

DISTRICT NAME

AB  
(LOCAL)

The corporate name of this school district, as provided by law, is  
Coppell ISD herein referred to as "the District." All business shall  
be transacted under the corporate name.

GOALS AND OBJECTIVES

AF  
(LOCAL)

The District's long-range goals are as follows:

- |         |  |
|---------|--|
| GOAL 1  | Develop an instructional plan with specific targets that promotes awareness of work-place possibilities and prepares students for after-school career or academic training.                |
| GOAL 2  | Develop and implement a framework for advancing the use of technology in every aspect of the educational process.  |
| GOAL 3  | Develop and implement a plan that will provide opportunity for and encouragement to all students to gain a practical/conversational knowledge of at least one language other than English. |
| GOAL 4  | Develop and implement a plan that will expand the opportunity for and offer encouragement to all students to enroll in and appreciate a fine arts study and practice.                      |
| GOAL 5  | Develop and implement a plan which will infuse the CISD HLT program into classroom instruction to enable students to problem solve and think creatively and critically.                    |
| GOAL 6  | Develop and implement programs that teach and encourage students to utilize leisure time for participating in activities which contribute to a healthful and enjoyable lifestyle.          |
| GOAL 7  | Develop and implement programs that teach and encourage students to respect self, others, and country.   |
| GOAL 8  | Develop and implement programs that teach, model, and encourage an appreciation of society's cultures, diversity, and possibilities.   |
| GOAL 9  | Develop and implement programs that teach, model, and encourage student demonstration of leadership and teamwork.  |
| GOAL 10 | Develop and implement programs that teach, model, provide practice, and encourage students to work cooperatively, to resolve conflicts, and to achieve a shared goal.                      |
| GOAL 11 | Develop and implement a program to recognize exemplary and quality practices, initiatives, and achievements.   |
| GOAL 12 | Assist, support, and encourage staff to take a leadership role in local, regional, state, and national levels.   |
| GOAL 13 | Continue to analyze data from AEIS indicators to set goals for school improvement.   |

BOARD MEMBERS:  
ELECTIONS

BBB  
(LOCAL)

SCHEDULE OF  
ELECTIONS

Trustees shall be elected for three-year terms with elections held annually, as indicated below:

PLACES 1, 2, AND 3

The current term expires in ~~1998~~ **2007**. Subsequent elections shall take place in ~~2001~~ **2010** and ~~2004~~ **2013**, and at three-year intervals thereafter in a like manner.

PLACES 4 AND 5

The current term expires in the year ~~1999~~ **2008**. Subsequent elections shall take place in ~~2002~~ **2011** and ~~2005~~ **2014**, and at three-year intervals thereafter in a like manner.

PLACES 6 AND 7

The current term expires in ~~1997~~ **2006**. Subsequent elections shall take place in ~~2000~~ **2009** and ~~2003~~ **2012**, and at three-year intervals thereafter in a like manner.

BOARD MEMBERS:  
TRAINING AND ORIENTATION

BBD  
(LOCAL)

TRAINING ACTIVITIES

Each Board member shall be provided with opportunities to develop a broad and comprehensive understanding of the District and other districts. In addition to required training activities, the following methods may be used:

1. Membership in state and national school board associations.
2. Attendance at conventions, conferences, and clinics sponsored by educational institutions, industry, school board associations, colleges and universities, and any other appropriate sponsors.
3. Subscriptions to school board newsletter services, journals, and bulletins of direct use to the Board.
4. Visitation of districts where model or outstanding programs may be observed.
5. Visitation of industrial or business installations where the program is related to the educational program of the District.

The Board, acting as a Committee of the Whole, shall select Board members for participation in activities listed above.

EXPENSE  
REIMBURSEMENT

Board members shall be reimbursed for reasonable expenses incurred in carrying out Board business at the Board's request and for reasonable expenses incurred while attending meetings and conventions as official representatives of the Board.

An amount for Board member travel expense reimbursement shall be approved in the budget each year. If the Board authorizes travel reimbursement rates that exceed those authorized for state employees in the current state appropriations act, the Superintendent shall ensure that accounting records accurately reflect that no state or federal funds were used to reimburse those excess amounts.

