



(LOCAL) Policy Comparison Packet

This packet is generated by an automated process that compares the updated policy to the district's current policy as found in TASB records.

In this packet, you will find:

- Policies being recommended for revision (annotated)
- New policies (not annotated)

Policies recommended for deletion are not included. If you want to include the text of these policies in the information given to the Board, you may download them from *Policy On Line*.

Annotations are shown as follows.

- *Deletions* are shown in a red strike-through font: ~~deleted text~~.
- *Additions* are shown in a blue, bold font: **new text**.
- Blocks of text that have been *moved* without alteration are shown in green, with double underline and double strike-through formatting to distinguish the text's destination from its origin: ~~moved text~~ becomes moved text.
- *Revision bars* appear in the right margin, as above.

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

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

Contact: **School Districts and**

Education Service Centers

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Community Colleges

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SUPERINTENDENT
QUALIFICATIONS AND DUTIES

BJA

(LOCAL)

Duties

In addition to responsibilities specifically provided by law or in the Superintendent's contract, ~~performing statutory duties [see BJA]~~, the Superintendent shall provide educational leadership, demonstrate district management, and maintain positive Board and community relations. ∴

Educational
Leadership

To provide leadership and direction for the development of an educational system that is based on the needs of students, on standards of excellence and equity, and on community goals, the Superintendent shall:

1. Establish effective mechanisms for communication to and from staff in instructional evaluation, planning, and decision making.
2. Oversee annual planning for instructional improvement and monitor for effectiveness.
3. Ensure that goals and objectives form the basis of curricular decision making and instruction and communicate expectations for high achievement.
4. ~~Be informed about all aspects of the~~ instructional program and resources.
5. Oversee a system for regular evaluation of instructional programs, including identifying areas for improvement, to attain desired student achievement.
6. Oversee student services, including health and safety services, counseling services, and extracurricular programs, and monitor for effectiveness.
7. Oversee a discipline management program and monitor for equity and effectiveness.
8. Encourage, oversee, and participate in activities for recognition of student efforts and accomplishments.
9. Oversee a program of staff development and monitor staff development for effectiveness in ~~ensure that there is a continuous focus on~~ improving district ~~student academic~~ performance. Stay abreast of developments in educational leadership and administration.

Ensure that appropriate data are used in developing recommendations and making decisions regarding the School / Organizational Climate

District
Management

To demonstrate effective planning and management of District administration, finances, operations, and personnel, the Superintendent shall:

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1. Implement and oversee a planning process that results in goals, targets, or priorities for all major areas of District operations, including facilities maintenance and operations, transportation, and food services.
2. Monitor effectiveness of District operations against appropriate benchmarks.
3. Oversee procedures to ensure effective and timely compliance with all legal obligations, reporting requirements, and policies.
4. Ensure that key planning activities within the District are coordinated and are consistent with Board policy and applicable law and that goals and results are communicated to staff, students, and the public as appropriate.
5. Oversee a budget development process that results in recommendations based on District priorities, available resources, and anticipated changes to district finances.
6. Oversee budget implementation to ensure appropriate expenditure of budgeted funds, to provide for clear and timely budget reports, and to monitor for effectiveness of the process.
7. Ensure that District investment strategies, risk management activities, and purchasing practices are sound, cost-effective, and consistent with District policy and law.
8. Maintain a system of internal controls to deter and monitor for fraud or financial impropriety in the District.
9. Ensure that the system for recruiting and selection results in personnel recommendations based on defined needs, goals, and priorities.
10. Organize District staff in a manner consistent with District priorities and resources and monitor administrative organization at all levels for effectiveness and efficiency.
11. Oversee a performance appraisal process for all staff that reinforces a standard of excellence and assesses deficiencies; ensure that results are used in planning for improvement.

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12. Administer a compensation and benefits plan for employees based on clearly defined goals and priorities.
13. Encourage, oversee, and participate in staff recognition and support activities.
14. Oversee a program for staff retention and monitor for effectiveness.

Board and
Community
Relations

To maintain positive and professional working relationships with the Board and the community, the Superintendent shall:

1. Keep the Board informed of significant issues as they arise, using agreed upon criteria and procedures for information dissemination.
2. Respond in a timely and complete manner to Board requests for information that are consistent with Board policy and established procedures.
3. Provide recommendations and appropriate supporting materials to the Board on matters for Board decision.
4. Articulate and support Board policy and decisions to staff and community.

- ~~2. Work with the staff, Board, and community in curriculum planning.~~
- ~~3. Develop, evaluate and revise annually the District improvement plan, with the assistance of the District-level committee. [See BQ series and BR]~~
- ~~4. Promote goal-oriented performance and support for those involved in achieving District and campus performance objectives.~~
- ~~5. Conduct periodic evaluations of all programs and operations to determine improvements needed and to foster attainment of District and campus improvement plans.~~
- ~~6. Assist the Board in evaluating the effectiveness of school programs.~~
- ~~7. Demonstrate skill in anticipating, managing, and resolving conflict.~~

**Personnel
Management**

- 9.

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~~Recommend the number, types, and organization of positions, including central administration, needed to carry out District functions effectively.~~

- ~~10.— Perform duties established by the Board regarding the recommendation, employment, suspension, and dismissal of employees. [See DC and DF series]~~
- ~~11.— Assign and reassign all personnel; exercise final placement authority for educators transferred because of enrollment shifts or program changes. [See DK]~~
- ~~12.2. Direct a proactive and supervise the staff evaluation program~~

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of internal and external ~~provide effective two-way~~
communication at all levels designed to improve staff and
community understanding and support of the District. ~~with~~
~~District personnel.~~

~~{See DNA}~~

5. Establish mechanisms for community and business involvement in the schools and encourage participation.
- ~~2. Work with~~ ~~Serve as liaison between the Board and staff.~~
- ~~3. Develop and recommend pay systems; recommend pay increases or adjustments for personnel. {See DEA}~~
4. Support staff development and ~~other~~ governmental entities and community organizations to meet ~~professional~~ development programs. ~~{See DMA}~~
- ~~5. Promote a positive work environment that fosters high staff morale and excellence within the~~ ~~needs~~ District.
- ~~7. Be informed of~~ students and the community ~~developments in~~ state, federal, ~~and local laws and public policy affecting~~ education.
6. Accurately ~~prepare and submit~~ in a coordinated way.

**Administration and
Fiscal / Facilities**

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Management

~~13. To the extent permitted in a timely manner any and all reports required by law, the Superintendent may delegate responsibilities to the Board, TEA, other federal and state agencies, and any records subpoenaed by a court of law.~~

Delegation

~~14. Direct and supervise all financial accounting and ensure that funds are expended legally, in accordance with the approved budget, and controlled effectively. [See CF series]~~

~~15. Ensure District compliance with all applicable state and federal requirements.~~

~~16. Ensure that the school plant and facilities are properly maintained and that adequate provision is made for the safety of students, employees, and other users of the school facilities. [See CK series]~~

~~17. Monitor District property, casualty, and workers' compensation loss experience to ensure that appropriate risk management and loss control strategies are employed.~~

**Student Services
Management**

~~19. Ensure a favorable educational environment through the implementation of an equitable and efficient system of student behavioral management.~~

~~20. Work with staff, Board, and community in planning and implementing support services for students.~~

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**School – Community
Relations**

~~22.— Develop and implement effective communication between the schools and community; promote community support and involvement with the schools. [See GB series]~~

~~23.— Represent the District in activities involving other school systems, institutions, agencies, and professional and community groups.~~

~~24.— Interpret Board policies to the staff, parents, and community.~~

**Professional Growth
and Development**

~~26.— Formulate, with the Board, an annual Superintendent's professional development plan and assist the Board in designing a process for evaluating the Superintendent's performance. [See BJCB and BJCD]~~

~~27.— Pursue professional development through reading, attending conferences, and being involved with related agencies.~~

**Board-
Superintendent
Relations**

~~29.— Assist the Board for the performance of all duties, delegated in identifying individual and team training needs, and in arranging training opportunities. [See BBD]~~

~~30.— Prepare Board agendas and meeting materials in cooperation with the Board President. [See BE]~~

~~31.— Attend and participate in all meetings of the Board except closed meetings when the Board desires to discuss such matters as the Superintendent's contract or evaluation privately.~~

~~32.— Keep the Board continuously informed on issues, needs, and operations of the District.~~

~~33.— Exercise discretion and good judgment in matters not covered by Board policy.~~

~~34.— Serve as custodian of all minutes and records of the Board.~~

~~35.— Communicate with the District's attorney on matters in litigation or potential litigation except as otherwise directed by the Board.~~

~~36.3.— Perform related duties assigned by action of the Board.~~

Scurry-Rosser ISD
129910

SUPERINTENDENT
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(LOCAL)

