

Explanatory Notes

TASB Localized Policy Manual Update 102

District: Scurry-Rosser ISD

A25 (INDEX) CROSS-INDEX

The cross-index, shared by all localized policy manuals in districts throughout Texas, the *TASB Policy Reference Manual*, and the *TASB Regulations Resource Manual*, has been updated to reflect new terminology and topic relationships established by changes in law or regulation that have arisen since this document was last updated in 2013.

Please bear in mind that the cross-index is “generic” and presents a structure that serves all these manuals; your policy manual may not address some of the topics shown and may not include some of the policies indicated. This cross-index is also a key element used in searching Policy On Line.

AIB (LEGAL) ACCOUNTABILITY
PERFORMANCE REPORTING

New commissioner rules, effective June 25, 2014, provide guidance on the process for evaluating community and student engagement and the LOCAL PERFORMANCE AND COMPLIANCE REPORTING. The rules specify that this evaluation requirement does not apply to budgeted, DAEP, or JJAEP campuses or to facilities operated by the Texas Juvenile Justice Department. The rules also clarify that a district:

- Must post the results of the performance and compliance evaluation on its website;
- May assign a rating of Not Applicable for a community and student engagement program or performance category if the district determines that the program or category is not applicable to the district or campus but may not assign a rating of Not Applicable for the overall performance rating for a campus or the district or for the compliance indicator;
- Must require the local committee to determine the criteria for the overall performance rating for each campus and the district; and
- Must require the local committee to determine the criteria for the reporting and policy compliance evaluation.

We have added provisions from the No Child Left Behind Act that were previously postponed through state waivers. These provisions require districts receiving Title I funding to prepare and disseminate an annual FEDERAL REPORT CARD. The report card must include data about campuses and the district and must be disseminated to parents.

BBG (LEGAL) BOARD MEMBERS
COMPENSATION AND EXPENSES

A Note has been added to this legally referenced policy to reference TEA guidance on board member expense reimbursement and income tax issues in the Financial Accountability System Resource Guide.

CCA (LEGAL) LOCAL REVENUE SOURCES
BOND ISSUES

TASB Policy Service engaged an outside law firm with expertise in the area of bond issues to provide legal review of this legally referenced policy to ensure that the policy addresses all relevant legal material. As a result of that review, we have reordered several provisions within the policy, adjusted provisions to better reflect statutory language, and made a number of other revisions, including:

Explanatory Notes

TASB Localized Policy Manual Update 102

- Clarifying at BONDS AND BOND TAXES, on page 1, that bonds may be issued only if approved in a bond election;
- Adding detail regarding the ELECTION ORDER and NOTICE OF ELECTION;
- Referencing the 50 CENT TEST FOR NEW DEBT, for which the district must demonstrate compliance to the attorney general before issuing bonds;
- At GUARANTEE OF BONDS BY THE PERMANENT SCHOOL FUND, adding the procedures to re-apply if the district does not receive approval for the guarantee;
- Adding existing Administrative Code provisions that prohibit a district from representing bonds as being guaranteed or approved for credit enhancement before approval by the commissioner; and
- Adding references at FEDERAL SECURITIES LAW to the requirement for a district to prepare an official disclosure statement prior to publically offering bonds and outlining the district's liability under the antifraud provisions.

A Note at the end of the policy provides some best practice guidance on preparing the official statement based on SEC materials.

CDA (LEGAL) OTHER REVENUES INVESTMENTS

TASB Policy Service engaged an outside law firm with expertise in the area of investments to provide legal review of this legally referenced policy to ensure that the policy meets legal requirements and industry best practices. As a result of that review, we have made several revisions to the policy.

We have clarified that the required QUARTERLY REPORTS cover investment transactions for the preceding reporting period. See page 4.

At AUTHORIZED INVESTMENTS, we added existing statutory text explaining that the board may specify that any of the statutorily authorized investments are not suitable for the district and have deleted the definition of corporate bond in favor of the statutory citation.