Reimbursement shall be made by one of the following methods, as determined by the Board:

1. Reimbursement for use of personal car at the mileage rate currently allowed by the IRS, or the actual cost of commercial transportation, plus parking and taxi fares and expenses for lodging, meals, and other incidental expenses. Board members shall file a statement and, to the extent feasible, attach receipts documenting actual expenses for which reimbursement is requested.
2. A set amount approved in advance for reasonable expenditures to be incurred on a particular trip. This amount shall include travel, lodging, meals, and any other reasonably predictable expenditures. Board members shall file a statement, with receipts, accounting for amounts actually expended. Any excess shall be refunded to the District.

MEALS

~~In lieu of reimbursing for actual meals expense, a Board member may receive a per diem for meals, not to exceed the untaxable limit established by the IRS.~~

OFFICERS AND OFFICIALS:  
DUTIES AND REQUIREMENTS OF BOARD OFFICERS

BDAA  
(LOCAL)

BOARD OFFICERS	<p>The Board shall elect a President, a Vice-President, and an Assistant Secretary who shall be members of the Board. The Board shall select a District employee to be <b>Assistant</b> Secretary of the Board. <b>This person is normally the Superintendent's secretary.</b> <del>The Board may assign a District employee to provide clerical assistance to the Board.</del> Officers shall be elected by majority vote of the members present and voting.</p>
TERM LIMITS	<p><b>The President shall be limited to a maximum of four consecutive one-year terms. Following service as the President, the Board member shall be ineligible to hold the office of President for one calendar year.</b></p> <p><b>The Vice-President shall be limited to a maximum of two consecutive one-year terms. Following service as the Vice-President, the Board member shall be ineligible to hold the office of Vice-President for one calendar year.</b></p> <p><b>The Secretary shall be limited to a maximum of two consecutive one-year terms. Following service as the Secretary, the Board member shall be ineligible to hold the office of Secretary for one calendar year.</b></p> <p><b>During the year that a Board member is ineligible for a particular office, he or she may be elected to a different office.</b></p>
VACANCY	<p>A vacancy among officers of the Board, <del>other than the President,</del> shall be filled by majority action of the Board.</p>
TERM AND DUTIES	<p>Board officers shall serve for a term of one year or until a successor is elected. Officers may succeed themselves in office, <b>except as limited by this policy.</b> Each officer shall perform any legal duties of the office and other duties as required by action of the Board.</p>
PRESIDENT	<p>In addition to the duties required by law, the President of the Board shall:</p> <ol style="list-style-type: none"><li>1. Preside at all Board meetings unless unable to attend.</li><li>2. Have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.</li><li>3. Appoint all Board committees, unless otherwise provided by policy or Board consensus.</li><li>4. <del>Call special meetings of the Board.</del></li><li>5. <del>Sign all legal documents, warrants, vouchers, and reports, as required by statute, state or federal regulations, or Board policy.</del></li></ol>

OFFICERS AND OFFICIALS:  
DUTIES AND REQUIREMENTS OF BOARD OFFICERS

BDAA  
(LOCAL)

6. ~~Decide all questions of order in accordance with *Robert's Rules of Order, Newly Revised*, as modified by Board policy.~~
7. ~~Perform all customary duties of the office and other duties as may be required by law or the Board.~~

VICE-PRESIDENT

The Vice-President of the Board shall:

1. Act in the capacity and perform the duties of the President of the Board in the event of the absence or incapacity of the President.
2. Become President only upon being elected to the position.

ASSISTANT  
SECRETARY

The Assistant Secretary of the Board shall:

1. In the absence of the President and Vice-President, call the meeting to order and conduct the election of a president pro tem.
2. In the absence of the **Assistant** Secretary, ensure that notices of Board meetings are posted and sent as required by law.
3. Sign or countersign documents as directed by action of the Board.

**ASSISTANT**  
SECRETARY

The **Assistant** Secretary of the Board shall:

1. Ensure that an accurate record is kept of the proceedings of each Board meeting.
2. Ensure that notices of Board meetings are posted and sent as required by law.

