



## (LOCAL) Policy Comparisons

These documents are generated by an automated process that compares the updated policy to the current policy as found in TASB records.

In this packet, you will find:

- Policies being recommended for revision (annotated)
- New policies (not annotated)
- Policies recommended for deletion (annotated in PDF; not shown in Word)

Annotations are shown as follows:

- Deletions are in a red strike-through font: ~~deleted text~~.
- Additions are in a blue font: new text.
- Blocks of text that were moved without changes are shown in green, with double underline and double strike-through formatting to distinguish the text's new placement from its original location: ~~moved text~~ becomes moved text.
- Revision bars appear in the right margin to show sections with changes.

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**Note:** While the annotation software competently identifies simple changes, large or complicated changes — as in an extensive rewrite — may be more difficult to follow. In addition, TASB's recent changes to the policy templates to facilitate accessibility sometimes make formatting changes appear tracked, even though the text remains the same.

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For further assistance in understanding policy changes, please refer to the explanatory notes in your Localized Policy Manual update packet or contact your policy consultant.

### Contact us:

School Districts and Education Service Centers, call 800-580-7529 or email [policy.service@tasb.org](mailto:policy.service@tasb.org).

Community Colleges, call 800-580-1488 or email [colleges@tasb.org](mailto:colleges@tasb.org).

OFFICERS AND OFFICIALS  
DUTIES AND REQUIREMENTS OF BOARD OFFICERS

BDAA  
(LOCAL)

<b>Board Officers</b>	The Board shall elect a President, a Vice President, and a Secretary who shall be members of the Board. <del>The Board may assign a District employee to provide clerical assistance to the Board.</del> Officers shall be elected by majority vote of the members present and voting.
Vacancy	A vacancy among officers of the Board, other than the President, shall be filled by majority action of the Board.
<b>Term and Duties</b>	Board officers shall serve for a term of <del>one year</del> <b>one year</b> or until a successor is elected. Officers may succeed themselves in office. Each officer shall perform any legal duties of the office and other duties as required by action of the Board.
President	<p>In addition to the duties required by law, the President of the Board shall:</p> <ol style="list-style-type: none"><li>1. Preside at all Board meetings unless unable to attend.</li><li>2. Have the right to discuss, make motions <del>and</del>, <b>propose</b> resolutions, and vote on all matters coming before the Board.</li></ol>
Vice President	<p>The Vice President of the Board shall:</p> <ol style="list-style-type: none"><li>1. Act in the capacity and perform the duties of the President of the Board in the event of the absence or incapacity of the President.</li><li>2. Automatically become President of the Board if a vacancy in that office occurs <b>and serve in this role until the Board reorganizes.</b></li></ol>
Secretary	<p>The Secretary of the Board shall:</p> <ol style="list-style-type: none"><li>1. Ensure that an accurate record is kept of the proceedings of each Board meeting.</li><li>2. Ensure that notices of Board meetings are posted and sent as required by law.</li><li>3. In the absence of the President and Vice President, call the meeting to order and act as presiding officer.</li><li>4. Sign or countersign documents as directed by action of the Board.</li></ol>

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**Note:** For advisory committees that include staff, parents, community members, or students, see BDF.

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**Standing  
Committees**

The Board shall have such standing committees as it considers necessary to assist the Board in governing and overseeing the management of the District and its affairs. Such standing committees shall be created and established by appropriate resolutions enacted by the Board that shall specify the duties and responsibilities of each committee and that may provide for other matters related thereto. Once created, a standing committee shall continue to be authorized until abolished by a duly enacted resolution of the Board or the repeal or amendment of this policy.

Membership of standing committees shall be limited to duly qualified and elected members of the Board. Membership shall consist of at least two Board members who may be selected by the Board or appointed by the Board President as the Board may authorize. The members of the committee may select their chair and recording secretary unless the resolution provides to the contrary.

Members of each committee may continue to serve in such capacity until the first regular meeting of the Board following the annual election of Board members or until their successors are duly appointed pursuant to this policy.

