

PROPOSED REVISIONS

MISSION STATEMENT

In partnership with our community, our mission is to transform lives through an exceptional educational experience.

~~LEARNING AND COMMUNICATION SKILLS~~

~~All students shall acquire, to the extent of their individual abilities, a mastery of the basic skills required to obtain and express ideas through the effective use of words, numbers, and other symbols. All students shall:~~

- ~~1. Achieve competence in reading, writing, speaking, and mathematics.~~
- ~~2. Progress into fields of mathematics, social studies, natural sciences, and language arts according to individual needs.~~
- ~~3. Develop and use reference and study skills necessary for independent study.~~
- ~~4. Develop communication skills necessary for giving and receiving ideas with clarity and correctness.~~

~~CAREER PREPARATION~~

~~All students shall acquire an understanding of and an appreciation for the occupational opportunities open to them and shall develop the skills that shall enable them to take full advantage of those opportunities. All students shall:~~

- ~~1. Appreciate and accept the necessity for earning a living.~~
- ~~2. Develop a positive attitude toward work and an appreciation for good workmanship.~~
- ~~3. Develop an awareness of the opportunities and requirements related to specific vocations.~~
- ~~4. Through a realistic sense of self-appraisal, develop those occupational competencies consistent with their interests, aptitudes, and abilities.~~

~~POSITIVE ATTITUDE TOWARD LEARNING~~

~~All students shall reflect a positive attitude toward school and toward the learning process. All students shall:~~

- ~~1. Acquire the desire to succeed in school and hold education high among their values.~~
- ~~2. Develop intellectual curiosity and a desire to continue learning beyond the requirements of formal education.~~
- ~~3. Prepare for a world of rapid change and unforeseeable demands in which continuing education throughout their adult lives is a normal expectation.~~

~~CITIZENSHIP
EDUCATION~~

~~All students shall acquire the habits and attitudes necessary for responsible citizenship. All students shall:~~

- ~~1. Develop loyalties to the fundamental principles of a free democratic society. These loyalties shall be expressed through a readiness to defend the democratic institutions of our society, to bring rational criticism to bear on their defects, and to work toward their improvement.~~
- ~~2. Become effective participants in group activities by assuming appropriate roles of leaders or followers.~~
- ~~3. Accept the basic ethical values that make group living possible — values characterized by such terms as honesty, fair dealing, respect for the property of others, and compassion for the less fortunate.~~
- ~~4. Develop an appreciation for our democratic heritage and the contributions this nation has made to mankind.~~

~~REASONING AND
PROBLEM SOLVING~~

~~All students shall develop skills in the logical processes of search, analysis, evaluation, and problem solving. All students shall:~~

- ~~1. Develop reasoning abilities that will enable them to think logically and act rationally.~~
- ~~2. Develop the ability to use scientific methods of inquiry.~~
- ~~3. Develop the ability to determine whether information is fact, opinion, or propaganda.~~

~~PHYSICAL HEALTH
AND SAFETY~~

~~All students shall acquire good health and safety habits that will enable them to maintain their physical well-being. All students shall:~~

- ~~1. Develop an understanding of personal hygiene, adequate nutrition, and physical fitness essential to the maintenance of good health.~~
- ~~2. Develop skills in sports and/or other forms of recreation that will permit lifelong enjoyment of physical exercise.~~
- ~~3. Become aware of and practice the principles of personal and public safety.~~
- ~~4. Become aware of the dangers to physical health from drug addiction and other harmful practices.~~

~~UNDERSTANDING
OTHERS~~

~~All students shall acquire the greatest possible understanding of and appreciation for other people. All students shall:~~

- ~~1. Develop an appreciation of and respect for the worth and dignity of the individual.~~

- ~~2.— Develop attitudes leading to acceptance of responsibilities as family members.~~
- ~~3.— Develop a cooperative attitude toward living and working with others.~~
- ~~4.— Respect and interact in a positive manner with others who differ in physical characteristics, cultural traditions, race, economic status, and degree of intellectual competence.~~
- ~~5.— Recognize the interdependence of people and the responsibility of each person for fostering understanding and peace.~~
- ~~6.— Understand and appreciate the values and the political, economic, and social patterns of the rest of the world.~~

~~UNDERSTANDING OF
ECONOMIC
PRINCIPLES~~

~~All students shall develop an understanding of and a responsibility to the basic economic principles of the United States. All students shall:~~

- ~~1.— Develop an understanding of basic economic principles and assume the responsibility for being effective producers and consumers of goods and services.~~
- ~~2.— Develop competence in personal buying, selling, and investing.~~

~~SELF-
UNDERSTANDING AND
SELF-WORTH~~

~~All students shall acquire the greatest possible understanding of themselves and an appreciation for their worthiness as members of society. All students shall:~~

- ~~1.— Become increasingly aware of their strengths, weaknesses, values, interests, and aspirations.~~
- ~~2.— Achieve a growing awareness of their worth as individuals.~~

~~PRESERVATION OF
ENVIRONMENT~~

~~All students shall value and preserve the environment and shall:~~

- ~~1.— Develop an appreciation for the intrinsic value of nature and its beauty.~~
- ~~2.— Develop an awareness of the limitations of natural resources and assume a personal responsibility for their conservation and protection.~~
- ~~3.— Develop an understanding of the detrimental effects of pollution on the environment and the health of mankind.~~
- ~~4.— Understand the necessity for achieving a balance between economical and ecological needs.~~

~~CREATIVITY~~

~~All students shall nurture and develop their own creativity and appreciate the creative endeavors of others. All students shall:~~

EDUCATIONAL PHILOSOPHY

AE
(LOCAL)

- ~~1. Become involved in exploring ideas and ways of doing things that are new and exciting within their own worlds.~~
- ~~2. Develop creative self-expression and special talents through participation in a variety of fields that enrich life.~~
- ~~3. Develop understanding and appreciation of human achievement in the natural sciences, the social sciences, the humanities, and the arts.~~
- ~~4. Cultivate an understanding of and an appreciation for a range of artistic forms: music, visual art, drama, and literature.~~

~~USE OF LEISURE TIME~~

~~All students shall develop interests and skills that will lead to a positive and enjoyable use of leisure time. All students shall:~~

- ~~1. Develop a positive attitude toward participation in a range of leisure time activities — physical, intellectual, and creative.~~
- ~~2. Develop competence and skills essential to the enjoyable use of leisure time.~~

~~Goal statements are to be interpreted to mean that performance shall be to the extent of individual abilities.~~

DELETE POLICY

The primary function of the Board is to provide for a school system that strives to achieve its mission and complies with the requirements of the law. In addition to the legally mandated powers, the Board shall:

1. Select a Superintendent, clearly define the duties and responsibilities of the position, and support the Superintendent in the proper discharge of these functions.
2. Establish educational goals for the District and review, revise, and approve these goals and campus objectives annually.
[See EA and EAB]
3. Work with the Superintendent to develop general policies and guidelines to achieve established goals and objectives and delegate administrative management responsibilities to the Superintendent and staff.
4. Provide for adequate facilities for the District.
5. Exercise final authority on recommendations made by the Superintendent.
6. Monitor educational programs and student progress with the assistance of staff evaluation toward realization of District goals and campus objectives.
7. Participate actively in planning and working to secure and maintain public understanding, confidence, and support of the school programs.
8. Perform such other duties as may be requested and permitted under statute in support of the school program.

PROPOSED REVISIONS

ELECTIONS AND TERMS

Board members shall be elected at-large for three-year terms with elections conducted annually, as follows:

The election of two Board members shall be held in 2017, 2020, 2023, and in three-year intervals thereafter.

The election of two Board members shall be held in 2018, 2021, 2024, and in three-year intervals thereafter.

The election of three Board members shall be held in 2019, 2022, 2025, and in three-year intervals thereafter.

~~ELECTIONS AND TERMS~~

~~Elections of Trustees are held annually for three-year terms in cycles keyed off the years below:~~

~~TWO TRUSTEES 1997, 2000, 2003, and so forth.~~

~~THREE TRUSTEES 1998, 2001, 2004, and so forth.~~

~~TWO TRUSTEES 1999, 2002, 2005, and so forth.~~

PROPOSED REVISIONS

MEETING PLACE AND TIME	The notice for a Board meeting shall reflect the date, time, and location of the meeting.
REGULAR MEETINGS	Regular meetings of the Board shall normally be held on the last Monday of each month at 6:00 p.m. When determined necessary and for the convenience of Board members, the Board President may change the date, time, or location of a regular meeting with proper notice.
SPECIAL OR EMERGENCY MEETINGS	<p>The Board President shall call special meetings at the Board President's discretion or on request by <u>two</u> three members of the Board.</p> <p>The Board President shall call an emergency meeting when it is determined by the Board President or <u>two</u> three members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.</p>
AGENDA DEADLINE	The deadline for submitting items for inclusion on the agenda is the seventh calendar day before regular meetings and the third calendar day before special meetings.
PREPARATION	<p>In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. Any Board member may request that a subject be included on the agenda for a meeting, and the Superintendent shall include on the preliminary agenda of the meeting all topics that have been timely submitted by a Board member.</p> <p>Before the official agenda is finalized for any meeting, the Superintendent shall consult the Board President to ensure that the agenda and the topics included meet with the Board President's approval. In reviewing the preliminary agenda, the Board President shall ensure that any topics the Board or individual Board members have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future. The Board President shall not have authority to remove from the agenda a subject requested by a Board member without that Board member's specific authorization.</p>
NOTICE TO MEMBERS	Members of the Board shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least two hours prior to the time of an emergency meeting.
CLOSED MEETING	Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, in accordance with law.

BOARD MEETINGS

BE
(LOCAL)

- The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See BEC]
- ORDER OF BUSINESS The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting. At the meeting, the order in which posted agenda items are taken may be changed by consensus of Board members.
- RULES OF ORDER The Board shall observe the parliamentary procedures as found in *Robert's Rules of Order, Newly Revised*, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present.
- VOTING Voting shall be by voice vote or show of hands, as directed by the Board President. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request. [See BDAA(LOCAL) for the Board President's voting rights]
- CONSENT AGENDA When the agenda is prepared, the Board President shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.
- MINUTES Board action shall be carefully recorded by the Board Secretary or clerk; when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board and signed by the Board President and the Board Secretary.
- The official minutes of the Board shall be retained on file in the office of the Superintendent and shall be available for examination during regular office hours.
- DISCUSSIONS AND LIMITATION Discussions shall be addressed to the Board President and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the Board President shall halt discussion that does not apply to the business before the Board.
- The Board President shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired. Aside from these limitations, the Board President

shall not interfere with debate so long as members wish to address themselves to an item under consideration.

DELETE POLICY

The District's organization chart may be found on the following page(s).

PROPOSED REVISIONS

DISTRICT EDUCATION
IMPROVEMENT
COMMITTEE
~~DISTRICT-LEVEL
COMMITTEE~~

In compliance with Education Code 11.251, the District-~~level~~ Edu-
cation Improvement committee shall advise the Board or its de-
signee in establishing and reviewing the District's educational
goals, objectives, and major Districtwide classroom instructional
programs identified by the Board or its designee. The committee
shall serve exclusively in an advisory role except that the commit-
tee shall approve staff development of a Districtwide nature.

CHAIRPERSON

The Superintendent shall be the Board's designee and shall name
the chairperson of the committee from among the committee's
members. The Superintendent shall meet with the committee peri-
odically.

~~The Superintendent shall be the Board's designee and shall serve
as chairperson of the committee.~~

MEETINGS

The chairperson of the committee shall set its agenda and shall
schedule at least two meetings per year; additional meetings may
be held at the call of the chairperson.

COMMUNICATIONS

The Superintendent or designee shall ensure that the District-level
committee obtains broad-based community, parent, and staff input
and provides information to those persons on a systematic basis.
Methods of communication may include, but are not limited to:

1. Articles regarding the work of the committee in District and
campus publications or on the District website.

~~2.— News releases to the local media regarding the work of the
committee.~~

~~3.~~2. Periodic reports on the work of the committee that may be
posted on campus bulletin boards.

COMPOSITION

The committee shall be composed of members who shall represent
campus-based professional staff, District-level professional staff,
parents, businesses, and the community. For purposes of this pol-
icy, District-level professional staff shall be defined as professionals
who have responsibilities at more than one campus, including, but
not limited to, central office staff.

PROFESSIONAL
STAFF

Classroom teacher representatives shall be nominated and elected
by classroom teachers assigned to each campus and shall com-
prise at least two-thirds of the total professional staff representation
on the committee.

At least one campus-based nonteaching professional representa-
tive shall be nominated and elected by all professional staff ~~the
campus-based nonteaching professional staff.~~

PLANNING AND DECISION-MAKING PROCESS
DISTRICT-LEVEL

BQA
(LOCAL)

	<p>At least one District-level professional staff member, other than the Superintendent, shall be nominated and elected by the District-level professional staff.</p>
PARENTS	<p>The committee shall include at least two parents of students currently enrolled in the District, selected in accordance with administrative procedures. The Superintendent shall, through various channels, inform all parents of District students about the committee's duties and composition and shall solicit volunteers. [See BQA(LEGAL)]</p>
COMMUNITY MEMBERS	<p>The committee shall include at least two community members selected by a process that provides for adequate representation of the community's diversity, in accordance with administrative procedures. The Superintendent shall use several methods of communication to ensure that community residents are informed of the committee and are provided the opportunity to participate and shall solicit volunteers. Community representatives must reside in the District.</p>
BUSINESS REPRESENTATIVES	<p>The committee shall include at least two business representatives selected by a process that provides for adequate representation of the community's diversity, in accordance with administrative procedures. The Superintendent shall use several methods of communication to ensure that area businesses are informed of the committee and are provided the opportunity to participate and shall solicit volunteers. Business representatives need not reside in nor operate businesses in the District.</p>
ELECTIONS	<p>An employee's affiliation or lack of affiliation with any organization or association shall not be a factor in either the nomination or election of the employee to the committee. [See DGA]</p> <p>The consent of each nominee shall be obtained before the person's name may appear on the ballot. Election of the committee shall be held in the fall of each school year at a time determined by the Board or its designee. Nominations and elections shall be conducted in accordance with this policy and administrative regulations.</p>
TERMS	<p>Representatives shall be elected or selected annually and shall be limited to two consecutive terms on the committee.</p>
VACANCY	<p>If a vacancy occurs among the representatives, nominations shall be solicited and an election held or selection made for the unexpired term in the same manner as for the annual election.</p>

PLANNING AND DECISION-MAKING PROCESS
DISTRICT-LEVEL

BQA
(LOCAL)

OTHER ADVISORY
GROUPS

The existence of the District-level committee shall not affect the authority of the Board or its designee to appoint or establish other advisory groups or task forces to assist it in matters pertaining to District instruction.