CDA (LOCAL) OTHER REVENUES INVESTMENTS

As mentioned at CDA(LEGAL), an outside law firm with expertise in the area of investments provided legal review of this local policy to ensure that the policy continues to meet legal requirements and industry best practices. Several recommended policy changes resulted from that review:

- A change at SAFETY, stating that the primary goal of the investment program is to ensure safety of principal, maintain liquidity, and maximize financial results aligns the standards set by the investment policy with statutory text and the goals of the investment program.
- A new paragraph addresses the statutory requirement for the written investment policy to address the quality and capability of INVESTMENT MANAGEMENT. The policy text requires the investment management to be in accordance with the standard of care, investment training, and other requirements set forth in Government Code Chapter 2256.
- At MONITORING MARKET PRICES, a revision adds a requirement for the investment officer to keep the board informed of any significant "changes" in the market value of the district's investment portfolio, not just declines in the value.

Explanatory Notes

TASB Localized Policy Manual Update 102

- As required by law, board policy must include a written investment strategy for each fund or group of funds under the board's control and describe the investment objectives for each fund by prioritizing six factors listed in law. A new sentence, added to better address this requirement, emphasizes that the strategies for the investment of each fund type listed in the policy must be based on these factors. Likewise, at each of the fund types listed in the policy, text has been added to indicate the *primary* objectives. See FUNDS/STRATEGIES.
- New provisions have been added to highlight the statutory requirements for the board to perform an ANNUAL REVIEW and for the district to perform an ANNUAL AUDIT.

We have retained the district's pre-update listing of APPROVED INVESTMENT INSTRUMENTS. Please contact your policy consultant for revisions if your district wishes to consider additional investment instruments.

Please note: A district that qualifies as an issuer of corporate bonds may invest in those bonds if, among other requirements, it amends its investment policy to authorize corporate bonds as an eligible investment. See CCF(LEGAL) in your policy manual to determine if your district qualifies as an issuer. If your district meets these criteria and will permit investment of district funds in corporate bonds, please contact your policy consultant for appropriate text.

D (LEGAL) PERSONNEL

Update 102 includes a reorganization of the DEA series of policies addressing compensation to focus the series on the primary component—the board-adopted compensation plan. As a result, DEA, the overarching policy in the series, has been renamed Compensation Plan, with subtitled policies on Incentives and Stipends at DEAA and Wage and Hour Laws at DEAB.

DBB (LOCAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS MEDICAL EXAMINATIONS AND COMMUNICABLE DISEASES

A board is authorized by statute to adopt a policy to place an educator on temporary disability leave (TDL) if the educator's condition interferes with the performance of regular duties. However, any such policy must allow the educator the right to present testimony or other information relevant to the educator's fitness to continue the performance of regular duties.

To comply with this policy requirement, a recommended change at PLACEMENT ON TEMPORARY DISABILITY, BY BOARD AUTHORITY permits an employee who the board has placed on TDL to follow the existing DGBA complaint process to present relevant testimony or other information to the board.

Because districts define which employees are eligible for TDL at DEC(LOCAL), a cross reference to that policy has been added, along with policy language to clarify that only "eligible" employees may be placed on TDL.

Please note: If your district requires a tuberculosis test of all new employees prior to employment, please contact your policy consultant for an adjustment to this policy.

DEA (LEGAL) COMPENSATION AND BENEFITS COMPENSATION PLAN

As part of the reorganization of the DEA series, the subtitle of this policy has been changed to Compensation Plan.

Explanatory Notes

TASB Localized Policy Manual Update 102

The legally referenced text addressing various salary and compensation issues, previously at DEAB, has been moved unaltered to this code.

DEA (LOCAL) COMPENSATION AND BENEFITS COMPENSATION PLAN

Provisions on the Fair Labor Standards Act (FLSA) have been moved to DEAB, Wage and Hour Laws, except for a provision on assigning supplemental duties, which has been moved to DEAA, Incentives and Stipends.

Because this local policy focuses on the board's and the administration's roles regarding compensation, we have moved text regarding wages and hours to DEAB. Recommended changes to the first paragraph clarify that the board reviews and approves the annual compensation plan, which should support the district's goals for hiring and retaining highly qualified employees. In addition, the policy makes the board responsible for determining the superintendent's compensation.

PAY ADMINISTRATION outlines the superintendent's role, which includes implementing the annual compensation plan and establishing procedures for plan administration. In classifying jobs within the plan, a recommended revision requires the superintendent to consider the market value of the position in addition to the employee qualifications and duties, as required by the existing language. Due to the superintendent's overall authority to administer the plan, a sentence referring to the superintendent's responsibility to determine pay for new employees and employees reassigned to different positions is recommended for deletion as it is unnecessary.