BOARD INTERNAL ORGANIZATION:  
INTERNAL COMMITTEES

BDB  
(LOCAL)

COMMITTEE OF THE WHOLE	<del>The Board shall have no standing committees. Insofar as possible, all committee work shall be done as a Committee of the Whole.</del>
SPECIAL COMMITTEES	<p>The President may appoint special committees as necessary to fulfill specific assignments. These committees may include District personnel and citizens. The function of committees shall be fact-finding, deliberative, and advisory, but not administrative. Special committees shall report their findings to the Board and shall be dissolved upon completion of the assigned task or vote of the Board.</p> <p>The President of the Board and the Superintendent shall be ex officio members of all Board committees.</p>
TEXAS OPEN MEETINGS ACT	All committees shall meet in compliance with the Texas Open Meetings Act.
TRANSACTIONING BUSINESS	Committees may transact business only within the specific authority granted by the Board. To be binding, all such business must be reported to the Board at the next regular or special meeting for approval and entry into the minutes as a public record.
COMMITTEE AUTHORITY	<del>No committee may perform any of the Board's functions.</del>



BOARD MEETINGS

BE  
(LOCAL)

MEETING PLACE	Unless otherwise provided in the notice for a meeting, Board meetings shall be held at the Board room of the administration building.
MEETING TIME	Regular meetings of the Board shall be held on the fourth Monday of each month at 7:30 p.m. When determined necessary and for the convenience of Trustees, the Board President may change the date or time of a regular meeting. The notice for that meeting shall reflect the changed date or time.
SPECIAL OR EMERGENCY MEETINGS	<p>The time and place of special and emergency meetings shall be as set out in the notice for the meeting.</p> <p>The President of the Board shall call special meetings at the President's discretion or on request by three members of the Board.</p> <p>The President shall call an emergency meeting when it is determined by the President or one of the members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.</p>
AGENDA	<p>The deadline for submitting items for inclusion on the agenda is noon of the <del>three-calendar</del> <b>tenth calendar</b> day before regular meetings and noon of the <del>three-calendar</del> <b>third business</b> day before special meetings.</p> <p>In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. Any Trustee may request that a subject be included on the agenda for a meeting, and the Superintendent shall include on the preliminary agenda of the meeting all Trustee-requested topics that have been timely submitted.</p> <p>Before the official agenda is finalized for any meeting, the Superintendent shall consult the Board President to ensure that the agenda and the topics included meet with the President's approval. In reviewing the preliminary agenda, the President shall ensure that any topics the Board or individual Trustees have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future. The Board President shall not have authority to remove from the agenda a subject requested by a Trustee without that Trustee's specific authorization.</p>
DEADLINE	
PREPARATION	
NOTICE TO MEMBERS	Members of the Board shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least two hours prior to the time of an emergency meeting.
CLOSED MEETING	Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, as provided by law. [See BEC]

BOARD MEETINGS

BE  
(LOCAL)

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

BOARD MEETINGS:  
PUBLIC PARTICIPATION

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(LOCAL)

LIMIT ON  
PARTICIPATION

Audience participation at a Board meeting is limited to the public comment **Open Forum** portion of the meeting designated for **public comment** that purpose. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless requested by the presiding officer.

PUBLIC COMMENT

At regular meetings the Board shall allot 60 minutes to hear persons who desire to make comments to the Board. Persons who wish to participate in this portion of the meeting shall sign up with the presiding officer or designee before the meeting begins and shall indicate the topic about which they wish to speak.

A maximum of 12 persons shall be heard during this portion of the meeting. No presentation shall exceed five minutes. **In the event that more than 12 persons wish to address the Board, delegations of more than three persons shall appoint one person to present their views before the Board.**

BOARD'S  
RESPONSE

Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.

COMPLAINTS AND  
CONCERNS

The presiding officer or designee shall determine whether a person addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the person shall be referred to the appropriate policy (see list below) to seek resolution:

Employee complaints: DGBA

Student or parent complaints: FNG

Public complaints: GF

DISRUPTION

The Board shall not tolerate disruption of the meeting by members of the audience. If, after at least one warning from the presiding officer, any person continues to disrupt the meeting by his or her words or actions, the presiding officer may request assistance from law enforcement officials to have the person removed from the meeting.