PROPOSED REVISIONS

CAMPUS SITE-BASED
COMMITTEE ~~CAMPUS-
LEVEL COMMITTEE~~

A campus-~~level~~ site-based committee shall be established on each campus to assist the principal. The committee shall meet for the purpose of implementing planning processes and site-based decision making in accordance with Board policy and administrative procedures and shall be chaired by the principal.

The committee shall serve exclusively in an advisory role except that each campus committee shall approve staff development of a campus nature.

CAMPUS
PERFORMANCE
OBJECTIVES

Each principal shall be responsible for the development of campus performance objectives. These objectives shall be formulated annually in accordance with a schedule established by the District, shall support the District's educational goals and objectives, and shall be specific to the academic achievement of students served by the campus. The Board shall review and approve campus performance objectives.

WAIVERS

The principal shall be responsible for ensuring that no campus-initiated decision violates rule, law, or policy, unless the campus has obtained a waiver. [See BQB(LEGAL) and BF]

Except as prohibited by law [see BF], a campus may apply to the Board for a waiver of a local policy. An application for a waiver must state the achievement objectives of the campus and the reasons for requesting the waiver.

COMMUNICATIONS

The principal or designee shall ensure that the campus-level committee obtains broad-based community, parent, and staff input and provides information to those persons on a systematic basis. Methods of communication may include, but are not limited to:

1. Articles regarding the work of the committee in District or campus publications and on the District or campus website.
- ~~2. News releases to the local media regarding the work of the committee.~~
- ~~3.~~2. Periodic reports on the work of the committee that may be posted on campus bulletin boards.

COMPOSITION

The committee shall be composed of members who shall represent District- and campus-based professional staff, parents, businesses, and the community. At least two-thirds of the District and campus professional staff representatives shall be classroom teachers. The remaining employee representatives shall be professional nonteaching District- and campus-level staff. For purposes of this

PLANNING AND DECISION-MAKING PROCESS
CAMPUS-LEVEL

BQB
(LOCAL)

	<p>policy, District-level professional staff shall be defined as professionals who have responsibilities at more than one campus, including, but not limited to, central office staff.</p>
CLASSROOM TEACHERS	<p>Classroom teachers shall be nominated and elected by <u>all professional staff assigned to that campus</u> classroom teachers assigned to that campus.</p>
CAMPUS-BASED NONTEACHING PROFESSIONALS	<p>Campus-based nonteaching professionals shall be nominated and elected by <u>all professional staff assigned to that campus</u> nonteaching professionals assigned to that campus.</p>
DISTRICT-LEVEL PROFESSIONALS	<p>District-level professionals shall be nominated and elected by <u>District-level professional staff</u> nonteaching professional staff assigned to that campus.</p>
PARENTS	<p>The committee shall include at least two parents of students currently enrolled <u>at the campus in the District</u>, selected in accordance with administrative procedures. The principal shall, through various channels, inform all parents of campus students about the committee's duties and composition and shall solicit volunteers. [See BQB(LEGAL)]</p>
COMMUNITY MEMBERS	<p>The committee shall include at least two community members selected by a process that provides for adequate representation of the community's diversity, in accordance with administrative procedures. The principal shall use several methods of communication to ensure that community residents are informed of the committee and are provided the opportunity to participate and shall solicit volunteers. Community representatives must reside in the District.</p>
BUSINESS REPRESENTATIVES	<p>The committee shall include at least two business representatives selected by a process that provides for adequate representation of the community's diversity, in accordance with administrative procedures. The principal shall use several methods of communication to ensure that area businesses are informed of the committee and are provided the opportunity to participate and shall solicit volunteers. Business representatives need not reside in nor operate businesses in the District.</p>
ELECTIONS	<p>An employee's affiliation or lack of affiliation with any organization or association shall not be a factor in either the nomination or election of the employee to the committee. [See DGA] Nominated employees shall give their consent to serve on the committee before they are eligible for election. Nominations and elections shall be conducted in accordance with this policy and administrative regulations.</p>
TERMS	<p>Representatives shall be elected or selected annually and shall be limited to two consecutive terms on the committee.</p>

PLANNING AND DECISION-MAKING PROCESS
CAMPUS-LEVEL

BQB
(LOCAL)

VACANCY

A vacancy during a term shall be filled for the remainder of the term by election or selection as appropriate for the category.

MEETINGS

The committee shall meet at the call of the principal. The principal shall set the agenda for each meeting.

PROPOSED REVISIONS

INVESTMENT
AUTHORITY

The Superintendent or other person designated by Board resolution shall serve as the investment officer of the District and shall invest District funds as directed by the Board and in accordance with the District's written investment policy and generally accepted accounting procedures. All investment transactions except investment pool funds and mutual funds shall be settled on a delivery versus payment basis.

APPROVED
INVESTMENT
INSTRUMENTS

From those investments authorized by law and described further in CDA(LEGAL) under AUTHORIZED INVESTMENTS, the Board shall permit investment of District funds in only the following investment types, consistent with the strategies and maturities defined in this policy:

1. Obligations of, or guaranteed by, governmental entities as permitted by Government Code 2256.009.
2. Certificates of deposit and share certificates as permitted by Government Code 2256.010.
3. Fully collateralized repurchase agreements permitted by Government Code 2256.011.
4. A securities lending program as permitted by Government Code 2256.0115.
5. Banker's acceptances as permitted by Government Code 2256.012.
6. Commercial paper as permitted by Government Code 2256.013.
7. No-load money market mutual funds and no-load mutual funds as permitted by Government Code 2256.014.
8. A guaranteed investment contract as an investment vehicle for bond proceeds, provided it meets the criteria and eligibility requirements established by Government Code 2256.015.
9. Public funds investment pools as permitted by Government Code 2256.016.

SAFETY

The primary goal of the investment program is to ensure safety of principal, to maintain liquidity, and to maximize financial returns within current market conditions in accordance with this policy. Investments shall be made in a manner that ensures the preservation of capital in the overall portfolio, and offsets during a 12-month period any market price losses resulting from interest-rate fluctua-

OTHER REVENUES
INVESTMENTS

CDA
(LOCAL)

tions by income received from the balance of the portfolio. No individual investment transaction shall be undertaken that jeopardizes the total capital position of the overall portfolio.

INVESTMENT
MANAGEMENT

In accordance with Government Code 2256.005(b)(3), the quality and capability of investment management for District funds shall be in accordance with the standard of care, investment training, and other requirements set forth in Government Code Chapter 2256.

LIQUIDITY AND
MATURITY

Any internally created pool fund group of the District shall have a maximum dollar weighted maturity of 180 days. The maximum allowable stated maturity of any other individual investment owned by the District shall not exceed one year from the time of purchase. The Board may specifically authorize a longer maturity for a given investment, within legal limits.

The District's investment portfolio shall have sufficient liquidity to meet anticipated cash flow requirements.

DIVERSITY

The investment portfolio shall be diversified in terms of investment instruments, maturity scheduling, and financial institutions to reduce risk of loss resulting from overconcentration of assets in a specific class of investments, specific maturity, or specific issuer.

MONITORING MARKET
PRICES

The investment officer shall monitor the investment portfolio and shall keep the Board informed of significant changes in the market value of the District's investment portfolio. Information sources may include financial/investment publications and electronic media, available software for tracking investments, depository banks, commercial or investment banks, financial advisers, and representatives/advisers of investment pools or money market funds. Monitoring shall be done monthly or more often as economic conditions warrant by using appropriate reports, indices, or benchmarks for the type of investment.

MONITORING RATING
CHANGES

In accordance with Government Code 2256.005(b), the investment officer shall develop a procedure to monitor changes in investment ratings and to liquidate investments that do not maintain satisfactory ratings.

FUNDS / STRATEGIES

Investments of the following fund categories shall be consistent with this policy and in accordance with the applicable strategy defined below. All strategies described below for the investment of a particular fund should be based on an understanding of the suitability of an investment to the financial requirements of the District and consider preservation and safety of principal, liquidity, marketability of an investment if the need arises to liquidate before maturity, diversification of the investment portfolio, and yield.

OTHER REVENUES
INVESTMENTS

CDA
(LOCAL)

OPERATING FUNDS	Investment strategies for operating funds (including any commingled pools containing operating funds) shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
AGENCY FUNDS	Investment strategies for agency funds shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
DEBT SERVICE FUNDS	Investment strategies for debt service funds shall have as their primary objective sufficient investment liquidity to timely meet debt service payment obligations in accordance with provisions in the bond documents. Maturities longer than one year are authorized provided legal limits are not exceeded.
CAPITAL PROJECT FUNDS	Investment strategies for capital project funds shall have as their primary objective sufficient investment liquidity to timely meet capital project obligations. Maturities longer than one year are authorized provided legal limits are not exceeded.
INTERNAL SERVICE FUNDS	Investment strategies for internal service funds shall have as their primary objective preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
SAFEKEEPING AND CUSTODY	The District shall retain clearly marked receipts providing proof of the District's ownership. The District may delegate, however, to an investment pool the authority to hold legal title as custodian of investments purchased with District funds by the investment pool.
BROKERS / DEALERS	Prior to handling investments on behalf of the District, brokers/dealers must submit required written documents in accordance with law. [See SELLERS OF INVESTMENTS, CDA(LEGAL)] Representatives of brokers/dealers shall be registered with the Texas State Securities Board and must have membership in the Securities Investor Protection Corporation (SIPC), and be in good standing with the Financial Industry Regulatory Authority (FINRA).
SOLICITING BIDS FOR CD'S	In order to get the best return on its investments, the District may solicit bids for certificates of deposit in writing, by telephone, or electronically, or by a combination of these methods.
INTEREST RATE RISK	To reduce exposure to changes in interest rates that could adversely affect the value of investments, the District shall use final and weighted-average-maturity limits and diversification. The District shall monitor interest rate risk using weighted average maturity and specific identification.
INTERNAL CONTROLS	

A system of internal controls shall be established and documented in writing and must include specific procedures designating who has authority to withdraw funds. Also, they shall be designed to protect against losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the District. Controls deemed most important shall include:

1. Separation of transaction authority from accounting and recordkeeping and electronic transfer of funds.
2. Avoidance of collusion.
3. Custodial safekeeping.
4. Clear delegation of authority.
5. Written confirmation of telephone transactions.
6. Documentation of dealer questionnaires, quotations and bids, evaluations, transactions, and rationale.
7. Avoidance of bearer-form securities.

These controls shall be reviewed by the District's independent auditing firm.

~~PORTFOLIO REPORT~~

~~In addition to the quarterly report required by law and signed by the District's investment officer, a comprehensive report on the investment program and activity shall be presented annually to the Board.~~

ANNUAL REVIEW

The Board shall review this investment policy and investment strategies not less than annually and shall document its review in writing, which shall include whether any changes were made to either the investment policy or investment strategies.

ANNUAL AUDIT

In conjunction with the annual financial audit, the District shall perform a compliance audit of management controls on investments and adherence to the District's established investment policies.

PROPOSED REVISIONS

GIFTS FROM THE PUBLIC

~~The Board may accept any bequest or gift of money or property on behalf of the District. The gift shall become the sole property of the District for its use and disposition. All gifts shall be given to the District and not to a particular school. At the discretion of the Superintendent or designee, the gift may be used in a particular school.~~

On behalf of the District, the Superintendent or designee may accept a donated item with a cost or market value of \$5,000 or less.

The Board may accept, on behalf of the District, a donated item with a cost or market value of more than \$5,000.

CRITERIA FOR ACCEPTANCE

~~The~~Before the Superintendent or Board accepts a donated item,
~~the Superintendent or designee shall examine and evaluate offers of gifts to the District and may recommend acceptance to the Board when the gifts:~~each gift and determine that it:

1. ~~Have~~Has a purpose consistent with established District purposes.
2. ~~Place~~Places no restrictions on the school program.
3. ~~Do~~Does not require the endorsement of a specific business product.
4. ~~Do~~Does not conflict with policies or actions of the Board or public law.
5. ~~Do not require extensive District maintenance. Is not excessively expensive to operate or maintain and does not result in equipment at any school being materially different from equipment at other schools.~~Is not excessively expensive to operate or maintain and does not result in equipment at any school being materially different from equipment at other schools.

PROPOSED REVISIONS

~~INVENTORY~~

~~The Superintendent shall be responsible for establishing an accurate inventory of all school property, including material, equipment, and real and personal property. This system shall be implemented at each school. Principals shall be required to take a physical count of all such property at the end of each fiscal year. This inventory shall be properly entered on the appropriate records for accounting purposes.~~

CAPITALIZATION THRESHOLD

The capitalization threshold for purposes of classifying capital assets shall be \$5,000.

DELETE POLICY

SELECTION OF
AUDITOR

The Board shall select an independent auditor for a five-year term to begin on January 1, subject to annual review by the Board in January. Selection shall be in January preceding the termination of the five-year term.

RESPONSIBILITY

The independent auditor shall report directly to the Board but shall keep the Superintendent appropriately advised relative to management and procedural recommendations. The assistant superintendent for business shall have the privilege of direct access to the independent auditor at all times regarding matters of business procedure.

DELETE POLICY

PETTY CASH ACCOUNTS

Petty cash accounts are established with various administrative units within the District as a convenient method to satisfy minor financial obligations. As they are established for convenience, care shall be taken to ensure that they are never used to circumvent standard policy or procedure of the District. If the following guidelines and principles are adhered to, no problems should arise and the convenience will continue to be available.

Petty cash shall be issued to the custody of a single person, generally the top administrator in an organizational unit. That person may delegate the handling of the cash to another employee, but may not relinquish the ultimate accountability for the funds. These funds shall be kept in balance with either cash and/or receipts at all times. All shortages become the personal financial responsibility of the official custodian of the money.

To establish a petty cash account, a purchase order shall be sent to the business office stating the amount of cash desired in the account and designating the petty cash activity account (Fund Series 89x) from which to draw the initial imprest fund. When the imprest fund is closed out, it is credited back to the petty cash activity account to zero it out. There shall be no other use of that account except as a source of the initial cash.