BJA

ADOPTED:

LOCAL REVENUE SOURCES CCG AD VALOREM TAXES (LOCAL)

Discounts	Discount options shall not be provided for the early payment of property taxes in the District.
Split Payments	Split payment of taxes shall be allowed in accordance with statutory provisions.
Texas Economic Development Act	These provisions outline the procedures the District shall use for filing, accepting, reviewing, and considering applications, amendments to applications, and, when necessary, enforcing agreements made under the Texas Economic Development Act, as set forth in Chapter 313 of the Tax Code.
Purpose	
Definitions	As used in this policy, the following phrases and words shall have the following meanings, unless the context clearly indicates otherwise: “Act” shall mean the Texas Economic Development Act, as set forth in Chapter 313 of the Texas Tax Code. “Agreement” shall mean the written agreement between the Board and the approved applicant to implement a limitation on the appraised value for District maintenance and operations ad valorem property tax purposes on an entity’s qualified property, required by Tax Code 313.027(d). “Applicant” shall mean an entity that has applied for a limitation on appraised value for District maintenance and operations ad valorem property tax purposes on the entity’s property, as provided by Chapter 313 of the Tax Code. “Application” shall mean an application for limitation of appraised value limitation for District maintenance and operations ad valorem property tax purposes on an entity’s qualified property on the form adopted by reference in 34 Texas Administrative Code (TAC), Chapter 9, Subchapter F, Section 9.1052 (relating to forms), the schedules attached thereto, and the documentation submitted by an entity for the purpose of obtaining an agreement for a limitation on appraised value from the District. “Application fee” shall mean the nonrefundable application fee, determined in accordance with this policy, to be paid to the District by an applicant to cover the District’s costs incurred in the processing and consideration of the application. “Application review period” shall mean the period of time during which the Board is required to consider the application. The application review period shall begin on the application review start date and shall expire on the 151st day thereafter, unless the

LOCAL REVENUE SOURCES CCG AD VALOREM TAXES (LOCAL)

~~application review period is extended by Board action taken prior to the expiration date.~~

~~“Application review start date” shall mean the later date of either the date on which the District issues its written notice that an applicant has submitted a completed application or the date on which the comptroller issues its written notice that an applicant has submitted a completed application.~~

~~“Appraisal district” shall mean each county appraisal district that would appraise the property that is the subject of an application.~~

~~“Board” shall mean the Board of the District.~~

~~“Completed application” shall mean an application in the form and number and containing all the information required pursuant to 34 TAC, Chapter 9, Subchapter F, Section 9.1053 (relating to an entity requesting agreement to limit appraised value and tax credit), that has been determined by the District and the comptroller to include all minimum requirements for consideration.~~

~~“Comptroller” shall mean the Texas Comptroller of Public Accounts or the designated representative of the Texas Comptroller of Public Accounts acting on behalf of the comptroller.~~

~~“Comptroller’s rules” shall mean those rules adopted by the comptroller set forth at 34 TAC, Chapter 9, Subchapter F.~~

~~“Deferral” shall mean a forward adjustment of the date upon which the qualifying time period, as defined by the Tax Code 313.021(4), begins.~~

~~“District” shall have the meaning set out in policy AB(LOCAL).~~

~~“Entity” shall mean any entity upon which a tax is imposed by Tax Code 171.001, including a combined group as defined by Tax Code 171.0001(7) or members of a combined group, provided, however, an entity as defined herein does not include a sole proprietorship, partnership, or limited liability partnership.~~

~~“Substantive document” shall mean a document or other information or data in electronic media that is determined by the comptroller to substantially involve or include information or data significant to an application, the evaluation or consideration of an application, or the agreement or implementation of an agreement for limitation of appraised value pursuant to Chapter 313 of the Tax Code. The term includes, but is not limited to, any application requesting a limitation on appraised value and any amendments or~~

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	<p>supplements; any economic impact evaluation made in connection with an application; any agreement between an applicant and the District and any subsequent amendments or assignments; any District-written finding or report filed with the comptroller as required under 34 TAC, Chapter 9, Subchapter F; any completed Annual Eligibility Report (Form 50-772A) submitted to the comptroller; and any application requesting school tax credits under Tax Code 313.103.</p>
<p>Application Requirements</p>	<p>The owner or lessee of, or the holder of another possessory interest in, any qualified property described by Section 313.021(2)(A), (B), or (C) of the Tax Code may apply to the Board for a limitation on the appraised value of the person's qualified property for District maintenance and operations ad valorem tax purposes. An application must be made on the form prescribed by the comptroller, must include the information required by the comptroller, and must be accompanied by:</p>
	<ol style="list-style-type: none">1. The application fee established by the Board;2. Information sufficient to show that the real and personal property identified in the application as qualified property meets the applicable criteria established by Section 313.021(2); and3. Any information required by the comptroller for the purposes of Section 313.026.
<p>Filing an Application</p>	<p>For each application made under this policy, the applicant shall file with the Superintendent:</p>
	<ol style="list-style-type: none">1. One original and four hard copies of the completed application in three-ring binders, with tabs separating each section of documents submitted; and2. An electronically digitized copy formatted in searchable pdf format or other format acceptable to the comptroller, certified by the applicant as containing the identical information, maps, and schedules as the original hard copy. The digitized copy shall include:<ol style="list-style-type: none">a. Schedules A1, A2, B, C, and D in Microsoft Excel format; andb. High-resolution maps and graphics (300 dpi or higher).
	<p>The Superintendent shall acknowledge in writing the date of receipt of the completed application and application fee.</p>
	<p>Completed applications shall be considered for final approval by the Board only after the District's receipt of the application fee</p>

LOCAL REVENUE SOURCES CCG AD VALOREM TAXES (LOCAL)

~~established by the Board and after completion of the economic analysis and the school facilities impact analysis required by the Act.~~

~~Applications submitted without the application fee shall be held by the Superintendent until satisfactory arrangements have been made for the payment of the application fee. The Superintendent's determination of whether satisfactory arrangements have been made for the payment of the application fee shall be final.~~

~~At the time of initial submission to the District and prior to the District's approval of the application, information submitted to the District in connection with the application shall be presumed to be public information unless the applicant clearly identifies the information as confidential and proprietary prior to its release.~~

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<i>Amending an Application</i>	<p>An application may be amended by an applicant at any time prior to the Board's final action on the application. In the event that an amended application is filed within 60 days of the end of the application review period, the application review period shall be automatically extended to the 61st day after the date on which the last amended application is filed.</p> <p>The Superintendent shall review and forward to the comptroller any amended application or supplemental information within seven days of the date of the receipt of the material.</p>
Standard Application Fee	<p>The standard application fee shall be \$75,000 and shall not be refundable except:</p> <ol style="list-style-type: none">1. For large project fees after the initial tender, as set forth in this policy; or2. In the event that the application is denied after an initial Board review, as defined in this policy. <p>The standard application fee does not include any amount charged by the comptroller's office for its economic impact study, if such a fee is charged.</p>
Large Project Application Fee	<p>For each application for an appraised value limitation on qualified property for which the qualified investment exceeds \$300,000,000, the Board may, at its discretion, set an application fee higher than the standard application fee, if in the opinion of the Board an analysis of the application is of such complexity so as to require a higher fee. An applicant proposing a qualified investment in excess of \$300,000,000 in value shall initially tender an application fee of \$75,000. In the event that the Board sets a higher fee, the applicant shall be entitled to withdraw its application and its application fee if the applicant disagrees with the higher fee set by the Board.</p>
Processing the Application <i>Before Initial Board Review</i>	<p>Upon receipt of the application and the application fee, the Superintendent shall take the following actions:</p> <ol style="list-style-type: none">1. Send to the applicant written confirmation of receipt of the application and application fee.