PLANNING AND DECISION-MAKING PROCESS:  
DISTRICT-LEVEL

BQA  
(LOCAL)

DISTRICT-LEVEL COMMITTEE	In compliance with Education Code 11.251, the Districtwide Educational Improvement Council shall advise the Board or its designee in establishing and reviewing the District's educational goals, objectives, and major Districtwide classroom instructional programs identified by the Board or its designee. The committee shall serve exclusively in an advisory role except that the committee shall approve staff development of a Districtwide nature.
CHAIRPERSON	<del>The Superintendent shall name the Board's designee to serve as co-chair of the committee.</del> The committee shall elect a co-chair to serve with the Board's designee.
MEETINGS	The chairpersons of the committee shall set its agenda, and shall schedule at least six meetings per year, or at the call of the chairperson. All committee meetings shall be held outside of the regular school day.
DUTIES OF COMMITTEE	The committee shall perform duties as described in BQA(LEGAL).
COMPOSITION	The committee shall be composed of members who shall represent campus-based professional staff, District-level professional staff, parents, businesses, and the community. No less than two-thirds of the District and campus professional staff shall be classroom teachers. The remaining professionals shall be nonteaching District- and campus-level staff. For purposes of this policy, District-level professional staff shall be defined as professionals who have responsibilities at more than one campus, including, but not limited to, central office staff.
COMMUNITY INPUT COMMUNICATIONS	<p>The Superintendent or designee shall ensure that the District-level committee obtains broad-based community, parent, and staff input and provides information to those persons on a systematic basis. Methods of communication shall include, but not be limited to:</p> <ol style="list-style-type: none"><li><del>1. Periodic meetings to gather input and provide information on the work of the committee. These meetings shall be advertised in District publications and through the media.</del></li><li>2. Articles in in-house publications regarding work of the committee.</li><li><del>3. Regular news releases to the media in the District regarding the work of the committee.</del></li><li>4. Periodic reports to the principals on the work of the committee that may be posted on campus bulletin boards.</li></ol>
PARENTS	The committee shall include two parents of students currently enrolled within the District, selected in accordance with administrative

PLANNING AND DECISION-MAKING PROCESS:  
DISTRICT-LEVEL

BQA  
(LOCAL)

	<p>procedures. The Superintendent shall, through various channels, inform all parents of District students about the committee's duties and composition, and shall solicit volunteers. [See BQA(LEGAL)]</p>
COMMUNITY MEMBERS	<p>The committee shall include two community members selected by a process that provides for adequate representation of the community's diversity, in accordance with administrative procedures. The Superintendent shall use several methods of communication to ensure that community residents are informed of the committee and are provided the opportunity to participate, and shall solicit volunteers. All community member representatives must reside in the District.</p>
BUSINESS REPRESENTATIVES	<p>The committee shall include two business people, selected by a process that provides for adequate representation of the community's diversity, in accordance with administrative procedures. The Superintendent shall use several methods of communication to ensure that community residents are informed of the committee and are provided the opportunity to participate, and shall solicit volunteers. Business member representatives need not reside in nor operate businesses in the District.</p>
PROFESSIONAL STAFF	<p>The professional employees shall consist of at least three representatives from each campus. No less than two representatives shall be nominated and elected from classroom teachers assigned to the campus. One nonteaching representative shall be nominated by and elected from nonteaching professional employees assigned to the campus. At least one District-level professional staff member, other than the Superintendent, shall be elected by the central office professionals.</p>
ELECTIONS	<p>An employee's affiliation or lack of affiliation with any organization or association shall not be a factor in either the nomination or election of representatives on the committee. [See also DGA]</p> <p>The consent of each nominee shall be obtained before the person's name may appear on the ballot. Election of the committee shall be held in the fall of each school year at a time determined by the Board or its designee. Nomination and election shall be conducted in accordance with this policy and administrative regulations.</p>
TERMS	<p>Representatives shall serve staggered three-year terms and shall be limited to two consecutive terms on the committee. After the initial election or selection, representatives shall draw lots, within each representative category, to determine the length of initial terms.</p>
VACANCY	<p>If a vacancy occurs among the representatives, nominations shall be solicited and an election held or selection made for the unexpired term in the same manner as for the annual election.</p>

PLANNING AND DECISION-MAKING PROCESS:  
DISTRICT-LEVEL

BQA  
(LOCAL)

OTHER ADVISORY  
GROUPS

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

PLANNING AND DECISION-MAKING PROCESS:  
CAMPUS-LEVEL

BQB  
(LOCAL)

CAMPUS-LEVEL  
COMMITTEE

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

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

DUTIES OF THE  
COMMITTEE

The committee shall perform duties as described at BQB(LEGAL).