In establishing or re-establishing petty cash accounts, the following amounts have been set:

Elementary Schools	\$100 maximum
Middle School	\$150 maximum
High School	\$300 maximum

1. Petty cash funds shall be used only when normal purchasing procedures cannot meet the need in a timely or practical way.
2. No single purchase shall exceed \$20. The need for these items should be of an immediate nature which could not have been anticipated.
3. Every expenditure of petty cash shall be fully documented (receipted) and approved using vouchers for reimbursement of the cash. The accounting for a petty cash disbursement should consist of two documents: a petty cash voucher (BUS-011a) should show the date, amount paid, vendor, business nature of the purchase and full account code to be charged. Attached to the voucher shall be a bill or receipt identifiable as the purchase described on the voucher. Cash

PURCHASING AND ACQUISITION
PETTY CASH ACCOUNT

CHB
(LOCAL)

register tapes do not generally meet this requirement unless they show quantity and name of item purchased. Cash register receipts that do not automatically itemize quantity and items by name shall be accompanied by a complete itemized list showing items purchased. Users of petty cash shall not mix personal purchases with those made on behalf of the District.

4. Petty cash shall not be used for cashing personal checks.
5. When the cash available becomes low or exhausted, a request for reimbursement shall be submitted to the business office. The vouchers should be summarized on a petty cash reconciliation report and submitted with that signed report (BUS-11b). The only acceptable signature on the reconciliation report is that of the custodian of the account. One copy of the report shall be kept for the files.
6. At the close of the year all ten- and eleven-month administrative units shall reconcile and refund the petty cash. Petty cash shall then be requested upon their return.
7. The 12-month administrative units shall send a memo stating that they still have petty cash in the original amount allotted. The balance of either cash and/or receipts shall be noted.
8. If the association of the administrative employee changes, the former employee shall reconcile and refund the petty cash. The new administrative employee shall then follow the procedure for requesting a petty cash fund.

DELETE POLICY

All salespeople shall check with the appropriate administrator prior to talking with any employee under that administrator's supervision.

Salespeople shall be permitted to sell their payroll deductible products on campus the first day of school in August through September 15. The typical sales shall be annuities and insurance. Salespeople promoting non-payroll-deductible products or services shall sell until September 30. Salespeople shall not be permitted on campuses or at other departments any other time of the year.

Vendors shall not be permitted to use the school mail boxes to promote their products.

DELETE POLICY

VEHICLE
REGULATIONS

The Superintendent or designee shall establish rules and regulations concerning the operation and parking of vehicles on District property. Such rules and regulations shall be reviewed regularly and published annually in the student handbook.

PROPOSED REVISIONS

School equipment and supplies shall not be available for use, rent, or loan outside of school facilities other than for school-sponsored activities and events.

~~The staff shall not utilize District supplies, equipment, or school time with or without cost reimbursement to the District in the service of nonschool organizations or purposes other than the administration and instruction needs of the District.~~

~~This limitation shall not include service that may be provided as part of instructional programs, such as auto mechanics and vocational education programs for the disabled. These and other similar programs shall not be precluded from continuing such activities.~~

ACCESS TO TECHNOLOGY

~~Only supervised students who are enrolled in the District and authorized District staff shall be permitted to use a District computer or to access through any of the District's computer systems the District Network Services and outside telecommunication services such as Internet and TENET. Authorized student use shall comply with the acceptable use statement included in the student handbook.~~

~~District staff shall report to the principal any incidents of unauthorized access to any District computer, including the names of those responsible, if known.~~

DELETE POLICY

The Superintendent shall develop regulations regarding the use of a prepaid meal card or account to purchase meals served at school. The regulations shall address:

1. The length of the grace period during which a student may continue to purchase meals with a meal card or account that is exhausted or insufficient; and
2. Parent notification in the event of an exhausted card or account, including a schedule for repayment.

No fees or interest shall be charged in connection with meals purchased with an exhausted card or account.

PROPOSED REVISIONS

Note: For Board member use of District technology resources, see BBI. For student use of personal electronic devices, see FNCE.

AVAILABILITY OF ACCESS	<p>For purposes of this policy, "technology resources" means electronic communication systems and electronic equipment.</p> <p>Access to the District's technology resources, including the Internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations.</p>
LIMITED PERSONAL USE	<p>Limited personal use of the District's technology resources shall be permitted if the use:</p> <ol style="list-style-type: none">1. Imposes no tangible cost on the District;2. Does not unduly burden the District's technology resources; and3. Has no adverse effect on an employee's job performance or on a student's academic performance.
USE BY MEMBERS OF THE PUBLIC	<p>Access to the District's technology resources, including the Internet, shall be made available to members of the public, in accordance with administrative regulations. Such use shall be permitted so long as the use:</p> <ol style="list-style-type: none">1. Imposes no tangible cost on the District; and2. Does not unduly burden the District's technology resources.
ACCEPTABLE USE	<p>The Superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements consistent with the purposes and mission of the District and with law and policy.</p> <p>Access to the District's technology resources is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the District's technology resources and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. [See DH, FN series, FO series, and the Student Code of Conduct] Violations of law may result in criminal prosecution as well as disciplinary action by the District.</p>

TECHNOLOGY RESOURCES

CQ
(LOCAL)

INTERNET SAFETY	<p>The Superintendent or designee shall develop and implement an Internet safety plan to:</p> <ol style="list-style-type: none">1. Control students' access to inappropriate materials, as well as to materials that are harmful to minors;2. Ensure student safety and security when using electronic communications;3. Prevent unauthorized access, including hacking and other unlawful activities;4. Restrict unauthorized disclosure, use, and dissemination of personally identifiable information regarding students; and5. Educate students about cyberbullying awareness and response and about appropriate online behavior, including interacting with other individuals on social networking Web sites and in chat rooms.
FILTERING	<p>Each District computer with Internet access and the District's network systems shall have filtering devices or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act and as determined by the Superintendent or designee.</p> <p>The Superintendent or designee shall enforce the use of such filtering devices. Upon approval from the Superintendent or designee, an administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose.</p>
MONITORED USE	<p>Electronic mail transmissions and other use of the District's technology resources by students, employees, and members of the public shall not be considered private. Designated District staff shall be authorized to monitor the District's technology resources at any time to ensure appropriate use.</p>
DISCLAIMER OF LIABILITY	<p>The District shall not be liable for users' inappropriate use of the District's technology resources, violations of copyright restrictions or other laws, users' mistakes or negligence, and costs incurred by users. The District shall not be responsible for ensuring the availability of the District's technology resources or the accuracy, age appropriateness, or usability of any information found on the Internet.</p>
RECORD RETENTION	<p>A District employee shall retain electronic records, whether created or maintained using the District's technology resources or using</p>

TECHNOLOGY RESOURCES

CQ
(LOCAL)

personal technology resources, in accordance with the District's record management program. [See CPC]

DIGITAL SIGNATURE

The District shall comply with rules adopted by the Department of Information Resources, to the extent practicable, to authenticate a digital signature for an electronic communication sent to the District.

SECURITY BREACH
NOTIFICATION

Upon discovering or receiving notification of a breach of system security, the District shall disclose the breach to affected persons or entities in accordance with the time frames established by law.

The District shall give notice by using one or more of the following methods:

1. Written notice.
2. Electronic mail, if the District has electronic mail addresses for the affected persons.
3. Conspicuous posting on the District's Web site.
4. Publication through broadcast media.

DELETE POLICY

NAMING AND RENAMING OF SCHOOLS

School buildings shall be named by the Board, which may appoint a committee to study and suggest possible names for buildings.

The District shall refrain from naming any school after a living person.

The individual, group of citizens, or organization wishing to make this proposal shall contact the Superintendent at least seven days prior to the regular meeting so that this item may be entered on the agenda for the next regular meeting.

In naming school buildings or other facilities in the District, the following guidelines shall be used:

1. Facilities may be named after persons who have served the District or community.
2. Facilities may be named after any local, state, or national heroic figure.
3. Facilities may be named after any local, state, or national geographic area.
4. Facilities shall be named prior to awarding a contract for construction.

In order to consider naming a school after a deceased person, the person must have accomplished one or more of the following:

1. Significant and long-term contributions to the education of the citizenry, with evidence of civic involvement in the community.
2. Long-term public service that has vitally affected and benefited the education and/or welfare of the community.

The Board shall hear the presentation at the meeting and take the proposal under advisement, but shall not take any action at that meeting.

The individual, group of citizens, or any organization wishing to make a proposal to the Board regarding the renaming of any school must designate which school they are requesting to be renamed.

If the Board as a whole or an official Board committee appointed for the specific purpose of naming schools initiates a proposal to change the name of a school, the proposal shall be included on a regular Board meeting agenda, but no action shall be taken at that meeting.

PROPOSED REVISIONS

COMPLIANCE WITH LAW	The Superintendent shall establish procedures that ensure that all school facilities within the District comply with applicable laws and local building codes.
CONSTRUCTION CONTRACTS	<p>Prior to advertising, the Board shall determine the project delivery/contract award method to be used for each construction contract valued at or above \$50,000. To assist the Board, the Superintendent shall recommend the project delivery/contract award method that he or she determines provides the best value to the District. [See CV series]</p> <p>For construction contracts valued at or above \$ 40,000 <u>50,000</u>, the Superintendent shall also submit the resulting contract to the Board for approval. Lesser expenditures for construction and construction-related materials or services shall be at the discretion of the Superintendent and consistent with law and policy. [See also CH]</p>
CHANGE ORDERS	Change orders permitted by law shall be approved by the Board or its designee prior to any changes being made in the approved plans or the actual construction of the facility.
PROJECT ACCEPTANCE FORM	The official project construction and acceptance form shall be completed and signed by the Superintendent or designee before the completed projects are accepted by the Board, occupied, or put into use.
PROJECT ADMINISTRATION	<p>All construction projects shall be administered by the Superintendent or designee.</p> <p>The Superintendent shall keep the Board informed concerning construction projects and also shall provide information to the general public.</p>
INSPECTION	Prior to acceptance of a completed project, the Board or a committee appointed by the Board shall inspect all capital construction and major renovation projects of the District. Only after final acceptance and approval by the Board shall final payment be made.
BOARD INSPECTION AND ACCEPTANCE OF COMPLETED PROJECT	Acceptance of a new construction project or a major renovation project by the Board shall be withheld until all details are complete and the buildings are certified as complete by the architect and Superintendent. Completion of a project construction and acceptance form by the Superintendent shall constitute acceptance of the project and its readiness for Board inspection.

ADD POLICY

GUIDELINES

The District shall apply the following guidelines when naming school buildings or other facilities in the District:

1. A facility may be named for a person who has served the District or community, especially in service to children.
2. A facility may be named for a local, state, or national heroic figure.
3. Any person nominated must have made a significant contribution to society or to public education, and his or her name must lend prestige to a facility.
4. A facility may be named for a local residential or geographic area or a state or national landmark.
5. The facility most closely associated with an individual shall be selected for naming if the person nominated worked in or served the District,

RECOMMENDATION PROCESS

The Board may direct the Superintendent to solicit recommendations of names from staff, students, and the community.

The Superintendent may appoint a committee to solicit and review recommendations of names. A naming committee may include employee representatives from existing campuses, as well as community residents who are not employees.

The committee shall submit to the Board, within a time frame established by the Board, three recommended names for the campus or facility to be named.

BOARD DECISION

The Board retains the final authority for the decision in naming facilities.

PROPOSED REVISIONS

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. All vacancies within the District shall be posted at all appropriate District facilities. If necessary and if time permits, other appropriate means of advertising such as newspaper ads, professional journals, and university placement office listings may also be used <u>Current District employees may apply for any vacancy for which they have appropriate qualifications.</u>
FILLING VACANCIES	Current District employees are eligible to apply for any vacancy, such as: <ol style="list-style-type: none">1. New positions;2. Positions constituting a promotion or pay increase; and3. Positions not filled by transferring existing personnel on a campus.
APPLICATIONS	All applicants shall complete the application form supplied by the District. Information in on applications for contractual positions shall be verified <u>confirmed</u> before a contract is offered, <u>for a contractual position</u> and information in applications for noncontractual positions shall be verified before hiring or as soon as possible thereafter <u>for a noncontractual position</u> . The application shall be designed to elicit all pertinent information about the applicant, including the following: <ol style="list-style-type: none">1. A complete statement of all employment during the preceding five years, including specific dates for each position.2. A complete statement of all residences occupied during the preceding five years, including specific dates for each residence.3. Sufficient references to provide a clear assessment of the professional. <p>[For information related to the evaluation of criminal history records, see DBAA.]</p>

EMPLOYMENT PRACTICES

DC
(LOCAL)

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 DCA, 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
EXIT REPORTS

An exit interview shall be conducted, if possible, and an exit report shall be prepared for every employee who leaves employment with the District.

PROPOSED REVISIONS

DEFINITIONS

The term “immediate family” is defined as:

FAMILY

1. Spouse.
2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*.
3. Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
4. Sibling, stepsibling, and sibling-in-law.
5. Grandparent and grandchild.
6. Any person residing in the employee’s household at the time of illness or death.

For purposes of the Family and Medical Leave Act (FMLA), the definitions of spouse, parent, son or daughter, and next of kin are found in DECA(LEGAL).

FAMILY EMERGENCY

The term “family emergency” shall be limited to disasters and life-threatening situations involving the employee or a member of the employee’s immediate family.

LEAVE DAY

A “leave day” for purposes of earning, use, or recording of leave shall mean the number of hours per day equivalent to the employee’s usual assignment, whether full-time or part-time.

CATASTROPHIC ILLNESS OR INJURY

A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the District. Such conditions typically require prolonged hospitalization or recovery or are expected to result in disability or death. Conditions relating to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph. ~~Complications resulting from pregnancy shall be treated the same as any other condition.~~

AVAILABILITY

The District shall make state personal leave and local leave for the current year available for use at the beginning of the school year.

EARNING LOCAL LEAVE

An employee shall not earn any local leave when he or she is in unpaid status. An employee using full or proportionate paid leave shall be considered to be in paid status.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

DEDUCTIONS

LEAVE WITHOUT
PAY

The District shall not approve paid leave for more leave days than have been accumulated in prior years plus leave currently available. Any unapproved absences or absences beyond accumulated and available paid leave shall result in deductions from the employee's pay.

LEAVE PRORATION
EMPLOYED FOR
LESS THAN FULL
YEAR

If an employee separates from employment with the District before his or her last duty day of the year, or begins employment after the first duty day, state personal leave and local leave shall be prorated based on the actual time employed.

If an employee separates from employment before the last duty day of the school year, the employee's final paycheck shall be reduced for:

1. State personal leave the employee used beyond his or her pro rata entitlement for the school year; and
2. Local leave the employee used but had not earned as of the date of separation.

~~EMPLOYED FOR
FULL YEAR~~

~~If an employee uses more local leave than he or she earned and remains employed with the District through his or her last duty day, the District shall deduct the cost of the excess leave days from the employee's pay in accordance with administrative regulations.~~

RECORDING

Leave shall be recorded as follows:

1. For positions for which a substitute is normally required, leave shall be recorded in half-day increments, even if a substitute is not employed.
2. For positions for which a substitute is not normally required, leave shall be recorded on an hourly basis.
3. If the employee is taking intermittent FMLA leave, leave shall be recorded in one-hour increments.