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- ~~2.— Review the application and, as necessary, require the applicant to submit additional and/or supplementary information, including the completion of all schedules required by the comptroller's rules.~~
- ~~3.— Submit the application to the comptroller within seven days of the receipt of the completed application, together with an economic analysis of the proposed project, if submitted by the applicant.~~
- ~~4.— Schedule Board consideration of the completed application for initial Board review.~~

*Initial Board
Review*

~~Following the filing of an application, the Board shall conduct an initial review of the application. At the initial review, the Board may consider either a written or oral presentation concerning the application.~~

~~If, after the initial review, the Board is of the opinion that the application is not in the best interests of the District, the Board shall reject the application and return to the applicant the application fee, less the necessary and reasonable costs of the initial review of the application.~~

~~In the event that the Board decides to proceed with a full consideration of the application, and the qualified investment in the application exceeds \$300,000,000, the Board shall set an appropriate large project application fee, in accordance with this policy.~~

~~Once the Board has accepted an application for consideration after the initial review, the Superintendent shall be expressly delegated the authority to accept on behalf of the Board and the District any amended or supplemental application submitted by the applicant for the same project.~~

*Consulting
Services*

~~Upon retention by the Board, the District's consultants shall review the application to ensure that the application documents include all information required by the comptroller's rules. The consultants shall simultaneously begin an analysis of the impact on District finances; any legal implications of the application; development of an appropriate revenue protection agreement; and when the reports become available, the studies from the comptroller's office and Texas Education Agency (TEA).~~

~~The consultants shall be paid for their services from the application fee. The consultants shall complete their analysis within sufficient time for the Board to consider it in its final determination on the application.~~

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*After the Initial
Board Review*

~~If the Board elects to consider the completed application, the Superintendent is authorized to deposit the application fee and provide written notice to the applicant and comptroller, with a copy to the appraisal district, that the District has received and will be considering a completed application. The notice shall include:~~

- ~~1. The date on which the application was received;~~
- ~~2. The date on which the District elected to consider the application; and~~
- ~~3. The date on which the District determined that the applicant has submitted a completed application.~~

~~At the time the District provides to the comptroller the notice of consideration of a completed application, the District shall deliver to the comptroller a copy of the completed application, request that the comptroller conduct an economic impact evaluation of the project proposed by the completed application, and provide all other information relating to consideration of the application, as prepared by the District's consultants to meet the requirements of Section 313.025(b) of the Tax Code and 34 TAC 9.1054.~~

~~The Superintendent shall also take the following actions:~~

- ~~1. Accept on behalf of the Board any amendments or supplements submitted by the applicant, and transmit copies to the comptroller within seven days of receipt of the amendments or supplements;~~
- ~~2. Request from the applicant any other written documents containing information reasonably necessary for the application review or for any economic impact study;~~
- ~~3. Direct the District's webmaster to create a link from the District's website to the location on the comptroller's website where copies of applications under the Act are posted;~~
- ~~4. Ensure that the applicant and the District's consultants conduct all required analyses to properly protect the District's financial interests;~~
- ~~5. Provide all required supplemental information necessary to assist the staffs of the comptroller and TEA with the analyses required by the Act and comptroller's rules;~~
- ~~6. Not later than 151 days after the application review start date, present to the Board an agreement for final approval or a request for an extension of the application review period; and~~

LOCAL REVENUE SOURCES CCG AD VALOREM TAXES (LOCAL)

Board Action on
Application

~~7. If an extension of the application review period is requested by the District or the applicant, report each request for an extension to the comptroller within seven days of the decision to provide the extension.~~

~~Not later than the 90th day after the date the comptroller receives the copy of the application, the comptroller shall issue a certificate for a limitation on appraised value of the property and provide the certificate to the Board or shall provide to the Board a written explanation of the comptroller's decision not to issue a certificate.~~

~~The Board may not approve an application unless the comptroller submits to the Board a certificate for a limitation on appraised value of the property.~~

~~Before approving or disapproving an application under 34TAC, Chapter 9, Subchapter F, that the Board elects to consider, the Board shall make a written finding as to any criteria considered by the comptroller in conducting the economic impact evaluation under Section 313.026. The Board shall deliver a copy of those findings to the applicant.~~

~~When presented a completed application pursuant to 34 TAG Section 9.1054(c)(5) for which the comptroller has submitted a comptroller certificate for a limitation, the Board shall either:~~

- ~~1. By majority vote, adopt a written resolution approving the application, which shall include:
 - ~~a. Written findings:
 - ~~(1) As to each criterion listed in Section 9.1055(d)(3)(B)–(D) of 34 TAC, Chapter 9, Subchapter F (relating to the comptroller application review and agreement to limit appraised value);~~
 - ~~(2) As to the criteria required by Tax Code 313.025 (f-1), if applicable;~~
 - ~~(3) That the information in the application is true and correct; and~~
 - ~~(4) That the applicant is eligible for the limitation on the appraised value of the entity's qualified property;~~~~
 - ~~b. A determination that granting the application is in the best interest of the District and this state; and~~
 - ~~c. A designation of a Board representative and a directive to execute the agreement for property tax limitation~~~~

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~~presented by the approved applicant that complies with
34~~

~~TAC, Chapter 9, Subchapter F, and Tax Code Chapter
313;~~

- ~~2. By majority vote, disapprove the application; or~~
- ~~3. Take no official action. The application shall be considered disapproved on the 151st day after the application review start date.~~

~~Upon completion of Board action, if any, on the application, the Superintendent shall ensure that all required information is transmitted to the comptroller, the applicant, and each applicable appraisal district~~

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~~Adoption of Agreement~~ The Board shall also consider and adopt an agreement with the applicant to provide for protection from or compensation for any financial risks undertaken by the District in accepting the application in accordance with Tax Code 313.027.

~~Waiver of Jobs Requirement~~

~~The Board may waive the new jobs creation requirement of Section 313.021(2)(A)(iv)(b) or 313.051(b) of the Tax Code and may approve an application if the Board makes a finding that the jobs creation requirement exceeds the industry standard for the number of employees reasonably necessary for the operation of the facility described in the application.~~

~~In the event that a waiver request is made subsequent to the time of the original application, the Board may charge the applicant a fee to cover the costs of any consultant required by the Board in making the requisite finding.~~

~~Substantive Documents and Confidentiality~~

~~Information that is provided to the District in connection with an application for a limitation on appraised value under Chapter 313, Subchapter B and that describes the specific processes or business activities to be conducted or the specific tangible personal property to be located on real property covered by the application shall be segregated in the application from other information and shall be confidential and not subject to public disclosure unless the Board approves the application.~~

~~Other information in the custody of the District or the comptroller in connection with the application, including information related to the economic impact of a project or the essential elements of eligibility under Chapter 313, such as the nature and amount of the projected investment, employment, wages, and benefits, shall not be considered confidential business information if the Board agrees to consider the application.~~

~~All applications and parts of applications that are not segregated and marked as confidential as required under 34 TAC, Chapter 9, Subchapter F, Section 9.1055 shall be considered substantive documents and shall be posted on the Internet.~~

~~If the Board approves the application, information in the custody of the District or the comptroller shall not be confidential.~~

~~Any information received by the District from the applicant shall be subject to the Texas Public Information Act.~~

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~~Applicant's Claim of
Information
Confidentiality~~

~~When submitting an application or any amendment or supplement thereto, an applicant may request that all or parts of the documents not be posted on the Internet and not be otherwise publicly released.~~

~~The request for confidentiality shall be considered by the comptroller if:~~

- ~~1. The applicant has segregated the information for which confidentiality is being requested from the other information submitted to the comptroller and clearly and conspicuously labeled the information as confidential;~~
- ~~2. The applicant has provided on the form prescribed by the comptroller a written list specifically identifying each document, portion of a document, or entry that the applicant contends is confidential;~~
- ~~3. The applicant has provided in writing specific reasons, including any relevant legal authority, stating why the applicant believes the material to be confidential; and~~
- ~~4. The comptroller determines that the information for which confidentiality is sought describes:
 - ~~a. Specific processes or business activities to be conducted by the applicant; or~~
 - ~~b. Specific tangible personal property to be located on real property covered by the application.~~~~

~~Applicant Reporting
Obligations~~

~~During the course of its Chapter 313 agreement with the District, the applicant shall timely make any and all reports that are or may be required under the provisions of law or administrative regulation, including, but not limited to, the annual report or certifications the applicant may be required to submit to the comptroller under provisions of Section 313.032 of the Tax Code. The applicant shall forward to the District a copy of all such required reports or certifications contemporaneously with filing the reports with the comptroller. The obligation to make all required filings shall be a material obligation of the agreement.~~

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District Reporting Obligations	If the comptroller requests information reasonably necessary to complete the recommendation or economic impact evaluations, the Superintendent shall provide the requested information within 20 working days from the date of the request. The Superintendent may request an extension of time, not to exceed ten working days, to provide the additional information to the comptroller.
Superintendent Responsibilities / Delegation	<p>During the term of any agreement, the Superintendent shall ensure that all reporting requirements under Chapter 313 are met in a timely fashion by the District and the applicant. The Superintendent is authorized to delegate this function to outside consultants; however, the applicant shall reimburse the District for any consultant fees.</p> <p>The Superintendent shall provide to the applicant and the District's consultants a copy of the economic impact evaluation and the facilities impact study upon receipt thereof.</p>
Applicant Information Updates	An applicant shall update the District regarding the following information:

AD VALOREM TAXES

- ~~1. Changes to the designation of an authorized representative;~~
- ~~2. Changes to the location and contact information for the approved applicant, including all members of the combined group participating in the limitation agreement; and~~
- ~~3. Copies of any assignments of the agreement and contact information for authorized representatives of any assignees.~~

ADOPTED: _____ 10 of 10

CCGA
(LOCAL)

EXEMPTIONS AND PAYMENTS

Discounts

Discount options shall not be provided for the early payment of property taxes in the District.