CAMPUS  
PERFORMANCE  
OBJECTIVES

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

WAIVERS

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

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

COMMUNICATIONS

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

- ~~1. Periodic meetings to gather input and provide information on the work of the committee. Meetings shall be advertised in the District or campus publications and through the media.~~
- ~~2. Articles in District or campus publications regarding work of the committee.~~
- ~~3. Regular news releases to the media in the District regarding the work of the committee.~~
- ~~4. Periodic reports on the work of the committee that may be posted on campus bulletin boards.~~

COMPOSITION

The committee shall be composed of members who shall represent campus-based professional staff, parents, businesses, and the



PLANNING AND DECISION-MAKING PROCESS:  
CAMPUS-LEVEL

BQB  
(LOCAL)

	community. No less than four of the campus professional staff shall be classroom teachers. The remaining two professionals may be nonteaching staff.
PARENTS	The committee shall include at least two parents of students currently enrolled within the District, selected in accordance with administrative procedures.
COMMUNITY MEMBERS	The committee shall include two community members, selected in accordance with administrative procedures that provide for adequate representation of the community's diversity.
BUSINESS REPRESENTATIVES	The committee shall include two business representatives, selected in accordance with administrative procedures that provide for adequate representation of the community's diversity.
CLASSROOM TEACHERS	Classroom teachers shall be nominated and elected by all professional staff assigned to that campus.
CAMPUS-BASED NONTEACHING PROFESSIONALS	Other campus-based nonteaching professionals shall be nominated and elected by all professional staff assigned to that campus.
DISTRICT-LEVEL PERSONNEL	At least one District-level professional shall be elected by <del>the all</del> campus-level-committee <b>staff</b> .
ELECTIONS	An employee's affiliation or lack of affiliation with any organization or association shall not be a factor in either the nomination or election of representatives on the committee. Nominated employees shall give their consent to serve on the committee before they are eligible for election. Nominations and elections shall be conducted in accordance with this policy and administrative regulations.
TERMS	Representatives shall serve staggered three-year terms and shall <b>not</b> be limited to <del>two</del> <b>in the number of</b> consecutive terms on the committee. After the initial election or selection, representatives shall draw lots, within each representative category, to determine the length of initial terms.
VACANCY	A vacancy during a term shall be filled for the remainder of the term by election or selection as appropriate for the category.
MEETINGS	The committee shall meet at the call of the principal. The principal shall set the agenda for each meeting. All meetings shall be held outside the regular school day.



OTHER REVENUES:  
INVESTMENTS

CDA  
(LOCAL)

INVESTMENT  
AUTHORITY

The Superintendent **chief financial officer, the director of accounting**, and the assistant superintendent for business shall serve as the investment officers of the District and shall invest District funds as directed by the Board and in accordance with the District's written investment policy and generally accepted accounting procedures. All investment transactions except investment pool funds and mutual funds shall be executed on a delivery versus payment basis.

APPROVED  
INVESTMENT  
INSTRUMENTS

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

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

SAFETY AND  
INVESTMENT  
MANAGEMENT

The main goal of the investment program is to ensure its safety and maximize financial returns within current market conditions in accordance with this policy. Investments shall be made in a manner that ensures the preservation of capital in the overall portfolio, and offsets during a 12-month period any market price losses resulting from interest-rate fluctuations by income received from the balance of the portfolio. No individual investment transaction shall be undertaken that jeopardizes the total capital position of the overall portfolio.