ORDER OF USE

Earned compensatory time shall be used before any available paid state and local leave. [See DEA]

Unless an employee requests a different order, available paid state and local leave shall be used in the following order, as applicable:

1. Local leave.
2. State sick leave accumulated before the 1995–96 school year.
3. State personal leave.
4. Extended leave, if applicable.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

Use of extended sick leave and sick leave bank days shall be permitted only after all available state and local leave has been exhausted.

CONCURRENT USE OF
LEAVE

When an absent employee is eligible for FMLA leave, the District shall designate the absence as FMLA leave.

The District shall require the employee to use temporary disability leave and paid leave, including compensatory time, concurrently with FMLA leave.

An employee receiving workers' compensation income benefits may be eligible for paid or unpaid leave. An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable.

MEDICAL
CERTIFICATION

An employee shall submit medical certification of the need for leave if:

1. The employee is absent more than five consecutive workdays because of personal illness or absent more than three consecutive days because of illness in the immediate family;
2. The District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or Superintendent;
3. The employee requests FMLA leave for the employee's serious health condition or that of a spouse, parent, or child; or
4. The employee requests FMLA leave for military caregiver purposes.

Upon returning to work, the employee shall provide medical certification of his or her fitness to return to duty.

In each case, medical certification shall be made by a health-care provider as defined by the FMLA. [See DECA(LEGAL)]

Note: For District contribution to employee insurance during leave, see CRD(LOCAL).

STATE PERSONAL
LEAVE

The Board requires employees to differentiate the manner in which state personal leave is used:

NON-
DISCRETIONARY
USE

1. Non-discretionary use of leave shall be for the same reasons and in the same manner as state sick leave accumulated before May 30, 1995. [See DEC(LEGAL)]

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

Non-discretionary use includes leave related to the birth or placement of a child and taken within the first year after the child's birth, adoption, or foster placement.

DISCRETIONARY USE	2.	Discretionary use of leave is at the individual employee's discretion, subject to limitations set out below.
LIMITATIONS		The employee shall submit a written request for discretionary use of state personal leave to the immediate supervisor or designee in advance in accordance with administrative regulations. In deciding whether to approve or deny state personal leave, the supervisor or designee shall not seek or consider the reasons for which an employee requests to use leave. The supervisor or designee shall, however, consider the effect of the employee's absence on the educational program or District operations, as well as the availability of substitutes.
REQUEST FOR LEAVE		
DURATION OF LEAVE		Discretionary use of state personal leave shall not exceed three consecutive workdays.
SCHEDULE LIMITATIONS		Discretionary use of leave shall not be allowed on the day before a school holiday, the day after a school holiday, days scheduled for end-of-semester examinations, days scheduled for state-mandated assessments, or professional or staff development days.
LOCAL LEAVE		All employees shall be entitled to local sick leave equal to one leave day per month of employment minus those days under state leave. Local leave may be used for illness or disability, including pregnancy and childbirth, of the employee or for the illness or disability of a member of the employee's immediate family (as defined in the list above). For example, employees in positions normally requiring ten months of service per year shall earn five leave days of local sick leave. An employee in a position normally requiring 11 months of service per year shall earn six leave days of paid local leave per school year, concurrently with state personal leave, in accordance with administrative regulations. An employee in a position normally requiring 12 months of service per year shall earn seven leave days of paid local leave per school year, concurrently with state personal leave, in accordance with administrative regulations. Effective March 18, 2011, local leave shall accumulate to a maximum of 100 days. Once an employee accumulates 100 local leave days, only state days shall be earned by the employee. If the total number of local leave days falls below 100, the employee shall become eligible to earn local leave at the beginning of the next school

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

year, not to exceed five days in one year. Any employee who currently has over 100 local leave days as of March 18, 2011, shall be permitted to maintain and use those days in accordance with this policy; however, accumulation of days shall still be to a maximum of 100 days, unless the total number of days falls below 100.

Local leave shall be used according to the terms and conditions of state sick leave accumulated before the 1995–96 school year, except that an employee may contribute local leave to a sick leave bank or donate local leave to the local leave donation program. [See DEC(LEGAL)]

EXTENDED SICK
LEAVE

After 180 days of employment and all available state and local leave days have been exhausted, a full-time employee shall be granted in a school year a maximum of 45 leave days of extended sick leave to be used only for the employee’s own personal illness or injury, including pregnancy-related illness or injury.

The Superintendent may grant the first request for extended sick leave without a waiting period. Any subsequent requests shall be granted by the Superintendent after the employee has been absent for ten consecutive days.

A written request for extended sick leave must be accompanied by medical certification of the illness or injury.

For professional employees, the minimum pay for a long-term substitute teacher of \$75 shall be deducted for each day of extended sick leave taken, whether or not a substitute is employed. For employees other than professionals, an amount equal to one-half the individual employee’s daily rate of pay not to exceed that rate established by the prevailing substitute pay schedule shall be deducted for each day of extended sick leave taken.

Employees who are not on FMLA leave, and who are absent for more than 30 days taken as local leave or extended sick leave, must submit a medical certification justifying the need for additional local leave every 30 days. The District may send an employee who is not on FMLA leave to a physician for a second medical opinion after the leave has exceeded 45 days in any school year. The District shall select the medical provider to provide the second medical opinion and shall pay for costs associated with the examination.

Failure to provide required certification as set forth in this policy may warrant the leave being denied and/or employment action including termination.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

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(LOCAL)

LOCAL LEAVE
DONATION

The local leave donation program shall be available to employees for personal illness as well as for illness of the employee's immediate family as defined by the FMLA.

Certified employees of the District shall be eligible for the local leave donation program. This leave benefit, under procedures developed by the Superintendent, allows certified employees who have accrued more than 15 days of local leave to transfer a designated number of their local leave days to another certified employee or to an auxiliary employee who has exhausted all accrued leave and is authorized to receive the donation. The number of days donated shall not reduce the employee's local leave balance to fewer than 15 local days. The recipient of the days must be without any accrued leave for a minimum of 15 days prior to receiving donated days.

Donated days shall be used for the recipient one at a time as needed. Any sick leave days donated and not used by the receiving employee shall be removed from the receiving employee's leave upon his or her return to work.

Auxiliary employees of the District shall be eligible for the local leave donation program. This leave benefit, under procedures developed by the Superintendent, allows auxiliary employees who have accrued more than 15 days of local leave to transfer a designated number of their local leave days to another auxiliary employee who has exhausted all accrued leave and is authorized to receive the donation. The number of days donated shall not reduce the employee's local leave balance to less than 15 local days. The recipient of the days must be without any accrued leave for a minimum of 15 days prior to receiving donated days.

An employee may donate no more than 15 local sick leave days to any one employee and no more than 15 local sick leave days in any one year.

CATASTROPHIC SICK
LEAVE BANK

The catastrophic sick leave bank (CSLB) is a bank of local leave days established on a voluntary basis by full-time District employees to be used by any contributing member of the bank who suffers a catastrophic personal illness that extends beyond his or her accumulated sick leave.

The CSLB shall be administered by the employee benefit advisory committee representing all classifications of eligible employees. The committee shall have the responsibility of approving membership, receiving requests for the use of the bank, verifying the validity of requests, recommending approval or denial of the requests, and communicating its decision to the member and to the personnel department.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

All full-time employees of the District may join the CSLB by contributing one day of local leave. Members should be aware of the disposition of accumulated days. All unused sick leave days in the bank on June 30 shall be carried over to the next school year. If the bank has a 500-day balance on June 30, the committee shall declare a dividend for all continuing members in the bank. For example, members from the last school year shall be granted membership for the following school year without contribution of an additional local sick leave day.

Employment with the District shall be required for membership. New personnel and those wishing to rejoin the bank after the absence of a year or more may do so by contributing one day of local leave during the enrollment period. The enrollment period for the CSLB shall begin on the first working day of July and shall conclude with the end of the last working day of August. Membership applications must be returned no later than that date.

All applications for use of days from the bank shall be submitted within 30 workdays of diagnosis of illness or accident or within 30 workdays of the use of the employee's last sick day. Applications shall be submitted to the committee for action. Rejected applications may not be resubmitted.

At no time may more days be granted by the committee than are actually in the bank or than were actually missed by the employee. Each application shall be limited to units of 25 leave days, with a per-year maximum of 100 days.

FAMILY AND MEDICAL
LEAVE

For purposes of an employee's entitlement to FMLA leave, the 12-month period shall begin on the first duty day of the school year.

TWELVE-MONTH
PERIOD

COMBINED LEAVE
FOR SPOUSES

If both spouses are employed by the District, the District shall limit FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks. The District shall limit military caregiver leave to a combined total of 26 weeks. [See DECA(LEGAL)]

INTERMITTENT OR
REDUCED
SCHEDULE LEAVE

The District shall not permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee. [See DECA(LEGAL) for use of intermittent or reduced schedule leave due to a medical necessity.]

CERTIFICATION OF
LEAVE

If an employee requests leave, the employee shall provide certification, as required by FMLA regulations, of the need for leave. [See DECA(LEGAL)]

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

An employee must submit recertification for FMLA leave after the minimum duration period has expired. If the employee suffers from a chronic or long-term condition under continuing supervision of a health-care provider, the District may require certification no more often than every 30 days, unless the circumstances described by the previous certification have changed significantly or the District received information that casts doubt upon the employee's reason for the absence.

The District may require a second certification (chosen and paid for by the employer). This second opinion shall not be obtained from a health-care provider who is employed on a regular basis by the District. If the second opinion differs from the original certification, the District may require that the employee obtain a third opinion. The third opinion shall be considered final and binding on the District and the employee.

FITNESS-FOR-DUTY
CERTIFICATION

If an employee takes FMLA leave due to the employee's own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification. If the District will require certification of the employee's ability to perform essential job functions, the District shall provide a list of essential job functions to the employee with the FMLA designation notice.

END OF SEMESTER
LEAVE

If a teacher takes leave near the end of the semester, the District may require the teacher to continue leave until the end of the semester. [See DECA(LEGAL), LEAVE AT THE END OF A SEMESTER]

FAILURE TO
RETURN

If, at the expiration of FMLA leave, the employee is able to return to work but chooses not to do so, the District may require reimbursement of premiums paid by the District during the leave. [See DECA(LEGAL), RECOVERY OF BENEFIT COST]

TEMPORARY
DISABILITY LEAVE

Any full-time employee whose position requires educator certification by the State Board for Educator Certification or by the District shall be eligible for temporary disability leave. The maximum length of temporary disability leave shall be 180 calendar days. [See DBB(LOCAL) for temporary disability leave placement and DEC(LEGAL) for return to active duty.]

An employee's notification of need for extended absence due to the employee's own medical condition shall be forwarded to the Superintendent or designee as a request for temporary disability leave.

WORKERS'
COMPENSATION

Note: Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the District's contribution to health insurance.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

[See CRD(LOCAL) regarding payment of insurance contribution during employee absences.]

COURT
APPEARANCES

An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable.

An employee eligible for workers' compensation income benefits, and not on assault leave, may elect in writing to use paid leave.

Absences due to compliance with a valid subpoena or for jury duty shall be fully compensated by the District and shall not be deducted from the employee's pay or leave balance.

Absences for court appearances related to an employee's personal business shall be deducted from the employee's personal leave or shall be taken by the employee as leave without pay, unless complying with a valid subpoena.

REIMBURSEMENT FOR
LEAVE UPON
SEPARATION

The following leave provisions shall apply to local leave earned beginning on the original effective date of this program.

An employee who separates from employment with the District shall be eligible for reimbursement for local leave under the following conditions:

1. The employee's separation from employment is voluntary, i.e., the employee is retiring or resigning and is not being discharged or nonrenewed.
2. The employee provides advance written notice of intent to separate from employment. Contract employees must provide written notice at least 90 days before the last day of employment. Non-contract employees must provide written notice at least two weeks before the last day of employment.

Effective March 18, 2011, at noon, upon retirement from the District, a professional employee with a minimum of ten years of service shall receive a pay-out benefit of \$100 per day for local leave days, to a maximum of 100 days. A professional employee, resigning after a minimum of ten years with the District, shall receive a pay-out benefit of \$50 per day for local leave days, to a maximum of 100 days.

Effective March 18, 2011, at noon, upon retirement from the District, an auxiliary employee with a minimum of ten years of service shall receive a pay-out benefit of \$50 per day for local leave days, to a maximum of 100 days. An auxiliary employee resigning after a minimum of ten years with the District shall receive a pay-out benefit of \$25 per day for local leave days, to a maximum of 100 days.

West Orange-Cove CISD
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COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

Days that are reimbursed shall not be available to that employee for use in the District.

PROPOSED REVISIONS

PRIOR APPROVAL
REQUIRED An employee shall be reimbursed for reasonable, allowable expenses incurred in carrying out District business only with the prior approval of the employee's immediate supervisor.

TRAVEL EXPENSES Reimbursement for authorized travel shall be in accordance with legal requirements.

Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.

DOCUMENTATION
REQUIRED For any authorized expense incurred, the employee shall submit a statement, with receipts to the extent feasible, documenting actual expenses and in accordance with administrative procedures.

EXCEPTION Expenses for meals associated with authorized overnight travel not related to a state or federal grant shall be paid to employees on a per diem basis. No receipts shall be required for expenses paid on a per diem basis.

PROPOSED REVISIONS

REASONABLE
SUSPICION
SEARCHES

The District reserves the right to conduct searches when the District has reasonable suspicion to believe that a search will uncover evidence of work-related misconduct. The District may search the employee, the employee's personal items, work areas, lockers, and private vehicles parked on District premises or worksites or used in District business. Searches that reveal a violation of the District's standards of conduct may result in disciplinary action. [See DH]

Note: The following provisions apply to employees who are covered by the federal Department of Transportation (DOT) rules.

FEDERALLY
REQUIRED DOT
TESTING PROGRAM

In accordance with DOT rules, the District shall establish an alcohol and controlled substances testing program to help prevent accidents and injuries resulting from the misuse of alcohol and controlled substances by the drivers of commercial motor vehicles, including school buses. The primary purpose of the testing program is to prevent impaired employees from performing safety-sensitive functions.

The Superintendent shall designate a District official who shall be responsible for ensuring that information is disseminated to employees covered under this testing program regarding prohibited driver conduct, alcohol and controlled substances tests, and the consequences that follow positive test results.