**Audit Committee**

The Board employs an internal auditor and therefore establishes a standing audit committee, which shall be a committee of the whole.

**Purposes**

The purposes of the Board audit committee shall be to:

1. Assist the Board in discharging its oversight responsibility for the overall stewardship of District affairs, particularly its financial reporting and management and its system of internal controls;
2. Provide public support for the District's audit programs;
3. Provide assurances that the overall levels of audit coverage are both reasonable and appropriate to protect the District from undue risks;
4. Meet periodically with the internal auditor and review all reports of the internal auditor;
5. Assist in obtaining effective corrective action and necessary improvement based on audit findings and recommendations from external and internal auditors; and

BOARD INTERNAL ORGANIZATION  
~~INTERNAL~~BOARD COMMITTEES

BDB  
(LOCAL)

6. Provide the public with additional assurances that the prescribed systems of internal controls are functioning as intended.

**Responsibilities**

The audit committee's responsibilities related to internal audits include:

1. Reviewing, revising, and approving the internal audit department charter, the annual internal audit plan, and major changes to the plan;
2. Reviewing internal audit reports and directing corrective action, if necessary;
3. Receiving communications from the internal auditor on the results of the internal audit activities or other matters that the internal auditor determines are necessary;
4. Meeting separately with the internal auditor to discuss any matters that the Board or the internal auditor believes should be discussed in accordance with executive session provisions of the Texas Open Meetings Act (OMA) [see BEC];
5. Reviewing recommendations made by the internal auditor, management's implementation of the internal auditor's recommendations, or, when appropriate, implementing the internal auditor's recommendations;
6. Hiring, setting the compensation for, and terminating the employment of the internal auditor;
7. Evaluating the internal auditor's job performance with informal input from the Superintendent, based on the Superintendent's administrative supervision;
8. Reviewing the adequacy of the internal audit budget in relation to planned activities; and
9. Receiving updates on the implementation of internal audit recommendations.

**Other Committees**

The Board may create from time to time such other committees as it may deem necessary or expedient to accomplish a specific but limited purpose. When so created, these committees may continue to function until their mission or purposes are completed or upon action of the Board, unless the termination date has been otherwise established by the Board. In no event, however, may such committees continue to function beyond the end of a fiscal year without additional, specific authorization of the Board.

BOARD INTERNAL ORGANIZATION  
~~INTERNAL~~BOARD COMMITTEES

BDB  
(LOCAL)

**Miscellaneous  
Provisions**

When created, the Board may provide for committee membership in such manner as it then deems appropriate. The Board may provide for the method of appointing members to such committees. Such committees' membership shall include at least one Board member.

The powers and authority of such other committees shall be limited to study and reporting to the Board the results of any studies authorized. They shall possess no implied or other powers except as expressly authorized by the Board.

All committees authorized and created by the Board shall comply with all laws and Board policies applicable to meetings of the Board, including, but not limited to, OMA.

Committees, except committees of the whole, created pursuant hereto shall have no power or authority to commit or legally bind the Board as to any action; nor shall they take any action that would be enforceable as law against the District or its Board.

Except for the audit committee, the Board President and the Superintendent shall be ex officio members of all committees created and established pursuant to this policy but shall not have voting power or authority. On the audit committee, the Superintendent shall not be an ex officio member but may attend meetings at the discretion of the Board President and the internal auditor. The Board President shall serve as a voting member of the audit committee.

Accurate minutes of all committee meetings shall be taken and maintained.

BOARD INTERNAL ORGANIZATION  
ADVISORY COMMITTEES

BDF  
(LOCAL)

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**Note:** For committees composed only of current Board members, see BDB.

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**Advisory  
Committees**

For purposes of this policy, an advisory committee is a committee composed primarily of District staff, parents, other community members, and/or students. An advisory committee may also include Board members in numbers less than a quorum of the Board.