If your district pays salaried employees an ANNUALIZED SALARY over 12 months, please contact your policy consultant to adjust this policy.

The first sentence at MID-YEAR PAY INCREASES addresses the circumstances when a contract employee's pay may be increased in light of the constitutional prohibition against increasing an employee's compensation after performance on the contract has begun. To prevent a gift of public funds, the text permits increases if authorized by the compensation plan or if the employee's assignment or duties have changed. Any changes in pay that do not conform with the compensation plan require board approval.

To avoid an improper use of public funds, recommended text at PAY DURING CLOSING explains that if the board chooses to pay employees during an emergency closure, the board must authorize the action by resolution or other board action that reflects the public purpose served by the expenditure. TASB Policy Service has developed a sample resolution to assist the board in addressing the public purpose for these payments and other relevant details, such as which employees will be eligible for payment and the duration of payments. After the board has adopted the resolution, it may remain in effect on an ongoing basis and serve as authorization during future closings for employee payments that fall within the parameters of the resolution. A copy of the resolution is available at <https://www.tasb.org/Services/Policy-Service/Resources/u102.aspx>.

In the event of a federally declared disaster, districts can submit reimbursement requests to the Federal Emergency Management Administration (FEMA) for certain labor costs for employees who are required to report for duty during a closure in order to perform disaster-related emergency work. FEMA requires that a district adopt specific policy language prior to making payments and submitting a request for reimbursement. For more information, see <http://www.fema.gov/9500-series-policy-publications/95257-labor-costs-emergency-work>. If you would like to include this language in your policy, please contact your policy consultant.

For further information on mid-year pay increases and payments during closings, see the TASB eSource articles at <https://www.tasb.org/Services/Legal-Services/TASB-School-Law-eSource/Personnel/Compensation-and-Leaves-of-Absence.aspx#compensation>.

Explanatory Notes

TASB Localized Policy Manual Update 102

DEAA (LEGAL) COMPENSATION PLAN INCENTIVES AND STIPENDS

As part of the reorganization of the DEA series, the title of this policy has been changed to Compensation Plan, with the subtitle remaining Incentives and Stipends.

DEAA (LOCAL) COMPENSATION PLAN INCENTIVES AND STIPENDS

As part of the reexamination of the DEA series, we have recommended several changes to this local policy on incentives and stipends:

- Due to lack of funding for a master teacher program, provisions on master teacher stipends are recommended for deletion.
- We have recommended a new sentence to require the superintendent to include a STIPEND pay schedule as part of the compensation plan described at DEA.
- Moved from DEA is the provision authorizing the superintendent to assign noncontractual supplemental duties to exempt employees.
- In response to changes in state incentive programs, specifically the Educator Excellence Innovation Program, we have revised the relevant policy text giving the superintendent the authority to submit plans and grant applications for incentive and “innovation” programs and submit those documents to TEA “or other granting organizations.”
- Any locally developed incentive programs must be addressed in the district’s compensation plan.

DEAB (LEGAL) COMPENSATION PLAN WAGE AND HOUR LAWS

As part of the reorganization of the DEA series, the title of this policy has been changed to Compensation Plan, and the subtitle has been changed to Wage and Hour Laws.

The legally referenced text on wage and hour laws, previously at DEA, has been moved unaltered to this code.

DEAB (LOCAL) COMPENSATION PLAN WAGE AND HOUR LAWS

Provisions on the Fair Labor Standards Act (FLSA), except for a provision on assigning supplemental duties, have been moved from DEA to this new local policy on wage and hour laws with the following revisions.

Explanatory Notes

TASB Localized Policy Manual Update 102

Some NONEXEMPT employees paid on a salary basis are scheduled to work less than a 40-hour work week. For example, it is common for some salaried employees to work 37.5 hours per week. However, as the revised policy text clarifies, the salary is intended to cover any time worked “up to and including” 40 hours in a week without obligating the district to pay the employee additional compensation if the employee works 40 hours or less that week. If an employee works more than 40 hours in a week, FLSA overtime provisions will apply.

At COMPENSATORY TIME, ACCRUAL, the current policy text states that nonexempt employees may not accrue compensatory time over the number of hours stated in policy. If an employee exceeds that number of hours, the district will require the employee to use the compensatory time, or the district can decide to pay the employee for the compensatory time. For consistency in this paragraph and at USE, we have revised the text to refer to “compensatory time” rather than “overtime.” Contact your policy consultant if the policy provisions do not match the maximum number of compensatory hours an employee may accrue in your district.

