are prohibited
4. Miscellaneous
- a. Appropriate undergarments shall be worn
  - b. All clothing shall be hemmed and without frayed material or torn/cut material
  - c. Oversized or baggy clothing and overalls are prohibited
  - d. No tattoos shall be visible
  - e. Hats, caps, bandanas, sweat bands or any other head coverings are prohibited
  - f. Earrings may be worn by females only and must be located in the earlobe (no other body piercing shall be allowed)

- g. Earrings, nail polish, and makeup may be worn by female students only (grades 7–12 only)
- 5. Coats/jackets/etc.
  - a. Sweaters, sweat shirts, jackets, windbreakers, and coats must not extend any longer than the hips (standardized shirt/blouse must be worn underneath)
  - b. Outerwear styled to look like a shirt is prohibited
  - c. Coats, jackets, and protective weather garments shall be worn as appropriate to the environment
- 6. Hair
  - a. Must be clean, neat, and well-groomed (not covering the eyes)
  - b. Spiked, dyed, or painted hair is prohibited (other styles deemed inappropriate or distracting, as determined by the campus administration, shall be prohibited)
  - c. Totally shaved or unevenly shaved heads, hair tufts, or designs cut in the hair are prohibited
  - d. Tails/ponytails may not be worn by male students
  - e. Facial hair is prohibited

Dress policy does not apply to students in AEP (grades 7–12)

~~VIOLATIONS  
GROOMING~~

~~If the principal determines that a student's grooming violates the dress code, the student shall be given an opportunity to correct the problem at school. If not corrected, the student shall be assigned to in-school suspension for the remainder of the day or until the problem is corrected.~~

~~DRESS~~

~~A student whose clothing violates the dress code shall be assigned to in-school suspension either for the remainder of the day or until a parent or designee brings an acceptable change of clothing to the school.~~

~~Repeated dress code offenses may result in more serious disciplinary action. Appropriate discipline procedures shall be followed in all cases in accordance with the Student Code of Conduct. [See FO series]~~

EXTRACURRICULAR  
ACTIVITIES

The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students who violate dress and grooming standards established for such an

activity may be removed or excluded from the activity for a period determined by the principal or sponsor, and may be subject to other disciplinary action, as specified in the Student Code of Conduct. [See FO series]