OTHER REVENUES:  
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LIQUIDITY AND MATURITY	<p>Any internally created pool fund group of the District shall have a maximum dollar weighted maturity of 180 days. The maximum allowable stated maturity of any other individual investment owned by the District shall not exceed one year from the time of purchase. The Board may specifically authorize a longer maturity for a given investment, within legal limits.</p> <p>The District's investment portfolio shall have sufficient liquidity to meet anticipated cash flow requirements.</p>
DIVERSITY	<p>The investment portfolio shall be diversified in terms of investment instruments, maturity scheduling, and financial institutions to reduce risk of loss resulting from overconcentration of assets in a specific class of investments, specific maturity, or specific issuer.</p>
MONITORING MARKET PRICES	<p>The investment officer shall monitor the investment portfolio and shall keep the Board informed of significant declines in the market value of the District's investment portfolio. Information sources may include financial/investment publications and electronic media, available software for tracking investments, depository banks, commercial or investment banks, financial advisors, and representatives/advisors of investment pools or money market funds. Monitoring shall be done at least quarterly as required by law, and more often as economic conditions warrant by using appropriate reports, indices, or benchmarks for the type of investment.</p>
FUNDS / STRATEGIES	<p>Investments of the following fund categories shall be consistent with this policy and in accordance with the strategy defined below.</p>
OPERATING FUNDS	<p>Investment strategies for operating funds (including any comingled pools containing operating funds) shall have as their primary objectives safety, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.</p>
AGENCY FUNDS	<p>Investment strategies for agency funds shall have as their objectives safety, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.</p>
DEBT SERVICE FUNDS	<p>Investment strategies for debt service funds shall have as their objective sufficient investment liquidity to timely meet debt service payment obligations in accordance with provisions in the bond documents. Maturities longer than one year are authorized provided legal limits are not exceeded.</p>
CAPITAL PROJECTS	<p>Investment strategies for capital project funds shall have as their objective sufficient investment liquidity to timely meet capital project obligations. Maturities longer than one year are authorized provided legal limits are not exceeded.</p>
SAFEKEEPING AND CUSTODY	<p>The District shall retain clearly marked receipts providing proof of the District's ownership. The District may delegate, however, to an</p>

OTHER REVENUES:  
INVESTMENTS

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investment pool the authority to hold legal title as custodian of investments purchased with District funds by the investment pool.

BROKERS / DEALERS

Prior to handling investments on behalf of the District, brokers/dealers must submit required written documents in accordance with law. [See SELLERS OF INVESTMENTS, CDA(LEGAL)] Representatives of brokers/dealers shall be registered with the Texas State Securities Board and must have membership in the Securities Investor Protection Corporation (SIPC), and be in good standing with the National Association of Securities Dealers.

SOLICITING BIDS FOR  
CD'S

In order to get the best return on its investments, the District may solicit bids for certificates of deposit in writing, by telephone, or electronically, or by a combination of these methods.

INTERNAL  
CONTROLS

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

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

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

PORTFOLIO REPORT

In addition to the quarterly report required by law and signed by the District's investment officer, a comprehensive report on the investment program and investment activity shall be presented annually to the Board. This report shall include a performance evaluation that may include, but not be limited to, comparisons to 91-day U.S. Treasury Bills, six month U.S. Treasury Bills, the Fed Fund rate, the Lehman bond index, and rates from investment pools. The annual report shall include a review of the activities and total yield

OTHER REVENUES:  
INVESTMENTS

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for the preceding 12 months, suggest policies, strategies, and improvements that might enhance the investment program, and propose an investment plan for the ensuing year.

ACCOUNTING:  
INVENTORIES

CFB  
(LOCAL)

CAPITALIZATION  
THRESHOLD

The capitalization threshold for purposes of classifying capital assets shall be \$500.

PURCHASING AND ACQUISITION

CH  
(LOCAL)

PURCHASING AUTHORITY	<p>The Board delegates to the Superintendent or designee the authority to determine the method of purchasing to be used, in accordance with CH(LEGAL), and to accept and award bids and proposals for all budgeted 6200–6400 series account codes and library books (code <del>6669</del> <b>6329</b>) regardless of the amount; and for all capital outlay (6600 series account codes) under \$25,000 per bid unless state law requires the Board to make or approve a purchase. The Superintendent shall place <b>formal competitive</b> bid summaries for all other capital outlay items over \$25,000 on the monthly meeting agenda for approval by the Board.</p>
COMPETITIVE BIDDING	<p>If competitive bidding is chosen as the purchasing method, the Superintendent or designee shall prepare bid specifications. All bids shall be submitted in sealed envelopes, plainly marked with the name of the bidder and the time of opening. 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.</p> <p>The District may reject any and all bids.</p>
COMPETITIVE SEALED PROPOSALS	<p>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 submitted in sealed envelopes, plainly marked with the name of the proposer and the time of opening. 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 for opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.</p> <p>The District may reject any and all proposals.</p>
RESPONSIBILITY FOR DEBTS	<p>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 adopted Board policy and current administrative procedures. 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.</p>
PURCHASE COMMITMENTS	<p>All purchase commitments shall be made by the Superintendent or designee on a properly drawn and issued purchase order, in accordance with administrative procedures.</p>
PERSONAL PURCHASES	<p>District employees shall not be permitted to purchase supplies or equipment for personal use through the District's business office.</p>