At USE, we have changed a reference from “fiscal” year to “duty” year for consistency within the paragraph. The policy requires an employee to use any compensatory time within the duty year in which it is earned. The district must pay the employee for any unused compensatory time remaining at the end of the “duty” year, previously “fiscal” year. Contact your policy consultant for a policy adjustment if this does not match your district’s practice.

DEE (LEGAL) COMPENSATION AND BENEFITS EXPENSE REIMBURSEMENT

This legally referenced policy has been amended to:

- Delete expired Administrative Code provisions on CLASSROOM SUPPLY REIMBURSEMENT;
- Move to the beginning of the policy the general provision permitting a district employee engaged in official business to participate in the comptroller’s contract for TRAVEL SERVICES; and
- Add a Note at the beginning of the policy to point to TEA resources on expense reimbursement and income tax issues in the Financial Accountability System Resource Guide.

DEE (LOCAL) COMPENSATION AND BENEFITS EXPENSE REIMBURSEMENT

Your current policy language permits per diem payments for any authorized travel, whether overnight or for a single day. Recommended for your consideration is similar text permitting per diem expense reimbursement for meals associated only with authorized overnight travel that is not related to a state or federal grant. Receipts will not be required for expenses for which a per diem is paid. For any travel that is not overnight, the employee would be required to provide meal receipts. Also, TEA accounting materials indicate that such travel funded by federal or state grants generally requires full documentation for all expenses; therefore, we recommend limiting the per diem to trips not funded by these grants.

Recommended for deletion is text formerly at REIMBURSEMENT, MILEAGE, and OTHER. This information may be conveyed through an administrative document such as the employee handbook or travel forms.

TEA resources on expense reimbursement and income tax issues can be found in the Financial Accountability System Resource Guide, Module 1: Financial Accounting and Reporting, Section 1.9.2.2 at http://tea.texas.gov/Finance_and_Grants/Financial_Accountability/Financial__Accountability_System_Resource_Guide/.

Explanatory Notes

TASB Localized Policy Manual Update 102

DFFA (LOCAL) REDUCTION IN FORCE
FINANCIAL EXIGENCY

As a result of the reorganization of material at the DEA series, we have changed two cross references at PLAN TO REDUCE PERSONNEL COSTS from DEAB to DEA.

DHE (LEGAL) EMPLOYEE STANDARDS OF CONDUCT
SEARCHES AND ALCOHOL/DRUG TESTING

We have added existing provisions from federal Department of Transportation (DOT) rules to this legally referenced policy addressing drug and alcohol testing. For employees subject to federal DOT drug and alcohol testing requirements, the rules explain that the district has the option of permitting an employee to return to work after a failed drug or alcohol test. If the district permits the employee to return to work, the district must ensure that the employee is evaluated by a substance abuse professional (SAP), complies with the SAP's recommendations, and passes a return-to-duty test. The district's decision is reflected in DHE(LOCAL), see below.

DHE (LOCAL) EMPLOYEE STANDARDS OF CONDUCT
SEARCHES AND ALCOHOL/DRUG TESTING

This local policy addressing searches, including drug and alcohol testing, has been reorganized based on U.S. Department of Transportation (DOT) guidelines for employers, which require policies to clearly delineate between the items and actions that are required by DOT and that are required by the district. As a result, we have revised margin notes to distinguish between the FEDERALLY REQUIRED DOT TESTING PROGRAM guidelines and DISTRICT-IMPOSED CONSEQUENCES.

Regarding the federal DOT program provisions, we have made the following revisions:

- Moved up in the policy the provision requiring the district to disseminate relevant information to employees covered by the testing program.
- Added an affirmative statement that employees who commit DRUG-RELATED VIOLATIONS will not be reinstated as drivers.
- Moved up in the policy the DOT requirement that a driver who has ALCOHOL RESULTS BETWEEN 0.02 AND 0.04 must be suspended from driving for 24 hours and added a cross reference to DISTRICT-IMPOSED CONSEQUENCES for subsequent test results within this concentration, since consequences based on such results beyond suspension for 24 hours are not governed by federal rules.
- Also at ALCOHOL RESULTS BETWEEN 0.02 AND 0.04, deleted the provision indicating that the suspension would be "without pay" because this is not required by federal law. Existing text at DISTRICT-IMPOSED CONSEQUENCES authorizes the district to suspend an employee without pay as appropriate in accordance with the district's DF series policies.
- Deleted provisions on participating in consortiums because there is no requirement to address this issue in board policy, even though participation remains an option for districts.