Formation of an advisory committee shall be by Board action. When establishing an advisory committee, the Board action shall, at a minimum, specify the:

- Number of members on the committee;
- Process to appoint members to the committee;
- Term of committee membership; and
- Responsibilities of the committee.

An advisory committee shall be fact-finding, deliberative, and advisory and shall not assume administrative duties or responsibilities. Advisory committees shall report their findings and recommendations to the Board.

Transacting  
Business

An advisory committee may transact business only within the specific authority granted by the Board. To be binding, all such committee recommendations must be reported to the Board at a regular or special meeting for approval and entry into the minutes as a public record.

Dissolution

An advisory committee shall be dissolved upon completion of the assigned task or Board action.

ACADEMIC ACHIEVEMENT

EI  
(LOCAL)

**Certificate of  
Coursework  
Completion**

The District shall issue a certificate of coursework completion to a student who has successfully completed state and local credit requirements for graduation but has failed to meet all applicable state testing requirements. [See EIF, FMH]

**Partial Credit**

When a student earns a passing grade in only half of a course and the ~~combined grade for~~ **average of** both halves is lower than 70, the District shall award the student credit for the half with the passing grade.

**Safe Schools Data**

The Superintendent shall ensure that the District complies with Texas Education Agency (TEA) guidelines for the collection and maintenance of data regarding:

1. Mandatory expellable offenses committed at school or at a school-related or school-sponsored activity, on or off school property [see FOD]; and
2. Any student who becomes a victim of one of the following violent criminal offenses, ~~as defined by the Penal Code~~, while on the premises of the school the student attends or while attending a school-sponsored or school-related activity, on or off school property:
  - a. Attempted murder;
  - b. Indecency with a child;
  - c. Aggravated kidnapping;
  - d. Aggravated assault on someone other than a District employee or volunteer;
  - e. Sexual assault or aggravated sexual assault against someone other than a District employee or volunteer;
  - f. Aggravated robbery; ~~or~~
  - g. Continuous sexual abuse of a young child or disabled individual; ~~or~~
  - ~~g-h.~~ **Bullying.**

**School Safety Transfers**

The parent of a student who becomes a victim of a violent criminal offense as described in the state guidance for unsafe school choice options or who is assigned to a campus identified by TEA as persistently dangerous shall be offered a transfer to a safe public or charter school within the District.

For each transfer requested, the District shall explore transfer options, as appropriate. Options may include a transfer agreement with another school district.

**From a Persistently Dangerous School**

The parent of a student attending a school identified as persistently dangerous shall be provided notification of his or her right to request a transfer. Notification shall occur at least 14 days prior to the start of the school year or, for a student enrolling subsequently, upon the student's enrollment.

The parent must submit to the Superintendent an application for transfer. The Superintendent shall complete the transfer prior to the



beginning of the school year, if applicable, or within 14 calendar days of the request for a subsequently enrolling student.

Any transfer arranged for a student from a campus identified by TEA as persistently dangerous shall be renewed so long as the campus from which the student transferred retains that designation.

The District shall maintain, in accordance with the District's record retention schedule, documentation of notification to parents of the transfer option, transfer applications submitted, and action taken.

**For a Victim of a  
Violent Criminal  
Offense**

Within 14 calendar days after a violent criminal offense described above occurs in or on the premises of the school the student attends or while attending a school-sponsored or school-related activity, on or off school property, the District shall notify the parent of a student who is a victim of the offense of the parent's right to request a transfer. The parent must submit to the Superintendent an application for transfer. The Superintendent shall approve or disapprove the request within 14 calendar days of its submission.

Any transfer arranged for a student who was a victim of a violent crime as described above shall be renewed so long as the threat to the student exists at the campus to which the student would typically be assigned.

For each offense, the District shall maintain for at least five years documentation of the nature and date of the offense, notification to the parent of the transfer option, transfer applications submitted, action taken, and other relevant information regarding the offense.

**Additional Transfer  
Options**

In circumstances described by Education Code 25.0341, a parent of a student who has been the victim of a sexual assault, regardless of whether the offense occurred on or off school property, may request a transfer of the parent's child or the student assailant from the same campus.