DRUG-RELATED
VIOLATIONS

The following constitute drug-related violations under the DOT rules:

1. Refusing to submit to a required test for alcohol or controlled substances.
2. Providing an adulterated, diluted, or a substituted specimen on an alcohol or controlled substances test.
3. Testing positive for alcohol, at a concentration of 0.04 or above, in a post-accident test.
4. Testing positive for controlled substances in a post-accident test.
5. Testing positive for alcohol, at a concentration of 0.04 or above, in a random test.
6. Testing positive for controlled substances in a random test.

EMPLOYEE STANDARDS OF CONDUCT
SEARCHES AND ALCOHOL/DRUG TESTING

DHE
(LOCAL)

7. Testing positive for alcohol, at a concentration of 0.04 or above, in a reasonable suspicion test.

8. Testing positive for controlled substances in a reasonable suspicion test.

An employee who operates a commercial motor vehicle, including a bus, and commits a drug-related DOT violation as defined above shall not be eligible for reinstatement as a driver.

ALCOHOL RESULTS
BETWEEN 0.02 AND
0.04

In accordance with DOT rules, a driver tested under this policy and found to have an alcohol concentration of 0.02 or greater, but less than 0.04, shall be suspended from driving duties for at least 24 hours.

[In the event of a subsequent positive test result for alcohol of 0.02 or greater but less than 0.04, see the disciplinary consequences at DISTRICT-IMPOSED CONSEQUENCES, below.]

REASONABLE
SUSPICION DOT
TESTING

Only supervisors specifically trained in accordance with federal regulations may, based upon reasonable suspicion, remove a driver from a safety-sensitive position and require testing for alcohol and/or controlled substances. The determination of reasonable suspicion shall be based on specific observations of the appearance, behavior, speech, or body odors of the driver whose motor ability, emotional equilibrium, or mental acuity seems to be impaired. Such observations must take place just preceding, during, or just after the period of the workday that the driver is on duty.

The observations may include indication of the chronic and withdrawal effects of controlled substances. Within 24 hours of the observed behavior, the supervisor shall provide a signed, written record documenting the observations leading to a controlled substance reasonable suspicion test.

DISTRICT-IMPOSED
CONSEQUENCES

In addition to the consequences established by federal law, a District employee confirmed to have violated the District's policy pertaining to alcohol or controlled substances, including a second or subsequent positive test result for alcohol of 0.02 or greater but less than 0.04, shall be subject to District-imposed discipline, as determined by his or her supervisor and the Superintendent. Such discipline may include any appropriate action from suspension without pay during the period of removal from safety-sensitive functions, up to and including termination of employment. [See DF series]

In cases where a driver is also employed in a nondriving capacity by the District, disciplinary action imposed for violation of alcohol and controlled substances policies shall apply to the employee's

EMPLOYEE STANDARDS OF CONDUCT
SEARCHES AND ALCOHOL/DRUG TESTING

DHE
(LOCAL)

functions and duties that involve driving. Additionally, upon recommendation of the employee's supervisor, disciplinary measures up to and including termination of employment with the District may be considered.

PROPOSED REVISIONS

PRINCIPAL QUALIFICATIONS

In addition to the minimal certification requirement, the principal shall have at least:

1. Working knowledge of curriculum and instruction;
2. The ability to evaluate instructional program and teaching effectiveness;
3. The ability to manage budget and personnel and coordinate campus functions;
4. The ability to explain policy, procedures, and data;
5. Strong communications, public relations, and interpersonal skills;

~~6. Three years' experience as a classroom teacher;~~

~~7.6.~~ Prior experience in instructional leadership roles; and

~~8.7.~~ The ability to cCommunicate and promote high expectations of all students and staff.

~~9.8.~~ The ability to pProvide for the safety and security of all students and staff.

~~10.9.~~ The ability to eEnsure that the Student Code of Conduct is uniformly observed and equitably applied.

~~11.10.~~ Other qualifications deemed necessary by the Board.

DELETE POLICY

The Superintendent shall develop guidelines for grouping students using information from instructional personnel, test scores, and other data. Students may be grouped according to achievement levels, ability, and rate of progress when in the professional staff's judgment, the students' educational experiences will be enriched and improved, and individualized instruction will be better facilitated.

The methods, techniques, and procedures teachers use for grouping shall conform to the maturity, needs, and abilities of the students and to subject requirements. The District shall provide appropriate materials for varying levels of ability.

A continuing evaluation process shall be used to indicate the need for student movement between groups during the school year. Consideration shall be given to the welfare of both the group and the individual when grouping is done. (See also EIE)

DELETE POLICY

STUDENT TRIPS

Under certain conditions, student trips away from the campus will provide the opportunity for good learning experiences. Students must be eligible for such trips and shall submit, before leaving, a waiver of liability signed by parents. A student shall not be allowed to leave the group while on a trip unless the parent has so authorized, in person, to the group sponsor prior to or during the trip.

DELETE POLICY

The District provides the opportunity for students in grades 9-12 to view a 12-minute educational program on current events and news items, two minutes of which contain commercial advertising. A parent who prefers that his or her child not view any commercial broadcast at school should notify his or her teacher. An alternative supervised assignment will be made for the student.

DELETE POLICY

PHILOSOPHY	<p>We believe that the formal written curriculum is the foundation of the instructional process in a school system. We believe that the District should develop, implement, and assess a common rigorous curriculum that is based on defined standards and expectations at all grade levels and is provided to all students. We believe that the role of the teacher is to impart and assess the written curriculum in a way that enables each student to maximize learning.</p>
PURPOSE	<p>The District expects that learning shall be enhanced by adherence to an integrated curriculum that promotes continuity and cumulative acquisition of skills and knowledge from grade to grade and from campus to campus. There is a need for a systematic, ongoing program of curriculum development and evaluation which involves students, parents, teachers, and administrators to ensure that instruction will be derived from a curriculum that is common to all students and shall be available to all students and staff members regardless of grade assignment or program. The design and implementation of the curriculum shall be consistent with the Board's stated curriculum goals and objectives.</p>
REQUIRED CURRICULUM	<p>Instruction for grades pre-kindergarten through grade 12 shall be derived from a foundation and enrichment curriculum that incorporates the state essential knowledge and skills at each grade level. This integrated curriculum shall provide continuity and cumulative acquisition of skills and knowledge from grade to grade and from campus to campus. An assessment system shall be developed that is aligned with the written curriculum. All curricula, related courses and course catalogues shall be approved by the assistant superintendent for curriculum and instruction prior to adoption by the Board. The Board shall officially adopt curriculum at regularly scheduled meetings with adoption dates being stated on the cover of each guide.</p>
CURRICULUM DEVELOPMENT AND REVIEW	<p>The District shall continually develop and modify its curriculum to meet changing needs. The assistant superintendent of instruction shall be responsible for developing proposals relating to curriculum modifications and additions that, in the opinion of the Board, the staff, and consultants, are essential to the maintenance of a high-quality program of education from pre-kindergarten through grade 12.</p> <p>Curriculum guides shall be developed in sequence starting with the state-mandated foundation courses, then by state identified enrichment subjects and courses, and lastly by locally developed and innovative courses. All curriculum guides shall be developed on a continuum from prekindergarten through the 12th grade, unless</p>

CURRICULUM DEVELOPMENT

EG
(LOCAL)

otherwise approved by the department of curriculum and instruction.

Curriculum guides in each subject area or course shall conform to a standardized District format developed by the department of curriculum and instruction. All curriculum, modifications, and related guides shall be developed and approved through the auspices of the department of curriculum and instruction. New curriculum and/or modifications to the written curriculum shall not be made by any campus or other group except through the appointed District curriculum committee.

CURRICULUM CYCLE

All curricula shall go through a continuous process of initial writing or adoption, pilot testing, full implementation and evaluation, and rewriting. The initial curriculum review cycle for each subject area will be completed over approximately a four-year period as follows:

Year 1	Write/Adopt Initial Curriculum Document
Year 2	Pilot Test/Revise Initial Curriculum
Year 3	Fully Implement/Revise Curriculum
Year 4 and the following years	Evaluate & Revise Initial Curriculum

The curriculum shall be continually evaluated and revised during each year of the development cycle.

A curriculum committee shall be assembled by the department of curriculum and instruction that is representative of all grade levels that teacher a particular subject area of course. The curriculum committee shall be responsible for the planning, development, pilot testing, and ongoing evaluation and revision of the curriculum.

TAUGHT
CURRICULUM

All teachers shall be required to teach the adopted curriculum as well as contributing to the refinements of the written curriculum. The principal shall see that optimum use is made of the adopted curriculum guides and that their implementation is noted in daily lesson plans. Teachers are responsible for using the most effective research-based methods for teaching and/or modifying techniques for delivering the written curriculum.

CURRICULUM
MONITORING

The principal shall be primarily responsible for ensuring that the written curriculum is taught and assessed by all teachers. The principal shall obtain the resources necessary to teach the written curriculum in the most effective manner. The principal shall monitor the implementation of the taught curriculum in all classrooms and instructional settings on a regular basis, and ensure that optimum use is made of the adopted curriculum guides and is reflected

CURRICULUM DEVELOPMENT

EG
(LOCAL)

in teacher's daily lesson plans. Principals shall provide continuous feedback to the administration concerning the status of curriculum implementation.

CURRICULUM
RESOURCES

Resources purchased by the District shall be aligned to the adopted curriculum. Resources include state-adopted textbooks, audio-visual materials, computer software, and supplemental and adaptive materials.

TESTED
CURRICULUM

The District staff shall design and use a systematic assessment system to determine the effectiveness of the written curriculum that is taught throughout the District.

The tested curriculum shall include the following components:

1. A criterion-referenced assessment system that documents, records, reports, and awards credit for student skill attainment throughout the year.
2. District-level criterion-referenced tests for selected core objectives across all levels administered periodically throughout the year.
3. A criterion-referenced information-management system at the classroom and building levels for coordinating timely instructional planning, student assessment and placement, instructional delivery, and program evaluation.
4. Assessment strategies for teachers to diagnose and determine instructional assignments of student learning.
5. An assessment approach using state/local norm-referenced tests to evaluate the status of students from a national perspective and for curriculum revision as well as program design.
6. A program-evaluation component that guides curriculum redesign and instructional planning, with the learning outcomes based on program graduates and the performance demands of post-school roles.

The assessments aligned to the curriculum shall be developed according to a cycle that is parallel to the development of the written curriculum.

Principals shall review teacher-made tests to help teachers ensure that tests are congruent with the written curriculum and with what is being taught.

CURRICULUM
TRAINING

The District shall provide staff development opportunities for administrators and teachers that improve their skills in the delivery

CURRICULUM DEVELOPMENT

EG
(LOCAL)

and assessment of the effectiveness of the curriculum and instructional program. Administrators and teachers shall be required to attend staff development related to the curriculum, and the delivery and assessment of the curriculum. Training shall include, but not be limited to, the following:

1. Construction, validation, and interpretation of assessment results.
2. Analysis of student performance results.
3. Evaluating the effectiveness of the classroom instructional program.
4. Use of technology in instruction.
5. Instructional strategies that enhance student performance.
6. Strategies and resources for curriculum implementation for student with various learning needs.

The curriculum and instruction department shall coordinate and approve the planning, delivery, and documentation of all staff development activities for the development, delivery, and assessment of the curriculum for all administrative and instructional staff.

FUNDING

The Board shall adopt a budget annually that provides the monetary resources to fund the curriculum development/modification, curriculum training, materials and resources, and testing necessary to implement effectively the aligned curriculum.

DELETE POLICY

SUMMER SCHOOL
AND DRIVER'S
EDUCATION

Students enrolled in District schools shall pay an in-District fee approved by the Board for summer school and driver's education, and students enrolled in schools outside the District shall pay an out-of-District fee approved by the Board for summer school and driver's education. Tuition shall be paid in advance at registration. A nonrefundable registration fee shall be assessed.

REFUND

A full refund, except for the registration fee, shall be made for withdrawal from summer school within the first three days; a fifty percent refund shall be made for withdrawals on the fourth and fifth days. No refunds shall be given for withdrawals after the fifth day of classes. No refunds shall be provided for driver's education.

DELETE POLICY

The District shall participate in, and be governed by the policies of, the Special Education Cooperative for Regional Day School Program for the Deaf.

PROPOSED REVISIONS

NOMINATION / REFERRAL	Students may be nominated/referred for the gifted and talented program at any time by teachers, counselors, parents, or other interested persons.
SCREENING AND IDENTIFICATION PROCESS	The District shall provide assessment opportunities to complete the screening and identification process for nominated/referred students at least once per school year.
PARENTAL CONSENT	The District shall obtain written parental consent before any special testing or individual assessment is conducted as part of the screening and identification process. All student information collected during the screening and identification process shall be an educational record, subject to the protections set out in policies at FL.
IDENTIFICATION CRITERIA	The Board-approved program for the gifted and talented shall establish criteria to identify gifted and talented students. The criteria shall be specific to the state definition of gifted and talented and shall ensure the fair assessment of students with special needs, such as the culturally different, the economically disadvantaged, and students with disabilities.
ASSESSMENTS	Data collected through both objective and subjective assessments shall be measured against the criteria approved by the Board to determine individual eligibility for the program. Assessment tools may include, but are not limited to, the following: achievement tests, intelligence tests, creativity tests, behavioral checklists completed by teachers and parents, student/parent conferences, and available student work products.
SELECTION	A selection committee shall evaluate each nominated/referred student according to the established criteria and shall identify those students for whom placement in the gifted and talented program is the most appropriate educational setting. The committee shall be composed of at least three professional educators who have received training in the nature and needs of gifted students, as required by law, and shall be established at each campus.
NOTIFICATION	The District shall provide written notification to parents of students who qualify for services through the District's gifted and talented program. Participation in any program or services provided for gifted students shall be voluntary, and the District shall obtain written permission from the parents before placing a student in a gifted program.
NO REASSESSMENT	The District shall not perform routine reassessments.