Explanatory Notes

TASB Localized Policy Manual Update 102

At DISTRICT-IMPOSED CONSEQUENCES, a revision clarifies that an employee who has a second or subsequent test result with an alcohol concentration between 0.02 and 0.04 is subject to district-imposed discipline. If the district imposes consequences more severe than the DOT guidelines, those consequences are more appropriately conveyed here.

At REASONABLE SUSPICION SEARCHES not related to the DOT testing program (see the first paragraph of this policy), we have changed terminology from “reasonable cause” to “reasonable suspicion” to reflect the more common term and have added a sentence to explain that searches that reveal a violation of the district’s standards of conduct may result in disciplinary action as provided at DH(LOCAL).

Additional information on the DOT testing program can be found at <http://www.dot.gov/sites/dot.gov/files/docs/ODAPC%20EmployerGuidelinesOctober012010.pdf>.

EHBA (LEGAL) SPECIAL PROGRAMS
SPECIAL EDUCATION

Changes to this legally referenced policy are prompted by revised State Board of Education rules on special education services effective January 1, 2015.

The rules provide that INSTRUCTIONAL ARRANGEMENTS AND SETTINGS must include the items listed in the rules. In addition, item 9, vocational adjustment class/program, was clarified to encompass services to a student who is placed on a paid or unpaid job. Districts can also deliver special education and related services to a student through OTHER PROGRAM OPTIONS, such as contracts with other districts and TEA-approved programs.

A definition of EXTENDED SCHOOL YEAR SERVICES was added on page 3. Citations have also been updated.

EHBA (LEGAL) SPECIAL EDUCATION
IDENTIFICATION, EVALUATION, AND ELIGIBILITY

Amended commissioner rules on special education services, effective January 1, 2015, resulted in reorganization and several other changes to this legally referenced policy:

- To correspond with SB 816 from the 83rd Legislative Session, the rules require a written response from the district within 15 school days of a written PARENTAL REQUEST for a full individual and initial evaluation. See REQUESTS AND REFERRALS FOR EVALUATION beginning on page 1.
- At TIME FRAME FOR COMPLETION OF WRITTEN REPORT, beginning on page 3, the rules define when a student is considered absent and define “school day” for purposes of complying with relevant time lines.
- New provisions at TRANSFER STUDENTS beginning on page 4 address the time line for completing an evaluation that was in progress in a previous district when a student enrolls in a new district and require the new district to coordinate with the previous district to complete the evaluation by the deadlines established in law, with certain exceptions.
- As reflected on page 5 at DETERMINATION OF INITIAL ELIGIBILITY, the ARD committee must make decisions about initial eligibility, the IEP, and placement within 30 calendar days of the completed initial evaluation report or, if the 30th day falls during the summer, by the first day of the following school year unless the evaluation indicates that services are needed during the summer. Special deadlines for the ARD committee to meet apply when a report is provided to a parent by June 30.

Wording was adjusted throughout the policy to align with the rules.

Explanatory Notes

TASB Localized Policy Manual Update 102

EHBAB (LEGAL) SPECIAL EDUCATION ARD COMMITTEE AND INDIVIDUALIZED EDUCATION PROGRAM

Based on changes to the commissioner rules on special education services, effective January 1, 2015, wording and citations have been adjusted throughout this legally referenced policy to align with the rules.

Beginning on page 1, the rules clarify that the ARD COMMITTEE MEMBERS must include a representative of any participating agency likely to be responsible for providing transition services (item 11). As a result of these changes, a more detailed provision on membership for transition meetings has been deleted from the policy.

The amended rules include procedures and deadlines to provide special education services to TRANSFER STUDENTS from within the state and from other states. The previous district must furnish the new district with the student's records within ten working days of receiving the request. See TRANSFER OF RECORDS.

If the ARD committee determines that the student is in need of extended school year services, the INDIVIDUALIZED EDUCATION PROGRAM (IEP) must include the goals and objectives that will be addressed in those services. See item 10.

