

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)]
LOCAL CRITERIA	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: 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.

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

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.

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.

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.

**ANNUAL FINANCIAL
MANAGEMENT
REPORT**

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 BR]

[See BBFA]

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.

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.

FILLING 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 apply for any vacancy.

The recruitment and processing of all applicants shall include written applications, personal interviews, investigative follow-up, and a thorough and comprehensive review of the applicant's character, training, and experience.

APPLICANTS

All applicants shall complete the application form supplied by the District. Information contained in applications for professional certified positions shall be verified before a contract is offered, and information contained in applications for service positions shall be verified before hiring or as soon as possible thereafter.

CRIMINAL HISTORY RECORD

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

SELECTION AND EMPLOYMENT

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

EMPLOYMENT OF CONTRACTUAL PERSONNEL

~~Final~~**The Board retains final** authority for ~~selection and~~ employment of classroom teachers, principals, librarians, nurses, counselors, and other certified contractual personnel ~~shall be retained by the Board~~, except as delegated to the Superintendent or assistant superintendent of human resources in specified situations. [See ~~(LEGAL) policies at DCA, DCB, and DCC and DCE~~, as appropriate]

The assistant superintendent of human resources shall have authority to offer employment contracts to prospective teachers during the recruiting season(s) up to a number to be authorized annually by the Superintendent or designee.

NONCONTRACTUAL
**EMPLOYMENT OF
NONCONTRACTUAL
PERSONNEL**
AUTHORIZATION FOR
TEMPORARY
EMPLOYEES

The **Board delegates to the** Superintendent ~~shall have~~ final authority to ~~hire all~~ **employ and dismiss** noncontractual ~~personnel~~ **employees** on an at-will basis. [See DCD~~(LOCAL)~~]

Temporary employees may be employed by the District to accomplish special tasks or to manage seasonal peaks in workload. A temporary employee will be assigned to a nonpermanent position for a period of time needed to complete the tasks. Temporary em-

EMPLOYMENT PRACTICES

DC
(LOCAL)

employees shall not be entitled to District fringe benefits such as health insurance, paid leave, or payroll deduction.

The Superintendent shall establish guidelines for the employment of temporary personnel.

~~CRIMINAL HISTORY
RECORD~~

~~The District shall obtain criminal history record information on a person the District intends to employ. [See DC(LEGAL)]~~

EXIT INTERVIEWS AND
TERMINATION
REPORTS

An exit interview shall be conducted and a termination report prepared, if possible, 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>The Board delegates to the Superintendent authority to hire and Dismiss Personnel employed on an at-will basis include but are not limited to employees in the following categories of employees, who shall serve on an at-will basis: 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>District At-will employees in positions normally requiring less than 12 months of service, annually and 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. At-will employees who are dismissed shall receive pay through the end of the last day worked.</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.
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. If the Board votes to propose nonrenewal for any employees, it shall also decide whether any requested hearing will be conducted by the Board or by an independent hearing examiner.

NOTICE OF
PROPOSED RENEWAL
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.

~~An~~**In the notice of proposed nonrenewal, the** employee who requests a hearing shall also receive notice of the hearing procedures including a statement of whether the hearing will be conducted by **Board [see HEARING BY THE BOARD, below] or** an independent hearing examiner [see HEARING BY A HEARING EXAMINER, below] ~~or by the Board [see HEARING BY THE BOARD, below]~~**will conduct the hearing.**

HEARING BY A
HEARING EXAMINER

If the Board has determined that the nonrenewal hearing will be conducted by an independent hearing examiner, the employee must file a written request with the Commissioner of Education not later than the 15th day after receiving the notice of the proposed nonrenewal. The employee must provide a copy of this request to the Board.

HEARING
PROCEDURE

The hearing shall be conducted in accordance with the independent hearing procedures detailed at DFD.

BOARD DECISION

Following the hearing, the Board shall take appropriate action in accordance with DFD.

HEARING BY THE
BOARD

If the Board has chosen to conduct the nonrenewal hearing rather than use an independent hearing examiner, and the employee desires a hearing, the employee shall notify the Board in writing not later than the 15th day after receiving the notice of proposed nonrenewal. The hearing shall be held not later than the 15th day after receipt of the employee's request for a hearing, 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 repre-

sentative. 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.

NO HEARING

If the employee fails to request a hearing, the Board shall take the appropriate action and notify the employee in writing of that action not later than the 30th day after the date the notice of proposed nonrenewal was sent.

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

Employees shall be courteous to one another and the public, working together in a cooperative spirit to serve the best interests of the District. Employees wishing to express criticism or professional concerns shall do so through appropriate administrative procedures or the collaborative process. Such expressions shall be considered in light of their relation to the implementation of campus goals and objectives and/or the District's mission. [See BQB (~~LO-CAL~~) and AE(~~LOCAL~~)]

All District employees shall be expected to adhere to the standards of conduct set out in the "Code of Ethics and Standard Practices for Texas Educators." [See DH(EXHIBIT)]

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

PARTICIPATION IN
COMMUNITY
ACTIVITIES

All employees of the District are encouraged to maintain as many community contacts as possible in order to keep the public informed about the educational program.