SPECIAL PROGRAMS
GIFTED AND TALENTED STUDENTS

EHBB
(LOCAL)

<u>TRANSFER STUDENTS</u> <u>INTERDISTRICT</u>	<u>When a student identified as gifted by a previous school district enrolls in the District, the District shall place the student in the District's program for gifted and talented students.</u>
TRANSFER STUDENTS INTERDISTRICT	When a student identified as gifted by a previous school district enrolls in the District, the selection committee shall review the student's records to determine if placement in the District's program for gifted and talented students is appropriate. The selection committee shall make a determination within 30 calendar days of the student's enrollment in the District and shall base the decision on the transferred records, observation reports of District teachers who instruct the student, and student and parent conferences. [See FDD(LEGAL) for information regarding transfer students and the Interstate Compact on Educational Opportunities for Military Children]
FURLOUGHS	The District may place on a furlough any student who is unable to maintain satisfactory performance or whose educational needs are not being met within the structure of the gifted and talented program. A furlough may be initiated by the District, the parent, or the student. In accordance with administrative regulations, a furlough shall be granted for specified reasons and for a specified period of time. At the end of a furlough, the student may reenter the gifted program, be placed on another furlough, or be exited from the program.
EXIT PROVISIONS	The District shall monitor student performance in the program. If at any time the selection committee determines it is in the best interest of the student and his or her educational needs, the committee may exit a student from the program. If a student or parent requests removal from the program, the selection committee shall meet with the parent and student before honoring the request.
APPEALS	A parent or student may appeal any final decision of the selection committee regarding selection for or exit from the gifted program. Appeals shall be made first to the selection committee. Any subsequent appeals shall be made in accordance with FNG(LOCAL) beginning at Level Two.
PROGRAM EVALUATION	The District shall annually evaluate the effectiveness of the District's gifted program, and the results of the evaluation shall be used to modify and update the District and campus improvement plans. The District shall include parents in the evaluation process and shall share the information with Board members, administrators, teachers, counselors, students in the gifted and talented program, and the community.

SPECIAL PROGRAMS
GIFTED AND TALENTED STUDENTS

EHBB
(LOCAL)

COMMUNITY
AWARENESS

The District shall ensure that information about the District's gifted and talented program is available to parents and community members and that they have an opportunity to develop an understanding of and support for the program.

PROPOSED REVISIONS

Students ~~in grades 6–12~~ at all grade levels who have been identified as being at risk of dropping out of school, who are not performing at grade level, ~~who have a grade in a core subject at the end of a three-week reporting period lower than 75,~~ or who did not perform satisfactorily on a state-mandated assessment, shall be ~~required to attend tutorials, provided accelerated and/or compensatory educational services based on needs assessment.~~ The students principal shall ensure that each identified under the above criteria shall be required to attend tutorials prior to participating in practices associated with any extracurricular program or activity student is receiving services.

The services provided each student shall be consistent with the goals and strategies established in the District and campus improvement plans and shall be reviewed for effectiveness at the close of each grading period. Parents shall be encouraged to participate in the planning of educational services for their child and shall be kept informed regarding the child's progress toward educational **goals**.

Parents of students who are not successful in meeting requirements for promotion shall be informed of any available options, such as an extended year program or summer school.

[See EIE]

PROPOSED REVISIONS

CERTIFICATE OF
COURSEWORK
COMPLETION

The District shall ~~not~~ issue a certificate of coursework completion to a student who ~~fails to meet all~~ 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 one semester of a two-semester course and the combined grade for the two semesters is lower than 70, the District shall award the student credit for the semester with the passing grade. The student shall be required to retake only the semester in which he or she earned the failing grade.

PROPOSED REVISIONS

RELATION TO
ESSENTIAL
KNOWLEDGE AND
SKILLS

The District shall establish instructional objectives that relate to the essential knowledge and skills for grade-level subjects or courses. These objectives shall address the skills needed for successful performance in the next grade or next course in a sequence of courses.

Assignments, tests, projects, classroom activities, and other instructional activities shall be designed so that each student's performance indicates the level of mastery of the designated District objectives.

GUIDELINES FOR
GRADING

The Superintendent or designee shall ensure that each campus or instructional level develops guidelines for teachers to follow in determining grades for students. These guidelines shall ensure that grading reflects a student's relative mastery of an assignment and that a sufficient number of grades are taken to support the grade average assigned. Guidelines for grading shall be clearly communicated to students and parents.

The District shall permit a student who meets the criteria detailed in the grading guidelines a reasonable opportunity to redo an assignment or retake a test for which the student received a failing grade.

PROGRESS
REPORTING

The District shall issue grade reports/report cards every six weeks on a form approved by the Superintendent or designee. Performance shall be measured in accordance with this policy and the standards established in EIE.

INTERIM REPORTS

Interim progress reports shall be issued for all students after the third week of each grading period. Supplemental progress reports may be issued at the teacher's discretion; ~~however, notice of a student's consistent unsatisfactory performance shall be issued in accordance with law.~~

CONFERENCES

In addition to conferences scheduled on the campus calendar, conferences may be requested by a teacher or parent as needed.

ACADEMIC
DISHONESTY

A student found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students.

DELETE POLICY

EXEMPTION POLICY The number of exemptions shall be determined by the classification, grade average, and number of absences as described below:

Fall Term

SENIORS	1 absence / 85 average = 3 exemptions 2-3 absences / 85 average = 2 exemptions
JUNIORS	1 absence / 85 average = 2 exemptions 2-3 absences / 85 average = 2 exemptions
SOPHOMORES AND FRESHMEN	1 absence / 90 average = 2 exemptions 2-3 absences / 90 average = 1 exemption

Spring Term

SENIORS	1 absence / 85 average = 4 exemptions 2-3 absences / 85 average = 2 exemptions
JUNIORS	1 absence / 85 average = 3 exemptions 2-3 absences / 85 average = 2 exemptions
SOPHOMORES AND FRESHMEN	1 absence / 90 average = 2 exemptions 2-3 absences / 90 average = 1 exemption

GUIDELINES The following guidelines shall apply:

1. Students with more than three absences in any class shall be ineligible for exemptions from final semester examinations or final semester projects in the class in which they have more than three absences.
2. Two tardies per six-week grading period in any one class shall equal one absence for exemption purposes.
3. Students must be enrolled in a District high school the entire semester for which an exemption would be granted to be eligible for exemption from any examination. Any student enrolled in a District high school after the first week of a semester shall be ineligible for exemptions.
4. Students who received any discipline past the detention level shall not be eligible for exemptions from any examination or project.

GRADING/PROGRESS REPORTS TO PARENTS
EXAMINATIONS

EIAA
(LOCAL)

5. In accordance with EIA(LOCAL), students shall be graded at various stages of completion, rather than only given a grade for the final project. An exemption shall only apply to the grade for the final semester project.
6. Students who exhibit mastery of any sections of the TAKS during the spring administration shall be eligible for exemption from that test area. (For example, English, mathematics, science, and social studies). These students must have three or fewer absences and an average of 90.
7. Should they so desire, the opportunity shall be provided for students to take an examination or to complete a project although they qualify for an exemption. A student's grade average for the course shall not be lowered by his or her performance on the final examination or project should he or she choose to take one in a course for which he or she qualifies for exemption.
8. Determination of the grade average to qualify for an exemption shall be accomplished by calculating the average. The cut-off date for determining grades used for exemption purposes shall be the Friday before the week of examinations. Teachers shall continue to take grades through the end of the grading period; however, any grades taken after the cut-off date shall not be used in determining the grade average used for exemption calculation.
9. Students in any course that has an end-of-course (EOC) assessment must take that examination.
10. Exemption forms shall be given to students the week of examinations verifying students' eligibility. Students failing to complete this verification process by the deadline shall not be exempt from examinations.

PROPOSED REVISIONS

COURSE
REQUIREMENTS

To graduate, a student must complete the courses required by the District in addition to those mandated by the state.

GRADUATION
PROGRAMS
INSTITUTED
PRIOR TO
2014–15

Students enrolled in high school prior to the 2014–15 school year may graduate under state programs other than the foundation program, including the Minimum Program, the Recommended Program, and the Advanced/Distinguished Achievement Program. The courses required for each of these programs shall be listed in appropriate publications. The District credit requirements under these programs are listed below.

MINIMUM
PROGRAM

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

~~The District requires completion of 3 credits in addition to the number required by the state for graduation under the Minimum Program.~~

RECOMMENDED
PROGRAM

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

ADVANCED /
DISTINGUISHED
ACHIEVEMENT
PROGRAM

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

NO READING
CREDITS

The District shall not offer state graduation credit for reading.

~~READING CREDITS~~

~~The District shall offer up to 3 credits of reading for state graduation credit. 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:~~

~~1. Recommendation by a teacher or counselor.~~

~~2. Scores on assessment instruments and/or achievement tests.~~

FOUNDATION
PROGRAM

The courses that satisfy District requirements under the foundation program, including courses for the distinguished level of achievement and courses for endorsements offered by the District, shall be listed in appropriate District publications.

WITHOUT AN
ENDORSEMENT

The District requires no additional credits beyond the number mandated by the state to graduate under the foundation program without an endorsement. Graduation under the foundation program

ACADEMIC ACHIEVEMENT
GRADUATION

EIF
(LOCAL)

without an endorsement shall be permitted only as authorized under state law and rules.

WITH AN
ENDORSEMENT

The District requires no additional credits beyond the number mandated by the state to graduate under the foundation program with an endorsement.

DISTINGUISHED
LEVEL OF
ACHIEVEMENT

The District requires no additional credits beyond the number mandated by the state to graduate under the foundation program with the distinguished level of achievement.

NO FINE ARTS
SUBSTITUTIONS

The District shall not award state graduation credit in fine arts for participation in a community-based fine arts program.

PHYSICAL EDUCATION
SUBSTITUTIONS

To the extent permitted by state rules applicable to the student's graduation program, the District shall award state graduation credit in physical education for participation in approved activities and elective courses.

ACTIVITIES AND
COURSES

NO PRIVATE OR
COMMERCIAL
PROGRAMS

The District shall not award state graduation credit in physical education for private or commercially sponsored physical activity programs conducted either on or off campus. [See also EHAC]

PROPOSED REVISIONS

CLASS CHANGES

The campus principal shall be authorized to investigate and approve the transfer of a student from one classroom to another.

Note: For the transfer of a student who is the victim of bullying or who engaged in bullying, see FDB(LEGAL). For the transfer of a student who attends a persistently dangerous school, becomes a victim of a violent criminal offense, or becomes a victim of sexual assault, see FDE.

~~A student shall be assigned to a school in the attendance area in which he or she resides. The Superintendent may authorize the intradistrict transfer of a student, upon written request by the parent, with the understanding that transportation shall be provided by the parent. The Superintendent may assign any student from one school facility or classroom to another within the District. When the Board changes the attendance zones, a student shall attend the appropriate school as designated by that change.~~

~~A student in kindergarten—grade 5 who is attending a District school and moves to another school attendance area may continue to attend the school where he or she was initially enrolled for the remainder of the current school year. Transportation shall be the responsibility of the parent if the student is not attending his or her geographically designated campus.~~

~~CHILDREN OF DISTRICT EMPLOYEES~~

~~A child of a District employee may attend the campus to which his or her parent is assigned, regardless of the designated attendance zone.~~

~~INTRADISTRICT TRANSFERS — ELEMENTARY~~

~~A transfer from one attendance zone to another may be granted by the Superintendent or designee at the beginning of a semester if a physical move of a student's family is planned within the school year. A transfer from one attendance zone to another may be granted if the school administration feels that such a transfer would enhance educational opportunities.~~

~~A student may be transferred administratively when it shall more evenly distribute class size among the schools involved.~~

~~BOARD RESPONSE TO PARENT PETITION~~

~~Upon receipt of a written petition to transfer a child from one attendance zone to another, the following criteria shall be considered when determining the need to deny the petition:~~

- ~~1. Overcrowding at the sending and receiving schools.~~
- ~~2. Size of sending and receiving schools.~~
- ~~3. Dependability of parent transportation.~~
- ~~4. Permanence of request. The student must remain for the full school year.~~

~~**Note:** For the transfer of a student who is the victim of bullying or who engaged in bullying, see FDB(LEGAL). For the transfer of a student who attends a persistently dangerous school, becomes a victim of a violent criminal offense, or becomes a victim of sexual assault, see FDE.~~

PROPOSED REVISIONS

ATTENDANCE COMMITTEES

The Board shall establish an attendance committee or as many committees as necessary for efficient implementation of Education Code 25.092.

The Superintendent or designee shall make the specific appointments in accordance with legal requirements.

PARENTAL NOTICE OF EXCESSIVE ABSENCES

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.

~~METHODS FOR REGAINING CREDIT OR AWARDING A FINAL GRADE~~

~~When a student's attendance drops below 90 percent but remains at least at 75 percent of the days the class is offered, the student may earn credit for the class or a final grade by completing a plan approved by the principal. This plan must provide for the student to meet the instructional requirements of the class as determined by the principal.~~

~~If the student fails to successfully complete the plan, or when a student's attendance drops below 75 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.

Petitions for credit or a final grade may be filed at any time the student receives notice but, in any event, no later than six ~~30~~ days after the last day of classes.

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. The attendance committee may ~~also, whether a petition is filed or not,~~ review the records of all students whose attendance drops below 90 percent of the days the class is offered, whether or not a petition is filed.

Students who have lost credit or have 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.

PERSONAL ILLNESS

When a student's absence for personal illness exceeds five consecutive days, the principal or attendance committee shall ~~may~~ require that the student present a statement from a physician or health clinic verifying the illness or condition that caused the student's extended absence from school as a condition of classifying the absence as one for which there are extenuating circumstances.

If a student has established a questionable pattern of absences, the principal or attendance committee may require that a student present a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances.

GUIDELINES ON
EXTENUATING
CIRCUMSTANCES

The attendance committee shall adhere to the following guidelines to determine attendance for award of credit or a final grade:

DAYS OF
ATTENDANCE

1. All absences shall be considered in determining whether a student has attended the required percentage of days. If makeup work is completed satisfactorily, excused absences that are allowed under compulsory attendance requirements shall be considered days of attendance for this purpose. [See FEA(LEGAL) at EXCUSED ABSENCES FOR COMPULSORY ATTENDANCE DETERMINATIONS]

TRANSFERS /
MIGRANT
STUDENTS

2. A transfer or migrant student incurs absences only after his or her enrollment in the District.

BEST INTEREST
STANDARD

3. In reaching consensus regarding a student's absences, the committee shall attempt to ensure that its decision is in the best interest of the student. The Superintendent or designee shall develop administrative regulations addressing the committee's documentation of the decision.

DOCUMENTATION

4. The committee shall consider the acceptability and authenticity of documented reasons for the student's absences.

CONSIDERATION OF
CONTROL

5. The committee shall consider whether the absences were for reasons out of the student's or parent's control.

STUDENT'S
ACADEMIC RECORD

6. The committee shall consider whether or not the student has completed assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.

INFORMATION
FROM STUDENT OR
PARENT

7. 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 committee may impose any of the following conditions for students with excessive absences to regain credit or be awarded a final grade:

1. Completing additional assignments, as specified by the committee or teacher.

ATTENDANCE
ATTENDANCE FOR CREDIT

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2. Attending tutorial sessions as scheduled, which may include Saturday classes or before- and after-school programs.
3. Maintaining the attendance standards for the rest of the semester.
4. Taking an examination to earn credit. [See EHDB]
5. Attending a flexible school day program.
6. Attending summer school.