Revisions at COLLABORATIVE PROCESS provide more detail about the TEN-DAY RECESS of the ARD committee when a parent is not in agreement with all required elements of the IEP. If agreement is not reached after the recess, the parent who disagrees must be offered an opportunity to provide a written statement of disagreement.

Districts must ensure appropriate TEACHER ACCESS TO IEPs for teachers with specific responsibilities and ensure that these teachers can request assistance regarding IEP implementation.

EHBAD (LEGAL) SPECIAL EDUCATION TRANSITION SERVICES

Based on amended commissioner rules addressing special education services, effective January 1, 2015, we have replaced the text from federal law at INDIVIDUAL TRANSITION PLANNING with the more comprehensive provisions from state rules.

Citations within the text at GRADUATION have been adjusted to refer to updated graduation options.

EHBAE (LEGAL) SPECIAL EDUCATION PROCEDURAL REQUIREMENTS

A revision at PRIOR NOTICE AND CONSENT on page 3 requires a district to provide notice of at least five school days before the district proposes to initiate or change or refuses to initiate or change an IEP or the provision of free appropriate public education (FAPE). A parent can agree to a shorter time frame. The text is similar to a previous provision that was deleted as part of the amended commissioner rules on special education services, effective January 1, 2015.

New provisions outlining the possible options for resolving disputes between a parent and the district have been added at DISPUTE RESOLUTION on page 5.

Wording and citations have been adjusted throughout the policy to align with the rules.

Explanatory Notes

TASB Localized Policy Manual Update 102

EHBC (LEGAL) SPECIAL PROGRAMS COMPENSATORY/ACCELERATED SERVICES

This legally referenced policy addressing compensatory services has been revised by adding existing statutory text. The new text clarifies that a district may use compensatory education funds to provide an accelerated reading instruction program or a program for treatment of students with dyslexia to (1) students who otherwise meet the state definition of at risk of dropping out of school or (2) students who meet local eligibility criteria for at risk of dropping out of school. See page 1 at USE.

EIF (LEGAL) ACADEMIC ACHIEVEMENT GRADUATION

A new commissioner rule effective December 28, 2014, addressing COMMUNITY-BASED FINE ARTS PROGRAMS resulted in revisions beginning on page 9. The rules outline the requirements for earning credit through participation in these programs and, for on-campus programs, require the district to obtain criminal history record information on instructors. The district's decision as to whether to award state graduation credit in fine arts to a student for participation in a community-based fine arts program is included in EIF(LOCAL), which is not included in Update 102.

Amended commissioner rules on special education services, effective January 1, 2015, resulted in the changes to this legally referenced policy at Section VI, GRADUATION OF STUDENTS RECEIVING SPECIAL EDUCATION SERVICES.

Beginning on page 15, new DEFINITIONS explain that MODIFIED CURRICULUM AND CONTENT refers to any reduction of the amount or complexity of the TEKS but that substitutions that are specifically authorized in rule or statute must not be considered modified curriculum or modified content. EMPLOYABILITY AND SELF-HELP SKILLS are skills directly related to the preparation of students for employment, including general skills needed.

Students graduating under these provisions must be given a SUMMARY OF ACADEMIC ACHIEVEMENT AND EVALUATION as described in the policy.

Students entering grade 9 in or after the 2014–15 school year have two options to satisfy graduation requirements. The first option requires the student to:

- Demonstrate mastery of state standards (or district standards if greater);
- Meet credit requirements under the foundation program applicable to students in general education; and
- Have satisfactory performance on state assessments, unless the ARD committee determines satisfactory performance is not necessary for graduation.

The second option requires a student to complete the above requirements except that one or more of the courses required under the foundation program contains modified curriculum. In addition, the student must complete his or her IEP and meet one of the following conditions:

- Obtain full-time employment in addition to mastering sufficient self-help skills to enable the student to maintain employment;
- Demonstrate mastery of employability and self-help skills;
- Have access to services that are not within the legal responsibility of public education or employment or educational options for which the student has been prepared by the academic program; or

Explanatory Notes

TASB Localized Policy Manual Update 102

- No longer meet age eligibility requirements.

An endorsement can be earned if the student completes the foundation program and the additional math, science, and elective courses with or without modified curriculum, completes courses for the endorsement without any modified curriculum, and performs satisfactorily on all state assessments.