Split Payments

Split payment of taxes shall be allowed in accordance with statutory provisions.

Scurry-Rosser ISD
129910

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CCG AD VALOREM TAXES
ADOPTED:

(LOCAL)

1 of 1

DATE ISSUED: 1/25/2018
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CCG(LOCAL)-X

**Texas Economic
Development Act**

Purpose

These provisions outline the procedures the District shall use for filing, accepting, reviewing, and considering applications, amendments to applications, and, when necessary, enforcing agreements made under the Texas Economic Development Act, as set forth in Chapter 313 of the Tax Code.

Definitions

As used in this policy, the following phrases and words shall have the following meanings, unless the context clearly indicates otherwise:

“Act” shall mean the Texas Economic Development Act, as set forth in Chapter 313 of the Texas Tax Code.

“Agreement” shall mean the written agreement between the Board and the approved applicant to implement a limitation on the appraised value for District maintenance and operations ad valorem property tax purposes on an entity’s qualified property, required by Tax Code 313.027(d).

“Applicant” shall mean an entity that has applied for a limitation on appraised value for District maintenance and operations ad valorem property tax purposes on the entity’s property, as provided by Chapter 313 of the Tax Code.

“Application” shall mean an application for limitation of appraised value limitation for District maintenance and operations ad valorem property tax purposes on an entity’s qualified property on the form adopted by reference in 34 Texas Administrative Code (TAC), Chapter 9, Subchapter F, Section 9.1052 (relating to forms), the schedules attached thereto, and the documentation submitted by an entity for the purpose of obtaining an agreement for a limitation on appraised value from the District.

“Application fee” shall mean the nonrefundable application fee, determined in accordance with this policy, to be paid to the District by an applicant to cover the District’s costs incurred in the processing and consideration of the application.

“Application review period” shall mean the period of time during which the Board is required to consider the application. The application review period shall begin on the application review start date and shall expire on the 151st day thereafter, unless the application review period is extended by Board action taken prior to the expiration date.

“Application review start date” shall mean the later date of either the date on which the District issues its written notice that an applicant has submitted a completed application or the date on

which the comptroller issues its written notice that an applicant has submitted a completed application.

“Appraisal district” shall mean each county appraisal district that would appraise the property that is the subject of an application.

“Board” shall mean the Board of the District.

“Completed application” shall mean an application in the form and number and containing all the information required pursuant to 34 TAC, Chapter 9, Subchapter F, Section 9.1053 (relating to an entity requesting agreement to limit appraised value and tax credit), that has been determined by the District and the comptroller to include all minimum requirements for consideration.

“Comptroller” shall mean the Texas Comptroller of Public Accounts or the designated representative of the Texas Comptroller of Public Accounts acting on behalf of the comptroller.

“Comptroller’s rules” shall mean those rules adopted by the comptroller set forth at 34 TAC, Chapter 9, Subchapter F.

“Deferral” shall mean a forward adjustment of the date upon which the qualifying time period, as defined by the Tax Code 313.021(4), begins.

“District” shall have the meaning set out in policy AB(LOCAL).

“Entity” shall mean any entity upon which a tax is imposed by Tax Code 171.001, including a combined group as defined by Tax Code 171.0001(7) or members of a combined group, provided, however, an entity as defined herein does not include a sole proprietorship, partnership, or limited liability partnership.

“Substantive document” shall mean a document or other information or data in electronic media that is determined by the comptroller to substantially involve or include information or data significant to an application, the evaluation or consideration of an application, or the agreement or implementation of an agreement for limitation of appraised value pursuant to Chapter 313 of the Tax Code. The term includes, but is not limited to, any application requesting a limitation on appraised value and any amendments or supplements; any economic impact evaluation made in connection with an application; any agreement between an applicant and the District and any subsequent amendments or assignments; any District written finding or report filed with the comptroller as required under 34 TAC, Chapter 9, Subchapter F; any completed Annual Eligibility Report (Form 50-772A) submitted to the

- Application Requirements
- comptroller; and any application requesting school tax credits under Tax Code 313.103.
- The owner or lessee of, or the holder of another possessory interest in, any qualified property described by Section 313.021(2)(A), (B), or (C) of the Tax Code may apply to the Board for a limitation on the appraised value of the person's qualified property for District maintenance and operations ad valorem tax purposes. An application must be made on the form prescribed by the comptroller, must include the information required by the comptroller, and must be accompanied by:
1. The application fee established by the Board;
 2. Information sufficient to show that the real and personal property identified in the application as qualified property meets the applicable criteria established by Section 313.021(2); and
 3. Any information required by the comptroller for the purposes of Section 313.026.
- Filing an Application
- For each application made under this policy, the applicant shall file with the Superintendent:
1. One original and four hard copies of the completed application in three-ring binders, with tabs separating each section of documents submitted; and
 2. An electronically digitized copy formatted in searchable pdf format or other format acceptable to the comptroller, certified by the applicant as containing the identical information, maps, and schedules as the original hard copy. The digitized copy shall include:
 - a. Schedules A1, A2, B, C, and D in Microsoft Excel format; and
 - b. High-resolution maps and graphics (300 dpi or higher).
- The Superintendent shall acknowledge in writing the date of receipt of the completed application and application fee.
- Completed applications shall be considered for final approval by the Board only after the District's receipt of the application fee established by the Board and after completion of the economic

analysis and the school facilities impact analysis required by the Act.

Applications submitted without the application fee shall be held by the Superintendent until satisfactory arrangements have been made for the payment of the application fee. The Superintendent's determination of whether satisfactory arrangements have been made for the payment of the application fee shall be final.

At the time of initial submission to the District and prior to the District's approval of the application, information submitted to the District in connection with the application shall be presumed to be public information unless the applicant clearly identifies the information as confidential and proprietary prior to its release.

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*Amending an
Application*

An application may be amended by an applicant at any time prior to the Board's final action on the application. In the event that an amended application is filed within 60 days of the end of the application review period, the application review period shall be automatically extended to the 61st day after the date on which the last amended application is filed.

The Superintendent shall review and forward to the comptroller any amended application or supplemental information within seven days of the date of the receipt of the material.

Standard
Application Fee

The standard application fee shall be \$75,000 and shall not be refundable except:

1. For large project fees after the initial tender, as set forth in this policy; or
2. In the event that the application is denied after an initial Board review, as defined in this policy.

The standard application fee does not include any amount charged by the comptroller's office for its economic impact study, if such a fee is charged.

Large Project
Application Fee

For each application for an appraised value limitation on qualified property for which the qualified investment exceeds \$300,000,000, the Board may, at its discretion, set an application fee higher than the standard application fee, if in the opinion of the Board an analysis of the application is of such complexity so as to require a higher fee. An applicant proposing a qualified investment in excess of \$300,000,000 in value shall initially tender an application fee of \$75,000. In the event that the Board sets a higher fee, the applicant shall be entitled to withdraw its application and its application fee if the applicant disagrees with the higher fee set by the Board.

Processing the
Application
*Before Initial
Board Review*

Upon receipt of the application and the application fee, the Superintendent shall take the following actions:

1. Send to the applicant written confirmation of receipt of the application and application fee.
2. Review the application and, as necessary, require the applicant to submit additional and/or supplementary information, including the completion of all schedules required by the comptroller's rules.
3. Submit the application to the comptroller within seven days of the receipt of the completed application, together with an economic analysis of the proposed project, if submitted by the applicant.

4. Schedule Board consideration of the completed application for initial Board review.

Initial Board Review

Following the filing of an application, the Board shall conduct an initial review of the application. At the initial review, the Board may consider either a written or oral presentation concerning the application.

If, after the initial review, the Board is of the opinion that the application is not in the best interests of the District, the Board shall reject the application and return to the applicant the application fee, less the necessary and reasonable costs of the initial review of the application.

In the event that the Board decides to proceed with a full consideration of the application, and the qualified investment in the application exceeds \$300,000,000, the Board shall set an appropriate large project application fee, in accordance with this policy.

Consulting Services

Once the Board has accepted an application for consideration after the initial review, the Superintendent shall be expressly delegated the authority to accept on behalf of the Board and the District any amended or supplemental application submitted by the applicant for the same project.

Upon retention by the Board, the District's consultants shall review the application to ensure that the application documents include all information required by the comptroller's rules. The consultants shall simultaneously begin an analysis of the impact on District finances; any legal implications of the application; development of an appropriate revenue protection agreement; and when the reports become available, the studies from the comptroller's office and Texas Education Agency (TEA).

After the Initial Board Review

The consultants shall be paid for their services from the application fee. The consultants shall complete their analysis within sufficient time for the Board to consider it in its final determination on the application.