Every school employee shall have the privilege and is strongly urged to accept the responsibility of taking an active part in community life. He or she is expected to participate in community activities in such a way to bring credit to the schools.

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

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

	<p>student and a District employee is always prohibited, even if consensual. [See FFH]</p>
TOBACCO USE	<p>Employees shall not use tobacco products on District premises, in District vehicles, or at school or school-related activities. [See also GKA]</p> <p>All school personnel shall enforce policies prohibiting tobacco on school property.</p>
ALCOHOL AND DRUGS	<p>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:</p> <ol style="list-style-type: none">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. <p>An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.</p>
EXCEPTIONS	<p>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.</p>
NOTICE	<p>Each employee shall be given a copy of the District's notice regarding drug-free schools. [See DI(EXHIBIT)]</p> <p>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.</p>
ARRESTS AND, INDICTMENTS, CONVICTIONS, AND OTHER ADJUDICATIONS	<p>An employee who is arrested for any felony or any offense involving moral turpitude shall report the arrest to the principal or immediate supervisor within three calendar days of 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</p>

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:**
 - ~~~~~ 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 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.

~~STATEMENT OF POLICY~~

Bigotry and racism are in conflict with the mission, goals, and objectives of the District to provide the best education and work environment possible for all of its students and employees. Accordingly, it is the policy of the District to maintain a learning and working environment that is free from such conduct.

~~PROHIBITED ACTIONS~~

Employees are in violation of this policy if, on school grounds, at school-sanctioned activities, or in vehicles dispatched by the District they:

1. Direct personal insults (whether written or oral), including epithets, slurs, and insults based on a person's race, ethnicity,

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

color, religion, national origin, sex, or disabling condition, which are addressed to an individual.

2. Threaten with physical harm or actually harm a person on the basis of that person's race, ethnicity, color, religion, national origin, sex, or disabling condition.
3. Deface school property or materials in such a manner as to demean the race, ethnicity, color, religion, national origin, sex, or disabling condition of an individual or group.
4. Damage, deface, or destroy private property of any person on the basis of that person's race, ethnicity, color, religion, national origin, sex, or disabling condition.

For sex discrimination/sex abuse, see DAA(LEGAL) and ~~DHG~~ **DIA**(LOCAL).

REPORTING

Students or staff members who believe they have been the subject of harassment/discriminatory behavior or who have witnessed harassment/discriminatory behavior shall report the incident immediately to the principal or director. Complaints about harassment/discriminatory behavior shall be investigated promptly. If the complaint involves the principal or director, the complaint shall be filed directly with the Title IX coordinator of the District who shall immediately notify the Superintendent.

Under federal law, civil rights and equal educational opportunities are guaranteed under Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

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. [See also DNA and DNB]
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, except as otherwise provided by policy , to discuss the written evaluation and may have as many conferences about performance of duties as the supervisor deems necessary. [See also DNA and DNB]
DOCUMENTATION AND RECORDS	Appraisal records and forms, reports, correspondence, and memoranda may be placed in each employee's personnel records to document performance. 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.
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 source approved by the State Board of Education , 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 no later than at least 30 days prior to the scheduled testing date on which the student wishes to take the test.
FEES	No fee shall be charged. The District shall not charge for an examination for acceleration provided by on the District. If a parent published dates or student requests alternate dates. The District may deny a parent's or student's request for an alternate examination, or alternate date. If the District may administer grants a request for an alternate exam, it may use a test purchased by the parent or student from a source approved by the State Board of Education .
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.
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: <ol style="list-style-type: none">1. Scores on readiness test(s) and/or achievement test(s) that may be administered by appropriate District personnel.2. Chronological age and observed social and emotional development of the student.3. Other criteria deemed appropriate by the principal and Superintendent.

ACADEMIC ACHIEVEMENT
GRADUATION

EIF
(LOCAL)

~~DISTRICT
GRADUATION
REQUIREMENTS~~

~~Students graduating from District high schools shall have earned 26 credits to participate in graduation ceremonies. To receive a diploma, the students must have passed all portions of the Texas Assessment of Knowledge and Skills in addition to the credit requirements. Those students who have completed the credit requirements but have not passed the TAKS requirement shall receive a certificate of coursework completion.~~

~~Students enrolled in the AIM high school program may graduate under the requirements of the District graduation program or other graduation programs of the District and shall have accumulated at least 23 credits if graduating prior to December, 1999. Students enrolled in the school within a school program at the two high schools prior to December 31, 1997, shall graduate with 23 credits. Beginning January 1, 2000, graduating students from the District's graduation program shall have accumulated at least 26 credits.~~