In all cases, the student must also 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) beginning at Level Three.

PROPOSED REVISIONS

UIL PARTICIPATION	A student desiring to participate in the UIL athletic program shall complete and submit annually a pre-participation physical signed by an approved licensed practitioner (M. D. or D. O.) <u>statement from a health care provider authorized under UIL rules</u> indicating that the student has been examined and is physically able to participate in the athletic program.
ADDITIONAL SCREENING	The District may provide additional screening as District and community resources permit.
REFERRALS	Parents of students identified through any screening programs as needing treatment or further examination shall be advised of the need and referred to appropriate health agencies.

PROPOSED REVISIONS

STUDENT ILLNESS Procedures shall be established by the administration to ensure that proper attention is given to any student who becomes ill during the course of a school day.

ACCIDENTS INVOLVING STUDENTS Emergency procedures shall be established by the administration to ensure proper attention for any student injured at school. Records shall be maintained on all accidents that require the attention of a medical doctor.

EMERGENCY TREATMENT FORMS Each year, students and parents shall complete and sign a form that provides emergency information and authorizes school officials to obtain emergency medical treatment, as provided by law.

PURCHASING MEDICATION Except as provided in this policy, at ADMINISTRATION OF MEDICATION TO ATHLETES, the District shall not purchase nonprescription medication to administer to a student.

ADMINISTERING MEDICATION No employee shall give any student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements of any type, except as provided below.

EXCEPTIONS
PROVIDED BY PARENT

Employees authorized by the Superintendent or designee may administer to students:

1. Prescription medication in accordance with legal requirements. [See FFAC(LEGAL)]
2. Nonprescription medication, ~~herbal~~ upon a parent's written request, when properly labeled and in the original container.
- 2.3. Herbal substances, or dietary supplements provided by the parent and only if required by the individualized education program or Section 504 plan of a student with disabilities.

~~PROVIDED BY DISTRICT~~

3. ~~Nonprescription medication provided only on an emergency basis by the District and consistent with:~~
 - a. ~~Protocols established by the District's medical advisor who must be licensed to practice medicine in the state of Texas; and~~
 - b. ~~Parental consent given on the emergency treatment form.~~

ADMINISTRATION OF MEDICATION TO ATHLETES The District shall purchase nonprescription medication that may be used to prevent or treat illness or injury in the District's athletic program. Only a licensed athletic trainer or a physician licensed to practice medicine in the state of Texas may administer this medication and may do so only if:

WELLNESS AND HEALTH SERVICES
MEDICAL TREATMENT

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(LOCAL)

1. The student's parent has given prior written consent for medication to be administered; and
2. The administration of a medication by an athletic trainer is in accordance with a standing order or procedures approved by a physician licensed to practice medicine in the state of Texas.

PSYCHOTROPICS

Except as permitted by Education Code 38.016, an employee shall not:

1. Recommend to a student or a parent that the student use a psychotropic drug;
2. Suggest a particular diagnosis; or
3. Exclude the student from a class or a school-related activity because of the parent's refusal to consent to psychiatric evaluation or examination or treatment of the student.

PROPOSED REVISIONS

- SCHOOL-SPONSORED Fund-raising activities by student groups and/or for school-sponsored projects shall be allowed, with prior administration approval and under the supervision of the project sponsor, for students in all grades.
- All fund-raising projects shall be subject to the approval of the principal and Superintendent.
- Student participation in approved fund-raising activities shall not interfere with the regular instructional program. [See EC] Funds raised shall be received, deposited, and disbursed in accordance with CFD(LOCAL).
- FOR OUTSIDE ORGANIZATIONS Students ~~shall not be permitted to participate in fund drives for nonschool charitable organizations as official representatives of their school.~~ representing their school may participate in charitable institution and community drives. Such participation, which shall be on a strictly voluntary basis and shall not disrupt the regular school day, shall be open to students in all grades.
- BY OUTSIDE ORGANIZATIONS No outside organizations of any sort may solicit contributions of any type from students, within the schools.
- LOSS OF CLASS TIME The collection of monies that takes the time of the students or teachers during school hours is strictly forbidden, unless the monies collected represent payment for school lunches, monies that will benefit the school or its students, or other authorized fees. [See also FP]
- The Board shall regularly be informed of approved fund-raising projects and shall periodically review the effect of such activity on the student body, the instructional program, and the community.

PROPOSED REVISIONS

COMPREHENSIVE SYSTEM	The Superintendent or designee shall develop and maintain a comprehensive system of student records and reports dealing with all facets of the school program operation and shall ensure through reasonable procedures that records are accessed by authorized persons only, as allowed by this policy. These data and records shall be stored in a safe and secure manner and shall be conveniently retrievable for use by authorized school officials.
CUMULATIVE RECORD	<p>A cumulative record shall be maintained for each student from entrance into District schools until withdrawal or graduation from the District.</p> <p>This record shall move with the student from school to school and be maintained at the school where currently enrolled until graduation or withdrawal. Records for nonenrolled students shall be retained for the period of time required by law. No permanent records may be destroyed without explicit permission from the Superintendent. [See CPC]</p>
CUSTODIAN OF RECORDS	The principal is custodian of all records for currently enrolled students. The Superintendent is the custodian of records for students who have withdrawn or graduated. The student handbook made available to all students and parents shall contain a listing of the addresses of District schools, as well as the Superintendent's business address.
TYPES OF EDUCATION RECORDS	<p>The record custodian shall be responsible for the education records of the District. These records may include:</p> <ol style="list-style-type: none">1. Admissions data, personal and family data, including certification of date of birth.2. Standardized test data, including intelligence, aptitude, interest, personality, and social adjustment ratings.3. All achievement records, as determined by tests, recorded grades, and teacher evaluations.4. All documentation regarding a student's testing history and any accelerated instruction he or she has received, including any documentation of discussion or action by a grade placement committee convened for the student.5. Health services record, including:<ol style="list-style-type: none">a. The results of any tuberculin tests required by the District.

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(LOCAL)

- b. The findings of screening or health appraisal programs the District conducts or provides. [See FFAA]
- c. Immunization records. [See FFAB]
- 6. Attendance records.
- 7. Student questionnaires.
- 8. Records of teacher, counselor, or administrative conferences with the student or pertaining to the student.
- 9. Verified reports of serious or recurrent behavior patterns.
- 10. Copies of correspondence with parents and others concerned with the student.
- 11. Records transferred from other districts in which the student was enrolled.
- 12. Records pertaining to participation in extracurricular activities.
- 13. Information relating to student participation in special programs.
- 14. Records of fees assessed and paid.
- 15. Records pertaining to student and parent complaints.
- 16. Other records that may contribute to an understanding of the student.

ACCESS BY PARENTS

The District shall make a student's records available to the student's parents, as permitted by law. The records custodian or designee shall use reasonable procedures to verify the requestor's identity before disclosing student records containing personally identifiable information.

Records may be reviewed in person during regular school hours without charge upon written request to the records custodian. For in-person viewing, the records custodian or designee shall be available to explain the record and to answer questions. The confidential nature of the student's records shall be maintained at all times, and records to be viewed shall be restricted to use only in the Superintendent's, principal's, or counselor's office, or other restricted area designated by the records custodian. The original copy of the record or any document contained in the cumulative record shall not be removed from the school.

Copies of records are available at a per copy cost, payable in advance. Copies of records must be requested in writing. Parents may be denied copies of records if they fail to follow proper proce-

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dures or pay the copying charge. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of a parent, one copy of the record shall be provided at no charge.

A parent may continue to have access to his or her child's records under specific circumstances after the student has attained 18 years of age or is attending an institution of postsecondary education. [See FL(LEGAL)]

ACCESS BY SCHOOL
OFFICIALS

A school official shall be allowed access to student records if he or she has a legitimate educational interest in the records.

For the purposes of this policy, "school officials" shall include:

1. An employee, Board member, or agent of the District, including an attorney, a consultant, a contractor, a volunteer, a school resource officer, and any outside service provider used by the District to perform institutional services.
2. An employee of a cooperative of which the District is a member or of a facility with which the District contracts for placement of students with disabilities.
3. A contractor retained by a cooperative of which the District is a member or by a facility with which the District contracts for placement of students with disabilities.
4. A parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

All contractors provided with student records shall follow the same rules as employees concerning privacy of the records and shall return the records upon completion of the assignment.

A school official has a "legitimate educational interest" in a student's records when he or she is:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities;
3. Compiling statistical data;
4. Reviewing an education record to fulfill the official's professional responsibility; or
5. Investigating or evaluating programs.

STUDENT RECORDS

FL
(LOCAL)

TRANSCRIPTS AND
TRANSFERS OF
RECORDS

The District may request transcripts from previously attended schools for students transferring into District schools; however, the ultimate responsibility for obtaining transcripts from sending schools rests with the parent or student, if 18 or older.

For purposes of a student's enrollment or transfer, the District shall promptly forward in accordance with the time line provided in law education records upon request to officials of other schools or school systems in which the student intends to enroll or enrolls. [See FD(LEGAL), REQUIRED DOCUMENTATION] The District may return an education record to the school identified as the source of the record.

RECORDS
RESPONSIBILITY FOR
STUDENTS IN SPECIAL
EDUCATION

The [executive](#) director of [student services](#) ~~special education~~ shall be responsible for ensuring the confidentiality of any personally identifiable information in records of students in special education.

A current listing of names and positions of persons who have access to records of students in special education is maintained at the office of [student services](#) ~~special education~~.

PROCEDURE TO
AMEND RECORDS

Within 15 District business days of the record custodian's receipt of a request to amend records, the District shall notify the parents in writing of its decision on the request and, if the request is denied, of their right to a hearing. If a hearing is requested, it shall be held within ten District business days after the request is received.

Parents shall be notified in advance of the date, time, and place of the hearing. An administrator who is not responsible for the contested records and who does not have a direct interest in the outcome of the hearing shall conduct the hearing. The parents shall be given a full and fair opportunity to present evidence and, at their own expense, may be assisted or represented at the hearing.

The parents shall be notified of the decision in writing within ten District business days of the hearing. The decision shall be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision. If the decision is to deny the request, the parents shall be informed that they have 30 District business days within which to exercise their right to place in the record a statement commenting on the contested information and/or stating any reason for disagreeing with the District's decision.

[DIRECTORY
INFORMATION](#)

[Directory information for District students has been classified into two separate categories:](#)

- [1. Items for use only for school-sponsored purposes; and](#)
- [2. Items for all other purposes.](#)

STUDENT RECORDS

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SCHOOL-
SPONSORED
PURPOSES

For the following school-sponsored purposes—all District publica-
tions and announcements—directory information shall include stu-
dent name; address; telephone listing; electronic mail address;
photograph; date and place of birth; major field of study; degrees,
honors, and awards received; dates of attendance; grade level;
most recent educational institution attended; participation in official-
ly recognized activities and sports; and weight and height of mem-
bers of athletic teams.

ALL OTHER
PURPOSES

For all other purposes, directory information shall include student
name; address; telephone listing; electronic mail address; photo-
graph; date and place of birth; major field of study; degrees, hon-
ors, and awards received; dates of attendance; grade level; most
recent educational institution attended; participation in officially
recognized activities and sports; and weight and height of mem-
bers of athletic teams.

~~DIRECTORY
INFORMATION~~

~~The District has designated the following categories of information
as directory information: student name; address; telephone listing;
electronic mail address; photograph; date and place of birth; major
field of study; degrees, honors, and awards received; dates of at-
tendance; grade level; most recent educational institution attended;
participation in officially recognized activities and sports; and
weight and height of members of athletic teams.~~

PROPOSED REVISIONS

EXTRACURRICULAR ACTIVITY ABSENCES

The District shall make no distinction between absences for UIL activities and absences for other extracurricular activities approved by the Board.

The District shall not limit an eligible student's absences related to participation in extracurricular activities. ~~A student shall be allowed in a school year a maximum of ten extracurricular absences not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of two absences for state competition.~~

USE OF DISTRICT FACILITIES

School-sponsored student groups may use District facilities with prior approval of the appropriate administrator. Other student groups may use District facilities in accordance with policy FNAB.

PROPOSED REVISIONS

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the District or by a District-affiliated school-support organization shall not be sold, circulated, distributed, or posted on any District premises by any District student, except in accordance with this policy.

The District shall not be responsible for, nor shall the District endorse, the contents of any nonschool literature distributed by students.

For purposes of this policy, "distribution" means the circulation of more than ten copies of material from a source other than the District.

Materials distributed under the supervision of instructional personnel as a part of instruction or other authorized classroom activities shall not be considered nonschool literature and shall not be governed by this policy.

[For distribution of nonschool literature by nonstudents, see GKDA]

LIMITATIONS ON CONTENT

Nonschool literature shall not be distributed by students on District property if:

1. The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.
2. The materials endorse actions endangering the health or safety of students.
3. The materials promote illegal use of drugs, alcohol, or other controlled substances.
4. The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person.
5. The materials contain defamatory statements about public figures or others.
6. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
7. The materials are hate literature or similar publications that scurrilously attack ethnic, religious, or racial groups or contain content aimed at creating hostility and violence; and the materials would materially and substantially interfere with school activities or the rights of others.

STUDENT EXPRESSION
DISTRIBUTION OF NONSCHOOL LITERATURE

FNAA
(LOCAL)

8. There is reasonable cause to believe that distribution of the nonschool literature would result in material and substantial interference with school activities or the rights of others.

PRIOR REVIEW

All nonschool literature intended for distribution by students on school campuses or other District premises under this policy shall be submitted to the campus principal for prior review in accordance with the following:

1. Materials shall include the name of the person or organization sponsoring the distribution.
2. Using the standards found in this policy at LIMITATIONS ON CONTENT, the campus principal shall approve or reject submitted materials within two school days of the time the materials were received.

EXCEPTIONS TO
PRIOR REVIEW

Prior review shall not be required for distribution of nonschool literature by District students only in the following circumstances:

1. Distribution of materials by a student to other attendees during a meeting of a noncurriculum-related student group authorized to meet at school during noninstructional time in accordance with FNAB(LOCAL); or
2. Distribution of nonschool materials in circumstances for which exceptions to prior review are authorized at GKDA(LOCAL).

Even when prior review is not required, all other provisions of this policy shall apply.

TIME, PLACE, AND
MANNER
RESTRICTIONS

Each campus principal shall designate times, locations, and means by which nonschool literature that is appropriate for distribution, as provided in this policy, may be made available or distributed by students to students or others at the principal's campus.

The Superintendent shall designate times, locations, and means for distribution of nonschool literature by students at District facilities other than school campuses, in accordance with this policy.