If the Board elects to consider the completed application, the Superintendent is authorized to deposit the application fee and provide written notice to the applicant and comptroller, with a copy to the appraisal district, that the District has received and will be considering a completed application. The notice shall include:

1. The date on which the application was received;
2. The date on which the District elected to consider the application; and

3. The date on which the District determined that the applicant has submitted a completed application.

At the time the District provides to the comptroller the notice of consideration of a completed application, the District shall deliver to the comptroller a copy of the completed application, request that the comptroller conduct an economic impact evaluation of the project proposed by the completed application, and provide all other information relating to consideration of the application, as prepared by the District's consultants to meet the requirements of Section 313.025(b) of the Tax Code and 34 TAC 9.1054.

The Superintendent shall also take the following actions:

1. Accept on behalf of the Board any amendments or supplements submitted by the applicant, and transmit copies to the comptroller within seven days of receipt of the amendments or supplements;
2. Request from the applicant any other written documents containing information reasonably necessary for the application review or for any economic impact study;
3. Direct the District's webmaster to create a link from the District's website to the location on the comptroller's website where copies of applications under the Act are posted;
4. Ensure that the applicant and the District's consultants conduct all required analyses to properly protect the District's financial interests;
5. Provide all required supplemental information necessary to assist the staffs of the comptroller and TEA with the analyses required by the Act and comptroller's rules;
6. Not later than 151 days after the application review start date, present to the Board an agreement for final approval or a request for an extension of the application review period; and
7. If an extension of the application review period is requested by the District or the applicant, report each request for an extension to the comptroller within seven days of the decision to provide the extension.

Board Action on
Application

Not later than the 90th day after the date the comptroller receives the copy of the application, the comptroller shall issue a certificate for a limitation on appraised value of the property and provide the certificate to the Board or shall provide to the Board a written explanation of the comptroller's decision not to issue a certificate.

The Board may not approve an application unless the comptroller submits to the Board a certificate for a limitation on appraised value of the property.

Before approving or disapproving an application under 34TAC, Chapter 9, Subchapter F, that the Board elects to consider, the Board shall make a written finding as to any criteria considered by the comptroller in conducting the economic impact evaluation under Section 313.026. The Board shall deliver a copy of those findings to the applicant.

When presented a completed application pursuant to 34 TAC Section 9.1054(c)(5) for which the comptroller has submitted a comptroller certificate for a limitation, the Board shall either:

1. By majority vote, adopt a written resolution approving the application, which shall include:
 - a. Written findings:
 - (1) As to each criterion listed in Section 9.1055(d)(3)(B)–(D) of 34 TAC, Chapter 9, Subchapter F (relating to the comptroller application review and agreement to limit appraised value);
 - (2) As to the criteria required by Tax Code 313.025 (f-1), if applicable;
 - (3) That the information in the application is true and correct; and
 - (4) That the applicant is eligible for the limitation on the appraised value of the entity's qualified property;
 - b. A determination that granting the application is in the best interest of the District and this state; and
 - c. A designation of a Board representative and a directive to execute the agreement for property tax limitation presented by the approved applicant that complies with 34 TAC, Chapter 9, Subchapter F, and Tax Code Chapter 313;
2. By majority vote, disapprove the application; or
3. Take no official action. The application shall be considered disapproved on the 151st day after the application review start date.

Upon completion of Board action, if any, on the application, the Superintendent shall ensure that all required information is transmitted to the comptroller, the applicant, and each applicable appraisal district.

Adoption of Agreement The Board shall also consider and adopt an agreement with the applicant to provide for protection from or compensation for any financial risks undertaken by the District in accepting the application in accordance with Tax Code 313.027.

Waiver of Jobs Requirement The Board may waive the new jobs creation requirement of Section 313.021(2)(A)(iv)(b) or 313.051(b) of the Tax Code and may approve an application if the Board makes a finding that the jobs creation requirement exceeds the industry standard for the number of employees reasonably necessary for the operation of the facility described in the application.

In the event that a waiver request is made subsequent to the time of the original application, the Board may charge the applicant a fee to cover the costs of any consultant required by the Board in making the requisite finding.

Substantive Documents and Confidentiality Information that is provided to the District in connection with an application for a limitation on appraised value under Chapter 313, Subchapter B and that describes the specific processes or business activities to be conducted or the specific tangible personal property to be located on real property covered by the application shall be segregated in the application from other information and shall be confidential and not subject to public disclosure unless the Board approves the application.

Other information in the custody of the District or the comptroller in connection with the application, including information related to the economic impact of a project or the essential elements of eligibility under Chapter 313, such as the nature and amount of the projected investment, employment, wages, and benefits, shall not be considered confidential business information if the Board agrees to consider the application.

All applications and parts of applications that are not segregated and marked as confidential as required under 34 TAC, Chapter 9, Subchapter F, Section 9.1055 shall be considered substantive documents and shall be posted on the Internet.

If the Board approves the application, information in the custody of the District or the comptroller shall not be confidential.

Any information received by the District from the applicant shall be subject to the Texas Public Information Act.

Applicant's Claim of
Information
Confidentiality

When submitting an application or any amendment or supplement thereto, an applicant may request that all or parts of the documents not be posted on the Internet and not be otherwise publicly released.

The request for confidentiality shall be considered by the comptroller if:

1. The applicant has segregated the information for which confidentiality is being requested from the other information submitted to the comptroller and clearly and conspicuously labeled the information as confidential;
2. The applicant has provided on the form prescribed by the comptroller a written list specifically identifying each document, portion of a document, or entry that the applicant contends is confidential;
3. The applicant has provided in writing specific reasons, including any relevant legal authority, stating why the applicant believes the material to be confidential; and
4. The comptroller determines that the information for which confidentiality is sought describes:
 - a. Specific processes or business activities to be conducted by the applicant; or
 - b. Specific tangible personal property to be located on real property covered by the application.

Applicant Reporting
Obligations

During the course of its Chapter 313 agreement with the District, the applicant shall timely make any and all reports that are or may be required under the provisions of law or administrative regulation, including, but not limited to, the annual report or certifications the applicant may be required to submit to the comptroller under provisions of Section 313.032 of the Tax Code. The applicant shall forward to the District a copy of all such required reports or certifications contemporaneously with filing the reports with the comptroller. The obligation to make all required filings shall be a material obligation of the agreement.

District Reporting
Obligations

If the comptroller requests information reasonably necessary to complete the recommendation or economic impact evaluations, the Superintendent shall provide the requested information within 20 working days from the date of the request. The Superintendent may request an extension of time, not to exceed ten working days, to provide the additional information to the comptroller.

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Superintendent
Responsibilities /
Delegation

During the term of any agreement, the Superintendent shall ensure that all reporting requirements under Chapter 313 are met in a timely fashion by the District and the applicant. The Superintendent is authorized to delegate this function to outside consultants; however, the applicant shall reimburse the District for any consultant fees.

The Superintendent shall provide to the applicant and the District's consultants a copy of the economic impact evaluation and the facilities impact study upon receipt thereof.

Applicant
Information Updates

An applicant shall update the District regarding the following information:

1. Changes to the designation of an authorized representative;
2. Changes to the location and contact information for the approved applicant, including all members of the combined group participating in the limitation agreement; and
3. Copies of any assignments of the agreement and contact information for authorized representatives of any assignees.

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ADOPTED:

PURCHASING AND ACQUISITION

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Purchasing Authority

The Board delegates to the Superintendent or designee the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs \$10,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place.

Purchasing Method

The Board delegates to the Superintendent or designee the authority to determine the method of purchasing in accordance with CH(LEGAL) or CBB(LEGAL), as appropriate.

Competitive Bidding

If competitive bidding is chosen as the purchasing method, the Superintendent or designee shall prepare bid specifications. All bids shall be in accordance with administrative regulations, and the submission of any electronic bids shall also be in accordance with Board-adopted rules. All bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.

The District may reject any and all bids in accordance with state or federal law, as applicable.

Competitive Sealed Proposals

If competitive sealed proposals are chosen as the purchasing method, the Superintendent or designee shall prepare the request for proposals and/or specifications for items to be purchased. All proposals shall be in accordance with administrative regulations, and the submission of any electronic proposals shall also be in accordance with Board-adopted rules. Proposals received after the specified time shall not be considered. Proposals shall be opened at the time specified, and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time of opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.

The District may reject any and all proposals in accordance with state or federal law, as applicable.

Electronic Bids or Proposals

Bids or proposals that the District has chosen to accept through electronic transmission shall be administered in accordance with Board-adopted rules. Such rules shall safeguard the integrity of the competitive procurement process; ensure the identification, security, and confidentiality of electronic bids or proposals; and ensure that the electronic bids or proposals remain effectively unopened until the proper time.