For a course to count for both foundation credit and endorsement credit, the course content cannot be modified.

For students entering grade 9 before the 2014–15 school year, the graduation requirements were changed to incorporate the previous graduation option of aging out into the list of conditions that a student must satisfy if the student is graduating by completing his or her IEP. Students who entered grade 9 before the 2014–15 school year can switch to the foundation program if they meet certain requirements.

EJ (LEGAL) ACADEMIC GUIDANCE PROGRAM

This legally referenced policy has been updated to include the requirements from HB 5, 83rd Legislative Session, for the school counselor to provide information to the student and the student's parent during each year that the student is enrolled in high school. The information must include the advantages of earning an endorsement and a performance acknowledgment and completing the distinguished level of achievement.

For resources to satisfy this requirement, see <http://tea.texas.gov/communications/brochures.aspx>.

EL (LEGAL) CHARTER CAMPUS OR PROGRAM

Additional detail from existing statutory provisions has been added to this legally referenced policy on charter programs:

- At VOLUNTARY ENROLLMENT, text clarifies that a student's parent or guardian may choose to enroll the student in a campus or program charter.
- Provisions on page 2 explain that a school board may grant a DISTRICT CHARTER one or more campuses serving not more than 15 percent of the district's student enrollment for the preceding school year, as long as the percentage limit does not prevent a district from granting a charter to at least one feeder pattern of schools. The board may also grant a district charter to a campus that has received the lowest performance rating under Subchapter C of Chapter 39.
- The school board is required to enter into a PERFORMANCE CONTRACT with the principal of a campus or program charter and specify the authority given to the principal to achieve the academic goals. If such goals are not substantially met, as determined by the board, the charter will expire after ten years.
- A school board may designate a campus or program charter as a NEIGHBORHOOD SCHOOL. In this case, certain funding provisions apply.

FEA (LEGAL) ATTENDANCE COMPULSORY ATTENDANCE

We have revised this legally referenced policy on compulsory attendance to delete an outdated Administrative Code provision and to update citations.

Explanatory Notes

TASB Localized Policy Manual Update 102

FEB (LEGAL) ATTENDANCE ATTENDANCE ACCOUNTING

Prompted by amendments to State Board of Education rules, effective December 31, 2014, we have adjusted language to match the rules throughout this legally referenced policy and updated citations. At RECORDS, new text requires the district to maintain attendance records as required by the commissioner.

FNC (LOCAL) STUDENT RIGHTS AND RESPONSIBILITIES STUDENT CONDUCT

This local policy is recommended for deletion. The provisions on rules of conduct have been moved to FO, Student Discipline, see explanatory note below, where extracurricular standards of behavior are also addressed in more detail. The material on harassment is currently addressed at FFH, Freedom From Harassment, and the Student Code of Conduct.

FO (LOCAL) STUDENT DISCIPLINE

An important revision recommended at PHYSICAL RESTRAINT clarifies that a district employee can restrain a student who receives special education services only in accordance with the specific laws that apply to these students. The rules are found at FOF(LEGAL).

Other recommendations reorganize the material so that the general provisions on the Student Code of Conduct that establish the rules of discipline are at the beginning of the policy. To emphasize its importance, we have moved text previously at EXTRACURRICULAR STANDARDS OF BEHAVIOR to the beginning of the policy and broadened the statement to indicate that rules of conduct and discipline shall not have the effect of discriminating against students based on legally protected categories.

This policy also includes the district's general discipline guidelines, including provisions reflecting the district's use of corporal punishment as a disciplinary management technique. Although these provisions are not recommended for revision with this update, please confirm that the policy still reflects district practice, and contact your policy consultant if you need an adjustment.

If you would like to insert in this policy a hyperlink to the district's Student Code of Conduct, please contact your policy consultant.

FOF (LEGAL) STUDENT DISCIPLINE STUDENTS WITH DISABILITIES

Due to amended commissioner rules on special education services, effective January 1, 2015, a new Administrative Code provision has been added to page 1 requiring disciplinary actions for students with disabilities to be determined in accordance with certain federal and state laws. See STUDENTS RECEIVING SPECIAL EDUCATION SERVICES.

The amended rules also clarified that Education Code 37.0021, regarding use of confinement, seclusion, restraint, and time-out, does not apply to juvenile probation, detention, or corrections personnel. See EXCEPTIONS on page 7.