~~The campus principal shall designate times, locations, and means for distribution of nonschool literature by students at all District facilities, in accordance with this policy.~~

VIOLATIONS OF
POLICY

Failure to comply with this policy regarding distribution of nonschool literature shall result in appropriate administrative action, including but not limited to confiscation of nonconforming materials, suspension of a noncurriculum-related student group's use of District facilities, and/or other disciplinary action in accordance with the Student Code of Conduct.

STUDENT EXPRESSION
DISTRIBUTION OF NONSCHOOL LITERATURE

FNA
(LOCAL)

APPEALS

Decisions made by the administration in accordance with this policy may be appealed in accordance with FNG(LOCAL).

PROPOSED REVISIONS

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	<p>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.</p> <p>The District prohibits pictures, emblems, or writings on clothing that:</p> <ol style="list-style-type: none">1. Are lewd, offensive, vulgar, or obscene.2. Advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited under FNCF(LEGAL). <p>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 student dress code outlined in the student handbook.</p>
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]
STANDARDIZED DRESS	The use of standardized dress is established to improve students' self-esteem, reduce ethnic/racial tension, bridge socio-economic differences among students, and promote positive behavior, thereby enhancing school safety and improving the learning environment.
EFFECTIVE DATE	Implementation of a standardized dress policy shall become binding and enforceable on the 91st day after the date of adoption by Board.
IMPLEMENTATION	In order to require students to comply with standardized dress, the campus principal, in consultation with the campus decision-making council, shall request Board approval to institute a standardized dress requirement. The request must be approved by the Board at least 90 calendar days prior to the implementation date of the

STUDENT CONDUCT
DRESS CODE

FNCA
(LOCAL)

standardized dress requirement. The request presented to the Board shall:

1. Include a detailed and specific description of the dress code.
2. Include a plan for providing standardized dress for economically disadvantaged students.
3. Be consistent with the provisions of this dress code policy.
4. Specify disciplinary consequences for students who violate the standardized dress requirements.

FUNDING

The District's governmental funds shall not be used to purchase standardized dress without specific approval by the Board. The funding source for providing standardized dress for economically disadvantaged students may include one or more of the following:

1. Donations, gifts, and/or grants;
2. Funds generated at the campus level by students, staff, and PTA's; and
3. Any other source as approved by the Board.

EXEMPTIONS (OPT-
OUT PROVISIONS)

A parent or guardian of a student may choose for the student to be exempted from the standardized dress requirement. In order to exercise this option, the parent or guardian shall provide a written statement of a religious objection to the standardized dress requirement. Each campus for which standardized dress is adopted shall maintain a form upon which parents can note their religious objections to the standardized dress requirement. The parent or guardian of student denied a request for exemption may appeal the decision in accordance with FNG(LOCAL). ~~The campus principal shall have final authority regarding the exemptions.~~

DRESS FOR
SPECIAL
OCCASIONS

The principal at any school that has established standard mode of dress for students has the authority to allow all or part of the student body of the campus to vary from the standard mode of dress and establish a particular mode of attire for special occasion days or particular school-sponsored or school-related activities.

NON-
DISCRIMINATION

District or campus personnel shall not discriminate against any student whose parents for religious reasons request an exception to the standardized dress policy.

ALTERNATE TASB VERSION

STUDENT CODE OF CONDUCT

The District's rules of discipline are maintained in the Board-adopted Student Code of Conduct and are established to support an environment conducive to teaching and learning.

Rules of conduct and discipline shall not have the effect of discriminating on the basis of gender, race, color, disability, religion, ethnicity, or national origin.

At the beginning of the school year and throughout the school year as necessary, the Student Code of Conduct shall be:

1. Posted and prominently displayed at each campus or made available for review in the principal's office, as required by law; and
2. Made available on the District's website and/or as a hard copy to students, parents, teachers, administrators, and others on request.

REVISIONS

Revisions to the Student Code of Conduct approved by the Board during the year shall be made available promptly to students and parents, teachers, administrators, and others.

EXTRACURRICULAR STANDARDS OF BEHAVIOR

With the approval of the principal and Superintendent, sponsors and coaches of extracurricular activities may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards. Extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off school property.

A student shall be informed of any extracurricular behavior standards at the beginning of each school year or when the student first begins participation in the activity. A student and his or her parent shall sign and return to the sponsor or coach a statement that they have read the extracurricular behavior standards and consent to them as a condition of participation in the activity.

Standards of behavior for an extracurricular activity are independent of the Student Code of Conduct. Violations of these standards of behavior that are also violations of the Student Code of Conduct may result in independent disciplinary actions.

A student may be removed from participation in extracurricular activities or may be excluded from school honors for violation of extracurricular standards of behavior for an activity or for violation of the Student Code of Conduct.

STUDENT DISCIPLINE

FO
(LOCAL)

'PARENT' DEFINED Throughout the Student Code of Conduct and discipline policies, the term "parent" includes a parent, legal guardian, or other person having lawful control of the child.

GENERAL DISCIPLINE GUIDELINES A District employee shall adhere to the following general guidelines when imposing discipline:

1. A student shall be disciplined when necessary to improve the student's behavior, to maintain order, or to protect other students, school employees, or property.
2. A student shall be treated fairly and equitably. Discipline shall be based on an assessment of the circumstances of each case. Factors to consider shall include:
 - a. The seriousness of the offense;
 - b. The student's age;
 - c. The frequency of misconduct;
 - d. The student's attitude;
 - e. The potential effect of the misconduct on the school environment;
 - f. Requirements of Chapter 37 of the Education Code; and
 - g. The Student Code of Conduct adopted by the Board.
3. Before a student under 18 is assigned to detention outside regular school hours, notice shall be given to the student's parent to inform him or her of the reason for the detention and permit arrangements for necessary transportation.

CORPORAL PUNISHMENT Corporal punishment may be used as a discipline management technique in accordance with this policy and the Student Code of Conduct.

Corporal punishment shall not be administered to a student whose parent has submitted to the principal a signed statement for the current school year prohibiting the use of corporal punishment with his or her child. The parent may reinstate permission to use corporal punishment at any time during the school year by submitting a signed statement to the principal.

GUIDELINES Corporal punishment shall be limited to spanking or paddling the student and shall be administered in accordance with the following guidelines:

1. The student shall be told the reason corporal punishment is being administered.

STUDENT DISCIPLINE

FO
(LOCAL)

2. Corporal punishment shall be administered only by the principal or designee.
3. Corporal punishment shall be administered only by an employee who is the same sex as the student.
4. The instrument to be used in administering corporal punishment shall be approved by the principal.
5. Corporal punishment shall be administered in the presence of one other District professional employee and in a designated place out of view of other students.

DISCIPLINARY
RECORDS

The disciplinary record reflecting the use of corporal punishment shall include any related disciplinary actions, the corporal punishment administered, the name of the person administering the punishment, the name of the witness present, and the date and time of punishment.

PHYSICAL RESTRAINT

Within the scope of an employee's duties, a District employee may physically restrain a student if the employee reasonably believes restraint is necessary in order to:

1. Protect a person, including the person using physical restraint, from physical injury.
2. Obtain possession of a weapon or other dangerous object.
3. Remove a student refusing a lawful command of a school employee from a specific location, including a classroom or other school property, in order to restore order or to impose disciplinary measures.
4. Control an irrational student.
5. Protect property from serious damage.

A District employee may restrain a student with a disability who receives special education services only in accordance with law. [See FOF(LEGAL)]

VIDEO AND AUDIO
MONITORING

Video and audio recording equipment shall be used for safety purposes to monitor student behavior on District property.

The District shall post signs notifying students and parents about the District's use of video and audio recording equipment. Students shall not be notified when the equipment is turned on.

USE OF
RECORDINGS

The principal shall review recordings as needed, and evidence of student misconduct shall be documented. A student found to be in violation of the District's Student Code of Conduct shall be subject to appropriate discipline.

STUDENT DISCIPLINE

FO
(LOCAL)

ACCESS TO
RECORDINGS

Recordings shall remain in the custody of the campus principal and shall be maintained as required by law. A parent or student who wishes to view a recording in response to disciplinary action taken against the student may request such access under the procedures set out by law. [See FL(LEGAL)]

PROPOSED REVISIONS

STUDENT CODE OF CONDUCT

The District's rules of discipline are maintained in the Board-adopted Student Code of Conduct and are established to support an environment conducive to teaching and learning.

Rules of conduct and discipline shall not have the effect of discriminating on the basis of gender, race, color, disability, religion, ethnicity, or national origin.

At the beginning of the school year and throughout the school year as necessary, the Student Code of Conduct shall be:

1. Posted and prominently displayed at each campus or made available for review in the principal's office, as required by law; and
2. Made available on the District's website and/or as a hard copy to students, parents, teachers, administrators, and others on request.

REVISIONS

Revisions to the Student Code of Conduct approved by the Board during the year shall be made available promptly to students and parents, teachers, administrators, and others.

EXTRACURRICULAR STANDARDS OF BEHAVIOR

With the approval of the principal and Superintendent, sponsors and coaches of extracurricular activities may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards. Extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off school property.

A student shall be informed of any extracurricular behavior standards at the beginning of each school year or when the student first begins participation in the activity. A student and his or her parent shall sign and return to the sponsor or coach a statement that they have read the extracurricular behavior standards and consent to them as a condition of participation in the activity.

Standards of behavior for an extracurricular activity are independent of the Student Code of Conduct. Violations of these standards of behavior that are also violations of the Student Code of Conduct may result in independent disciplinary actions.

A student may be removed from participation in extracurricular activities or may be excluded from school honors for violation of extracurricular standards of behavior for an activity or for violation of the Student Code of Conduct.

STUDENT DISCIPLINE

FO
(LOCAL)

'PARENT' DEFINED Throughout the Student Code of Conduct and discipline policies, the term "parent" includes a parent, legal guardian, or other person having lawful control of the child.

GENERAL DISCIPLINE GUIDELINES A District employee shall adhere to the following general guidelines when imposing discipline:

1. A student shall be disciplined when necessary to improve the student's behavior, to maintain order, or to protect other students, school employees, or property.
2. A student shall be treated fairly and equitably. Discipline shall be based on an assessment of the circumstances of each case. Factors to consider shall include:
 - a. The seriousness of the offense;
 - b. The student's age;
 - c. The frequency of misconduct;
 - d. The student's attitude;
 - e. The potential effect of the misconduct on the school environment;
 - f. Requirements of Chapter 37 of the Education Code; and
 - g. The Student Code of Conduct adopted by the Board.
3. Before a student under 18 is assigned to detention outside regular school hours, notice shall be given to the student's parent to inform him or her of the reason for the detention and permit arrangements for necessary transportation.

CORPORAL PUNISHMENT Corporal punishment may be used as a discipline management technique in accordance with this policy and the Student Code of Conduct.

Corporal punishment shall not be administered to a student whose parent has submitted to the principal a signed statement for the current school year prohibiting the use of corporal punishment with his or her child. The parent may reinstate permission to use corporal punishment at any time during the school year by submitting a signed statement to the principal.

GUIDELINES Corporal punishment shall be limited to spanking or paddling the student and shall be administered in accordance with the following guidelines:

1. The student shall be told the reason corporal punishment is being administered.

STUDENT DISCIPLINE

FO
(LOCAL)

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PROPOSED REVISIONS

COSTS AND CHARGES	If a request is for 51 or more pages of paper records, the charge for providing the copies of the information shall include the charge for each page of the paper record and may include the optional cost of labor, materials, and overhead. A time log shall be maintained by employees to document associated labor costs.
NOTIFICATION OF EMPLOYEES	If a request is made regarding a specific District employee, the District shall notify the employee of this request within five working days.
<u>CHARGING FOR PERSONNEL TIME</u>	<u>After personnel of the District collectively have spent 36 hours of time producing public information for a requestor during the District's fiscal year, the District shall charge the requestor for any additional personnel time spent producing information for the requestor, in accordance with law.</u>

PROPOSED REVISIONS

The District has established a limited open forum for nonschool use of District facilities in accordance with this policy.

The District shall provide equal access to youth groups designated in federal law, including the Boy Scouts, as it provides to other nonschool users of District facilities. [See PATRIOTIC SOCIETIES in GKD(LEGAL)]

SCOPE OF USE

The District shall permit nonschool use of designated District facilities for educational, recreational, civic, or social activities when these activities do not conflict with school use or with this policy.

Approval shall not be granted for any purpose that would damage school property or to any group that has damaged District property.

Note: See the following policies for other information regarding facilities use:

- Use by employee professional organizations: DGA
- Use of facilities for school-sponsored and school-related activities: FM
- Use by noncurriculum-related student groups: FNAB
- Use by District-affiliated school-support organizations: GE

NONPROFIT FUND-RAISING

The District shall permit nonprofit organizations to conduct fund-raising events on District property when these activities do not conflict with school use or with this policy.

FOR-PROFIT USE

The District shall permit individuals and for-profit organizations to use its facilities for financial gain when these activities do not conflict with school use or with this policy.

SCHEDULING

Requests for nonschool use of District facilities shall be considered on a first-come, first-served basis.

Academic and extracurricular activities sponsored by the District shall always have priority when any use is scheduled. [See FM] The Superintendent shall have authority to cancel a scheduled nonschool use if an unexpected conflict arises with a District activity.

APPROVAL OF USE

The Superintendent is authorized to approve use of any District facility.

EXCEPTION

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(LOCAL)

No approval shall be required for nonschool-related recreational use of the District's unlocked, outdoor recreational facilities, such as the track, playgrounds, tennis courts, and the like, when the facilities are not in use by the District or for a scheduled nonschool purpose.

EMERGENCY USE

In case of emergencies or disasters, the Superintendent may authorize the use of school facilities by civil defense, health, or emergency service authorities.

USE AGREEMENT

Any organization or individual approved for a nonschool use of District facilities shall be required to complete a written agreement indicating receipt and understanding of this policy and any applicable administrative regulations, and acknowledging that the District is not liable for any personal injury or damages to personal property related to the nonschool use.

FEES FOR USE

Nonschool users shall be charged a fee for the use of designated facilities.

The Superintendent shall establish and publish a schedule of fees based on the cost of the physical operation of the facilities, as well as any applicable personnel costs for supervision, custodial services, food services, security, and technology services.

REQUIRED CONDUCT

Persons or groups using school facilities shall:

1. Conduct business in an orderly manner.
2. Abide by all laws and policies, including but not limited to those prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, and firearms, and the use of tobacco products or e-cigarettes on school property. [See GKA]
3. Make no alteration, temporary or permanent, to school property without prior written consent from the Superintendent.

All groups using school facilities shall be responsible for the cost of repairing any damages incurred during use and shall be required to indemnify the District for the cost of any such repairs.