Responsibility for Debts

The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with the adopted budget, state law, Board policy,

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PURCHASING AND ACQUISITION

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and the District's purchasing procedures. [See CE]- The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control. Persons making unauthorized purchases shall assume full responsibility for all such debts.

Purchase Commitments All purchase commitments shall be made by the Superintendent or designee in accordance with administrative procedures, including the District's purchasing procedures.

Personal Purchases District employees shall not be permitted to make purchases for personal use through the District's business office.

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TECHNOLOGY RESOURCES

CQ
(LOCAL)

Availability of Access see BBI. For student use of personal electronic devices, see FNCE.

Limited Personal Use

For purposes of this policy, “technology resources” means electronic communication systems and electronic equipment.

Access to the District’s technology resources, including the ~~internet~~Internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations.

Limited personal use of the District’s technology resources shall be permitted if the use:

Use by Members of the Public

1. Imposes no tangible cost on the District;
2. Does not unduly burden the District’s technology resources; and
3. Has no adverse effect on an employee’s job performance or on a student’s academic performance.

Acceptable Use

Access to the District’s technology resources, including the ~~internet~~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:

1. Imposes no tangible cost on the District; and
2. Does not unduly burden the District’s technology resources.

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.

Internet Safety

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.

Note: For Board member use of District technology resources,

The Superintendent or designee shall develop and implement an ~~internet~~Internet safety plan to:

TECHNOLOGY RESOURCES

CQ
(LOCAL)

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; and
5. Educate students about cyberbullying awareness and response and about appropriate online behavior, including interacting with other individuals on social networking [websites](#) ~~Web sites~~ and in chat rooms.

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Filtering

Each District computer with ~~internet~~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.

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.

Monitored Use

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.

Disclaimer of Liability

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~~Internet.

Record Retention

A District employee shall retain electronic records, whether created or maintained using the District's technology resources or using personal technology resources, in accordance with the District's record management program. [See CPC]

TECHNOLOGY RESOURCES

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Electronically Signed Documents

At the District's discretion, the District may make certain transactions available online, including student admissions documents, student grade and performance information, contracts for goods and services, and employment documents.

To the extent the District offers transactions electronically, the District may accept electronic signatures in accordance with this policy.

When accepting electronically signed documents or digital signatures, the District shall comply with rules adopted by the Department of Information Resources, to the extent practicable, to:

- Authenticate a digital signature for a written electronic communication sent to the District;
- Maintain all records as required by law;
- Ensure that records are created and maintained in a secure environment; □ Maintain appropriate internal controls on the use of electronic signatures;
- Implement means of confirming transactions; and □ Train staff on related procedures as necessary.

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 ~~website~~ ~~Web site~~.
4. Publication through broadcast media.

FACILITIES CONSTRUCTION

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 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 [generally and CBB\(LEGAL\) for requirements if federal funds are involved.](#)]

Change Orders For construction contracts valued at or above ~~\$10,000~~ \$10,000, 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 and [CBB\(LEGAL\)](#)]

Project Administration 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.

Final Payment All construction projects shall be administered by the Superintendent or designee.

The Superintendent shall keep the Board informed concerning construction projects and also shall provide information to the general public.

The District shall not make final payments for construction or the supervision of construction until the work has been completed and the Board has accepted the work.

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EMPLOYMENT PRACTICES

DCB

TERM CONTRACTS

(LOCAL)

**Contracts Required by
Law**

After any applicable probationary contract period required by the District, term contracts governed by Chapter 21 of the Education Code (educator term contracts) shall be provided to: ~~any employees in positions required by law to receive such contracts, including:~~

1. Any employees in positions required by statute to receive such contracts, including SBEC-certified employees serving full-time as principals, assistant principals, teachers, school counselors, diagnosticians, librarians, and athletic directors; ~~and~~

1. Full-time professional employees in other positions for which the District requires current SBEC certification; and

2. Full-time nurses.

~~Employees in positions for which the District requires current SBEC certification shall also receive term contracts.~~

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

DCB(LOCAL)-C

Each District employee shall perform his or her duties in accordance with state and federal law, District policy, and ethical standards. The District holds all employees accountable to the Educators' Code of Ethics. [See DH(EXHIBIT)]

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

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

Violations of Standards of Conduct

Each employee shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to his or her status as a District employee. Violation of any policies, regulations, or guidelines, [including intentionally making a false claim, offering a false statement, or refusing to cooperate with a District investigation](#), may result in disciplinary action, including termination of employment. [See DCD and DF series]

Weapons Prohibited

The District prohibits the use, possession, or display of any firearm, location-restricted knife, club, or prohibited weapon, as defined at FNCG, on District property at all times.

Exceptions

No violation of this policy occurs when:

1. Use or possession of a firearm by a specific employee is authorized by Board action. [\[See CKC\]](#)~~[\[See GKG\]](#)~~
2. A District employee who holds a Texas handgun license stores a handgun or other firearm in a locked vehicle in a parking lot, parking garage, or other parking area provided by the District, provided the handgun or other firearm is not loaded and not in plain view; or
3. The use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. [See FOD]

Electronic Communication

Use with Students

A certified employee, licensed employee, or any other employee designated in writing by the Superintendent or a campus principal may use electronic communication, as this term is defined by law, with currently enrolled students only about matters within the scope of the employee's professional responsibilities.

Unless an exception has been made in accordance with the employee handbook or other administrative regulations, an employee

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

shall not use a personal electronic communication platform, application, or account to communicate with currently enrolled students.

Unless authorized above, all other employees are prohibited from using electronic communication directly with students who are currently enrolled in the District. The employee handbook or other administrative regulations shall further detail:

1. Exceptions for family and social relationships;
2. The circumstances under which an employee may use text messaging to communicate with individual students or student groups;
3. Hours of the day during which electronic communication is discouraged or prohibited; and
4. Other matters deemed appropriate by the Superintendent or designee.

In accordance with ethical standards applicable to all District employees [see DH(EXHIBIT)], an employee shall be prohibited from using electronic communications in a manner that constitutes prohibited harassment or abuse of a District student; adversely affects the student's learning, mental health, or safety; includes threats of violence against the student; reveals confidential information about the student; or constitutes an inappropriate communication with a student, as described in the Educators' Code of Ethics.

An employee shall have no expectation of privacy in electronic communications with students. Each employee shall comply with the District's requirements for records retention and destruction to the extent those requirements apply to electronic communication. [See CPC]

Personal Use

All employees shall be held to the same professional standards in their public use of electronic communication as for any other public conduct. If an employee's use of electronic communication violates state or federal law or District policy, or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

Reporting Improper Communication

In accordance with administrative regulations, an employee shall notify his or her supervisor when a student engages in improper electronic communication with the employee.

Disclosing Personal Information

An employee shall not be required to disclose his or her personal ~~email~~ address or personal phone number to a student.

EMPLOYEE STANDARDS OF CONDUCT

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(LOCAL)

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Safety Requirements

harassment, including sexual harassment, of:

1. Other employees. [See DIA]
2. Students. [See FFH; see FFG regarding child abuse and neglect.]

Harassment or Abuse

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

An employee shall report child abuse or neglect as required by law. [See FFG]

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

Relationships with Students

As required by law, the District shall notify the parent of a student with whom an educator is alleged to have engaged in certain misconduct. [See FFF]

An employee shall not smoke or use tobacco products or e-cigarettes on District property, in District vehicles, or at school-related activities. [See also GKA]

Tobacco and E-Cigarettes

As a condition of employment, an employee shall abide by the terms of the following drug-free workplace provisions. An employee shall notify the Superintendent in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace in accordance with Arrests, Indictments, Convictions, and Other Adjudications, below.

Alcohol and Drugs / Notice of Drug-Free Workplace

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

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

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.

An employee shall not engage in prohibited

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EMPLOYEE STANDARDS OF CONDUCT

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3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

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

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Exceptions

It shall not be considered a violation of this policy if the employee:

1. Manufactures, possesses, or dispenses a substance listed above as part of the employee's job responsibilities;
2. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee's personal use; or
3. Possesses a controlled substance or drug that a licensed physician has prescribed for the employee's child or other individual for whom the employee is a legal guardian.

Sanctions

An employee who violates these drug-free workplace provisions shall be subject to disciplinary sanctions. Sanctions may include:

1. Referral to drug and alcohol counseling or rehabilitation programs;
2. Referral to employee assistance programs;
3. Termination from employment with the District; and
4. Referral to appropriate law enforcement officials for prosecution.

Notice

Employees shall receive a copy of this policy.

**Arrests, Indictments,
Convictions, and
Other Adjudications**

An employee shall notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

1. Crimes involving school property or funds;
2. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or
4. Crimes involving moral turpitude, which include:

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- Dishonesty; fraud; deceit; theft; misrepresentation;
- Deliberate violence;
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
- Felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
- Felony driving while intoxicated (DWI); or
- Acts constituting abuse or neglect under the Texas Family Code.