~~ECISD REQUIRED
GRADUATION
PROGRAM~~

~~Students enrolled in the high schools and career center programs shall all meet the requirements as outlined in EIF(EXHIBIT) A-F.~~

~~SOPHOMORE CLASS
OF 1995-96~~

~~Students graduating in the District graduation program who received credit for informal geometry as sophomores during the 1995-96 school year may use this credit to satisfy one of the three mathematics credits required for graduation. This regulation provides an exception in mathematics courses required for graduation and applies only to the 1995-96 sophomore class.~~

~~RECOMMENDED HIGH
SCHOOL PROGRAM~~

~~Beginning with the graduating class of 1999-2000, students shall be eligible for the Recommended High School program, which requires a minimum of 26 credits. [See EIF(EXHIBIT) B]~~

~~DISTINGUISHED
ACHIEVEMENT
PROGRAM~~

~~In addition, the advanced high school program and the advanced high school program with honors shall be replaced by the Distinguished Achievement Program. Students choosing to follow the Distinguished Achievement Program shall complete a minimum of 26 credits. In addition, the students must complete advanced measures approved by the State Board of Education. [See EIF(EXHIBIT) E-F]~~

MINIMUM PROGRAM

The District requires no additional credits for graduation under the Minimum Program beyond those mandated by the state.

**RECOMMENDED
PROGRAM**

The District requires no additional credits for graduation under the Recommended Program beyond those mandated by the state.

**ADVANCED /
DISTINGUISHED
ACHIEVEMENT
PROGRAM**

The District requires no additional credits for graduation under the Advanced/Distinguished Achievement Program beyond those mandated by the state.

ACADEMIC ACHIEVEMENT
GRADUATION

EIF
(LOCAL)

**NO PHYSICAL
EDUCATION
SUBSTITUTIONS**

The District shall not allow students to substitute specified physical activities for the 1.5 required credits of physical education.

**~~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. [See also EHAC]~~

**NO READING
CREDITS**

The District shall not offer state graduation credit for reading.

PURPOSE

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

GENERAL GUIDELINES

A student's attire must not distract from the learning environment, must meet standards of common decency, and must not create a hazard to health or safety. Modesty and the avoidance of distracting and disrupting influences are the key to student dress. The District prohibits any clothing or grooming that may reasonably be expected to cause disruption of or interference with normal school operations. These guidelines shall be subject to periodic review. Exceptions for special health conditions shall be considered; a school nurse or doctor's statement may be required.

In order to meet and follow these general guidelines, the students at District secondary schools shall:

1. Not wear clothing with pictures, symbols, emblems, or writing on clothing and accessories (i.e., jewelry, rings, or belt buckles) that:
 - a. Present concern for safety (i.e., chains, dog collars);
 - b. Are lewd, offensive, vulgar, or obscene;
 - c. Advertise or depict tobacco products, alcoholic beverages, drugs or any other illegal substance;
 - d. Refer to satanic, cult, or gang activities; or
 - e. Represent death and dismemberment, and/or violence.
2. Wear clothing (dresses, skirts, shorts, skorts) that is not shorter than five inches from the top of the knee cap and hemmed.
3. Not wear bicycle/spandex/lycra type clothing.
4. Not wear see-through clothing or have bare midriffs, bare shoulders, or backless fashions.
5. Not wear tank tops, muscle shirts, or clothing with spaghetti straps or strapless garments unless they are worn with a full T-shirt (with sleeves) underneath.
6. Not wear undergarments as outerwear.
7. Wear pants, shorts, and slacks at the natural waist.
8. Wear shoes at all times. Taps, metal plates, or cleats on shoes shall not be permitted. Specifically prohibited footwear

are bathroom slippers or footwear not intended for outdoor wear.

9. Not wear extremely torn clothing. All clothing must be hemmed.
10. Wear their hair well groomed and clean at all times. Extreme modes of hair design and color will not be permitted.
11. Be allowed to wear earrings. No jewelry or ornaments may be worn in any pierced area of the body except for the ear.
12. Be allowed to wear cheerleading uniforms during the school day at the principals' discretion.
13. Not wear hats, caps, sweat bands, visors, head coverings, or bandanas in the building (neither males nor females.)
14. Not wear sunshades in the building or classroom, unless prescribed by a physician for indoor use.
15. Not wear any disruptive, unsafe, or distractive mode of clothing or appearance that adversely impacts the education process. Included in this category are slit skirts and clothing with excessive holes.
16. Wear belts appropriately in belt loops and at the natural waist.

Although the student and the parent should determine the student's personal dress and grooming standards, such personal dress and grooming standards must comply with the general guidelines set out above and the District's dress code for students in student handbook.

VIOLATIONS

~~If the principal or assistant principal on any campus determines that a student's dress or grooming violates the dress code, the student shall be given an opportunity to correct the problem at school. If the dress or grooming is not corrected, the student shall be assigned to in-school suspension for the remainder of the day or until a parent or designee brings an acceptable change of clothing to the school.~~

~~Repeated violations of the dress code 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 those standards may be removed or excluded from the

STUDENT CONDUCT
DRESS CODE

FNCA
(LOCAL)

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]

STANDARD ATTIRE

Standard attire policy on individual campuses must be followed and takes precedence over the dress code.