[For other transfer provisions, see also FDA and FDB.]

	<del>This policy shall apply to a student who has not been in attendance for 90 percent of the days the class is offered.</del>
<b>Absences Considered</b>	Except as otherwise provided by law, all absences incurred while enrolled in the District shall be considered in determining whether a student has <del>attended been in attendance for 90 percent of the re-</del> <del>quired percentage of days under this policy</del> the class is offered.
<b>Attendance Committees</b>	<p>The Board <del>shall establish</del> <del>authorizes the establishment of</del> an attendance committee or as many <del>attendance</del> committees as necessary for efficient implementation of <del>Education Code 25.092</del> state law.</p> <p>The Superintendent <del>shall</del> is authorized to make the specific appointments in accordance with legal requirements.</p>
<b>Parental Notice of Excessive Absences</b>	<p>A student and the student's parent or guardian shall be given written notice prior to and at such time when a student's attendance in any class drops below 90 percent of the days the class is offered. When a student's attendance drops below 90 percent of the days the class is offered, the student, parent, or representative may request award of credit or a final grade by submitting a written petition to the appropriate attendance committee.</p> <p><del>Petitions</del> A petition for credit or a final grade may be filed <del>at any time the student receives notice but, in any event, no later than the last day of classes.</del></p> <p>in accordance with administrative regulations. The attendance committee shall review the student's entire attendance record and the reasons for absences and shall determine whether to award credit or a final grade. <del>The</del> [See Imposing Conditions for Awarding Credit or a Final Grade, below]</p> <p>Regardless of whether a petition is filed, the attendance committee may also, <del>whether a petition is filed or not,</del> review the records of all students whose attendance drops below 90 percent of the days the class is offered.</p> <p>A student who has lost credit or has not received a final grade because of excessive absences may regain credit or be awarded a final grade by fulfilling the requirements established by the attendance committee.</p>
<b>Personal Illness</b>	The principal or attendance committee may require verification from a health-care provider in accordance with administrative regulations as a condition of classifying an absence for personal illness as one for which there are extenuating circumstances.

ATTENDANCE  
ATTENDANCE FOR CREDIT

FEC  
(LOCAL)

**Best Interest  
Standard**

In reaching consensus regarding a student's absences and how the student can be awarded credit or a final grade, the attendance committee shall attempt to ensure that its decision is in the best interest of the student. The Superintendent shall develop administrative regulations to document the attendance committee's decision.

**Guidelines on  
Extenuating  
Circumstances**

The attendance committee shall consider whether a student has mastered the essential knowledge and skills and maintained passing grades in the course or subject.

When makeup work is completed satisfactorily, the attendance committee shall consider extracurricular absences and other excused absences as days of attendance for award of credit or a final grade. [See FEA]

The attendance committee shall consider whether the reasons for the absences were out of the parent's or student's control and whether documentation for the absence is acceptable.

The student or parent shall be given an opportunity to present any information to the committee about the absences and to discuss ways to earn or regain credit or be awarded a final grade.

**Imposing Conditions  
for Awarding Credit  
or a Final Grade**

The attendance committee is not required to assign a student to attend a specified program for an amount of time equivalent to the student's absences (i.e., "seat time").

The attendance committee shall consider the student's unique circumstances and, if necessary, shall impose other conditions for awarding credit or a final grade that permit the student to meet the instructional requirements of the class ~~rather than assigning a student to attend a specified program for an amount of time equivalent to the student's absences.~~ Conditions may include:

1. Maintaining attendance standards for the rest of the semester.
2. Completing additional assignments, as specified by the committee or teacher.
3. Attending tutorial sessions as scheduled.
4. Completing other instructional programs, as specified by the committee.
5. Taking an examination to earn credit. [See EHDB]

In all cases, the student must earn a passing grade in order to receive credit.

**Appeal Process**

A parent or student may appeal the decision of the attendance committee in accordance with FNG(LOCAL).