Dress and Grooming

An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor and approved by the Superintendent.

EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA
(LOCAL)

~~ADOPTED:~~ ~~ADOPTED:~~ 5

Note: This policy addresses discrimination, harassment, and retaliation involving District employees. For discrimination, harassment, and retaliation involving students, see FFH. For reporting requirements related to child abuse and neglect, see FFG.

EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

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Definitions Solely for purposes of this policy, the term “~~employee~~employees” includes former employees, applicants for employment, and unpaid interns.

Statement of Nondiscrimination The District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of District policy.

Discrimination Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law, that adversely affects the employee’s employment.

Harassment Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee’s race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee’s work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or
3. Otherwise adversely affects the employee’s performance, environment, or employment opportunities.

Examples

Examples of prohibited harassment may include offensive or derogatory language directed at another person’s religious beliefs or practices, accent, skin color, gender identity, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other stereotypes; or other types of aggressive conduct such as theft or damage to property.

Sexual Harassment

Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

EMPLOYEE WELFARE
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1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

Examples

Retaliation

Examples of sexual harassment may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication, or contact.

The District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

Examples

~~An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding harassment or discrimination is subject to appropriate discipline.~~

Prohibited Conduct

Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.

Reporting Procedures

In this policy, the term "prohibited conduct" includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor or campus principal.

Definition of District Officials

Alternatively, the employee may report the alleged acts to one of the District officials below.

Title IX Coordinator

For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.

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FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

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(LOCAL)

Reports of discrimination based on sex, including sexual harassment, may be directed to the designated Title IX coordinator. [See DIA(EXHIBIT)]

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ADA / Section 504
Coordinator
Superintendent

person alleged to have committed it. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.

Alternative Reporting Procedures

A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct.

Timely Reporting

Any District supervisor who receives a report of prohibited conduct shall immediately notify the appropriate District official listed above and take any other steps required by this policy.

The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form.

Notice of Report

Upon receipt or notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

Investigation of the Report

Reports of discrimination based on disability may be directed to the designated ADA/Section 504 coordinator. [See DIA(EXHIBIT)]

If appropriate, the District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

The Superintendent shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws.

The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal or supervisor shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the

An employee shall not be required to report prohibited conduct to the

EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA
(LOCAL)

Concluding the Investigation

allegations. The investigation may also include analysis of other information or documents related to the allegations.

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

District Action

If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

Confidentiality

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Appeal

A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA(LOCAL), beginning at the appropriate level.

The complainant may have a right to file a complaint with appropriate state or federal agencies.

Records Retention

Copies of reports alleging prohibited conduct, investigation reports, and related records shall be maintained by the District for a period of at least three years. [See CPC]

Access to Policy

This policy shall be distributed annually to District employees. Copies of the policy shall be readily available at each campus and the District administrative offices.

ADOPTED: ADOPTED:

STUDENT ACTIVITIES
SCHOOL-SPONSORED PUBLICATIONS

FMA

All publications edited, published, and ~~printed, or~~ distributed in print or electronically in the name of ~~or within~~ the District or an individual campus ~~schools~~ shall be under the control of the campus and District ~~school~~ administration and the Board. All school-sponsored

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COMPLAINTS/GRIEVANCES

FNG STUDENT AND PARENT

(LOCAL)

publications approved ~~and issued~~ by a principal and published by students at an individual campus schools shall be part of the instructional program, under the supervision of a faculty sponsor.

Note: For provisions regarding advertising, including advertising in District- or school-sponsored, ~~and shall be carefully edited to reflect the ideals and expectations of the citizens of the District for their schools. The principal shall be responsible for all matters pertaining to the organization, issuance, and sale of such publications, see GKB. and any other publication procedure, subject to the Superintendent's approval.~~

Advertising

~~Advertising in individual school publications may be accepted from bona fide business firms, subject to the approval of professional employees exercising editorial supervision over the publications. Advertising deemed inappropriate for student readers or that advertises products presenting a health hazard, such as alcohol or tobacco products, shall not be accepted.~~

Complaints

~~Students who have a complaint regarding the procedures or a professional decision affecting the content or style of a school-sponsored publication shall present that complaint in accordance with FNG.~~

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UPDATE 112~~68~~

ADOPTED:

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FMA(LOCAL)-A

Complaints

In this policy, the terms "complaint" and "grievance" shall have the same meaning.

Other Complaint Processes

Student or parent complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with FNG after the relevant complaint process:

(LOCAL)

1. Complaints alleging discrimination or harassment based on race, color, gender, national origin, disability, or religion shall be submitted in accordance with FFH.
2. Complaints concerning dating violence shall be submitted in accordance with FFH.
3. Complaints concerning retaliation related to discrimination and harassment shall be submitted in accordance with FFH.
4. Complaints concerning bullying or retaliation related to bullying shall be submitted in accordance with FFI.
5. Complaints concerning failure to award credit or a final grade on the basis of attendance shall be submitted in accordance with FEC.
6. Complaints concerning expulsion shall be submitted in accordance with FOD and the Student Code of Conduct.
7. Complaints concerning any final decisions of the gifted and talented selection committee regarding selection for or exit from the gifted program shall be submitted in accordance with EHBB.
8. Complaints concerning identification, evaluation, or educational placement of a student with a disability within the scope of Section 504 shall be submitted in accordance with FB and the procedural safeguards handbook.
9. Complaints concerning identification, evaluation, educational placement, or discipline of a student with a disability within the scope of the Individuals with Disabilities Education Act shall be submitted in accordance with EHBAE, FOF, and the procedural safeguards handbook provided to parents of all students referred to special education.
10. Complaints concerning instructional resources shall be submitted in accordance with EF.
11. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with CKE.

STUDENT RIGHTS AND RESPONSIBILITIES FNG STUDENT AND PARENT
COMPLAINTS/GRIEVANCES (LOCAL)

12. Complaints concerning intradistrict transfers or campus assignment shall be submitted in accordance with FDB.
13. Complaints concerning admission, placement, or services provided for a homeless student shall be submitted in accordance with FDC.

Complaints regarding refusal of entry to or ejection from District property based on Education Code 37.105 shall be filed in accordance with this policy. However, the timelines shall be adjusted as necessary to permit the complainant to address the Board in person within 90 days of filing the initial complaint, unless the complaint is resolved before the Board considers it. [See GKA(LEGAL)]

STUDENT RIGHTS AND RESPONSIBILITIES FNG STUDENT AND PARENT
COMPLAINTS/GRIEVANCES (LOCAL)

Notice to Students and Parents The District shall inform students and parents of this policy through appropriate District publications.

Guiding Principles
Informal Process The Board encourages students and parents to discuss their concerns with the appropriate teacher, principal, or other campus administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Formal Process Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent. A student or parent may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.

Freedom from Retaliation
Neither the Board nor any District employee shall unlawfully retaliate against any student or parent for bringing a concern or complaint.

General Provisions
Filing Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including ~~email~~-mail and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

STUDENT RIGHTS AND RESPONSIBILITIES FNG STUDENT AND PARENT
COMPLAINTS/GRIEVANCES (LOCAL)

Scheduling Conferences	The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If a student or parent fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the student's or parent's absence.
Response	At Levels One and Two, "response" shall mean a written communication to the student or parent from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the student's or parent's email -mail address of record, or sent by U.S. Mail to the student's or parent's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.
Days	"Days" shall mean District business days. In calculating timelines time-lines under this policy, the day a document is filed is "day zero." The following business day is "day one."
Representative	"Representative" shall mean any person who or organization that is designated by the student or parent to represent the student or parent in the complaint process. A student may be represented by an adult at any level of the complaint. The student or parent may designate a representative through written notice to the District at any level of this process. If the student or parent designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.
Consolidating Complaints	Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student or parent shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.
Untimely Filings	All time limits shall be strictly followed unless modified by mutual written consent. If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student or parent, at any point during the complaint process. The student or parent may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

STUDENT RIGHTS AND RESPONSIBILITIES FNG STUDENT AND PARENT
COMPLAINTS/GRIEVANCES (LOCAL)

Costs Incurred Each party shall pay its own costs incurred in the course of the complaint.

Complaint and Appeal Forms Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.

Copies of any documents that support the complaint should be attached to the complaint form. If the student or parent does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student or parent unless the student or parent did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing.

Level One

Complaint forms must be filed:

1. Within 15 days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.
In most circumstances, students and parents shall file Level One complaints with the campus principal.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and schedule a conference with the student or parent within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the student or parent a written response within ten days following the conference. In reaching a decision, the administrator may consider information provided at the Level One conference and

STUDENT RIGHTS AND RESPONSIBILITIES FNG STUDENT AND PARENT
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any other relevant documents or information the administrator believes will help resolve the complaint.

Level Two

If the student or parent did not receive the relief requested at Level One or if the time for a response has expired, the student or parent may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The student or parent may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the student or parent at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the student or parent may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the student or parent a written response within ten days following the conference. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

STUDENT RIGHTS AND RESPONSIBILITIES FNG STUDENT AND PARENT
COMPLAINTS/GRIEVANCES (LOCAL)

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

Level Three

If the student or parent did not receive the relief requested at Level Two or if the time for a response has expired, the student or parent may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the student or parent of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The student or parent may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the student or parent notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student or parent and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the

STUDENT RIGHTS AND RESPONSIBILITIES FNG STUDENT AND PARENT
COMPLAINTS/GRIEVANCES (LOCAL)

administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the student or parent or the student's representative, any presentation from the administration, and questions from the Board

STUDENT RIGHTS AND RESPONSIBILITIES FNG STUDENT AND PARENT
COMPLAINTS/GRIEVANCES (LOCAL)

with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

ADOPTED:~~ADOPTED:~~

Complaints

In this policy, the terms “complaint” and “grievance” shall have the same meaning.

Other Complaint Processes

Complaints by members of the public shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with GF after the relevant complaint process:

1. Complaints concerning instructional resources shall be filed in accordance with EF.
2. Complaints concerning a commissioned peace officer who is an employee of the District shall be filed in accordance with CKE.

Complaints regarding refusal of entry to or ejection from District property based on Education Code 37.105 shall be filed in accordance with this policy. However, the timelines shall be adjusted as necessary to permit the complainant to address the Board in person within 90 days of filing the initial complaint, unless the complaint is resolved before the Board considers it. [See [GKA\(LEGAL\)](#)]

Guiding Principles

Informal Process

The Board encourages the public to discuss concerns with an appropriate administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Formal Process

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

An individual may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, individuals are encouraged to seek informal resolution of their concerns. An individual whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.

Freedom from Retaliation

General Provisions

Filing

Neither the Board nor any District employee shall unlawfully retaliate against any individual for bringing a concern or complaint.

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including ~~email~~ and fax, or by

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U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication

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shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

Scheduling
Conferences

The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If the individual fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the individual's absence.

Response

At Levels One and Two, "response" shall mean a written communication to the individual from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the individual's ~~email~~-mail address of record, or sent by U.S. Mail to the individual's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

Days

"Days" shall mean District business days. In calculating ~~timelines~~time-lines under this policy, the day a document is filed is "day zero." The following business day is "day one."

Representative

"Representative" shall mean any person who or organization that is designated by an individual to represent the individual in the complaint process.

The individual may designate a representative through written notice to the District at any level of this process. If the individual designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.

Consolidating
Complaints

Complaints arising out of an event or a series of related events shall be addressed in one complaint. An individual shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

Untimely Filings

All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the individual, at any point during the complaint process. The individual may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the

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(LOCAL)

Costs Incurred complaint was dismissed. Such appeal shall be limited to the issue of timeliness.
Each party shall pay its own costs incurred in the course of the complaint.

Complaint and Appeal Forms Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.
Copies of any documents that support the complaint should be attached to the complaint form. If the individual does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the individual unless the individual did not know the documents existed before the Level One conference.

Level One

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing.

Complaint forms must be filed:

1. Within 15 days of the date the individual first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.
If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and schedule a conference with the individual within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the individual a written response within ten days following the conference. In reaching a decision, the administrator may consider information provided at the Level One conference and any other

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relevant documents or information the administrator believes will help resolve the complaint.

Level Two

If the individual did not receive the relief requested at Level One or if the time for a response has expired, he or she may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The individual may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the individual at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the individual may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the individual a written response within ten days following the conference. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Level Three

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

If the individual did not receive the relief requested at Level Two or if the time for a response has expired, he or she may appeal the decision to the Board.

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The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the individual of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The individual may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the individual notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the individual and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the individual or his or her representative, any presentation from the administration, and questions from the Board

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(LOCAL)

with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

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The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

COMMUNITY RELATIONS

(LOCAL)

ADOPTED:~~ADOPTED:~~

GKA CONDUCT ON SCHOOL PREMISES

**Access to Campus
and District Property**

Authorized District officials, including ~~administrators, as well as~~ school resource officers and District police officers if applicable, may refuse to allow a person ~~access to~~ ~~enter or may eject a~~ ~~person from~~ property under the District's control in accordance with law.

District ~~officials~~ ~~personnel~~ may request assistance from law enforcement in an emergency or when a person is engaging in behavior rising to the level of criminal conduct.

**Ejection or
Exclusion under
Education Code
37.105**

In accordance with Education Code 37.105, a District official shall provide a person refused entry to or ejected from property under the District's control written information explaining the right to appeal such refusal of entry or ejection under the District's grievance process.

A person appealing under the District's grievance process shall be permitted to address the Board in person within 90 days of filing the initial complaint, unless the complaint is resolved before the Board considers it. [See FNG and GF]

**Off-Campus
Activities**

Employees shall be designated to ensure appropriate conduct of participants and others attending a school-related activity at non-District or out-of-District facilities. Those so designated shall coordinate their efforts with persons in charge of the facilities.

Prohibitions

Tobacco and E-
Cigarettes Weapons

The District prohibits smoking and the use of tobacco products and e-cigarettes on District property, in District vehicles, or at school-related activities.

Exceptions

The District prohibits the unlawful use, possession, or display of any firearm, location-restricted knife, club, or prohibited weapon, as defined at FNCG, on all District property at all times.

No violation of this policy occurs when:

1. A Texas handgun license holder stores a handgun or other firearm in a locked vehicle in a parking lot, parking garage, or other parking area ~~owned or~~ provided by the District, as long as the handgun or other firearm is not loaded and not in plain view; or
2. The use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. [See FOD]

Scurry-Rosser ISD
129910

COMMUNITY RELATIONS

(LOCAL)

DATE ISSUED: 12/17/2018~~11/1/2017~~
UPDATE 112~~109~~
GKA(LOCAL)-A

ADOPTED:

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ADVERTISING AND FUNDRAISING

COMMUNITY RELATIONS

(LOCAL)

Promotional Activities

District facilities shall not be used to advertise, promote, sell tickets, or collect funds for any nonschool-related purpose without prior approval of the Superintendent or designee.

[For information relating to nonschool use of facilities, see GKD.]

Advertising

For purposes of this policy, “advertising” shall mean a communication designed to attract attention or patronage by the public or school community and communicated through means under the control of the District in exchange for consideration to the District. “Advertising” does not include public recognition of donors or sponsors who have made contributions, financial or otherwise, to the District or school support organizations.

Advertising shall be accepted solely for the purpose of generating revenue for the District and not for the purpose of establishing a forum for communication. The District shall retain final editorial authority to accept or reject submitted advertisements in a manner consistent with the First Amendment. The District shall retain the authority to determine the size and location of any advertising. The District ~~reserves shall also reserve~~ the right to reject advertising that: ~~is inconsistent with federal or state law, Board policy, District or campus regulations, or curriculum, as well as any content the District determines has a reasonable likelihood of exposing the District to controversy, litigation, or disruption.~~

1. Is inconsistent with federal or state law, Board policy, District or campus regulations, or curriculum;
2. Is inappropriate in a school setting with a student audience;
3. Advertises products presenting a health hazard;
4. Creates a substantial likelihood of material disruption, including adding to the District’s obligations for security and facilities maintenance; or
5. Adds to the District’s administrative burden by exposing the District to complaints, controversy, or litigation.

The District shall not accept paid political advertising.

Acceptance of advertising shall not constitute District approval or endorsement of any product, service, organization, or issue referenced in the advertising, nor shall acceptance of advertising from a vendor determine whether the District will purchase goods or services from the vendor through the District’s formal procurement process.

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COMMUNITY RELATIONS

(LOCAL)

[For information relating to school-sponsored publications, see
FMA.]

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COMMUNITY RELATIONS

(LOCAL)

DATE ISSUED: 12/17/2018~~6/1/2017~~
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COMMUNITY RELATIONS

(LOCAL)
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ADVERTISING AND FUNDRAISING

Sponsorships and Donations If the District or any campus accepts financial or in-kind donations to support District-sponsored activities, the District reserves the right to acknowledge donors through whatever means the District deems appropriate. The District retains full editorial control over its acknowledgment or display of donations, even if donors are permitted to suggest text for the acknowledgment.

Scurry-Rosser ISD
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COMMUNITY RELATIONS

DATE ISSUED: 12/17/2018 ~~6/1/2017~~ ADOPTED: ~~ADOPTED:~~ _____ (LOCAL)
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