SCHOOL PROPERTIES DISPOSAL

CI  
(LOCAL)

The Superintendent or designee shall be authorized to dispose of ~~obsolete~~ **surplus** materials, equipment, and supplies to the highest bidder and ~~shall report all such transactions to the Board~~. Items obtained as federal surplus shall be handled in accordance with federal regulations.

Monies collected from the sale of ~~obsolete~~ **surplus** materials, equipment, and supplies shall be deposited to the general fund.

CRISIS  
MANAGEMENT PLAN

**Each campus shall have emergency procedures focusing on safety for students and school personnel that can be implemented on short notice. The Superintendent or designee shall develop a crisis management plan and update it yearly.**

EVACUATION  
PROCEDURES

The Superintendent or designee shall design and implement a system to familiarize employees and students with evacuation procedures and ensure that evacuation diagrams are appropriately posted.

DRILLS

Principals shall conduct fire, tornado, or other emergency drills designed to ensure the orderly movement of students and personnel to the safest available areas.

SCHOOL CLOSING

The Superintendent shall have the authority to dismiss school for a portion of a day or for longer periods of time, if necessary, in case of unusual or emergency situations. In the event such actions require the alteration of the annual school calendar, the Superintendent shall prepare recommendations to the Board for approval as soon as practicable.

STUDENTS  
RETAINED

During emergency conditions, students and faculty shall be retained at the campus unless otherwise directed by the Superintendent or designee. The Superintendent or designee shall determine whether buses shall be made available to take students home or to transport them to a safe alternate site.



BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT:  
TRAFFIC AND PARKING CONTROLS

CLC  
(REGULATION)

AUTOMOBILE  
OPERATION

The operation of automobiles, motorcycles, or other vehicles on or near the school premises shall be under the supervision of the principal in charge. Any student who operates a vehicle in an unsafe manner shall be denied the privilege of driving on or around school property while school is in session.

EQUIPMENT AND SUPPLIES MANAGEMENT:  
AUTHORIZED USES OF EQUIPMENT AND SUPPLIES

CMB  
(LOCAL)

School-owned equipment and supplies shall not be used by or loaned to anyone except as required by and in the service of District schools. No equipment or supplies may be removed from the schools, except by prior ~~written~~ request by an organization approved by the Superintendent and ~~principal~~ **or designee**.

	<p>The Superintendent or designee shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes.</p>
AVAILABILITY OF ACCESS	<p>Access to the District's electronic communications system, including the 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 system shall be permitted if the use:</p> <ol style="list-style-type: none"><li>1. Imposes no tangible cost on the District;</li><li>2. Does not unduly burden the District's computer or network resources; and</li><li>3. Has no adverse effect on an employee's job performance or on a student's academic performance.</li></ol>
USE BY MEMBERS OF THE PUBLIC	<p><b>Access to the District's electronic communications system, including the Internet, shall be made available to members of the public also, in accordance with administrative regulations. Such use shall be permitted so long as the use:</b></p> <ol style="list-style-type: none"><li>1. <b>Imposes no tangible cost on the District; and</b></li><li>2. <b>Does not unduly burden the District's computer or network resources.</b></li></ol>
ACCEPTABLE USE	<p>The Superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements, consistent with the purposes and mission of the District and with law and policy governing copyright. [See EFE]</p> <p>Access to the District's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of administrative regulations governing use of the system and shall agree in writing to allow monitoring of their use and compliance with such regulations and guidelines. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. [See DH, FN series, FO series, and the Student Code of Conduct] Violations of law may result in criminal prosecution as well as disciplinary action by the District.</p>
INTERNET SAFETY	<p><b>The Superintendent or designee shall develop and implement an Internet safety plan to:</b></p> <ol style="list-style-type: none"><li>1. <b>Control students' access to inappropriate materials, as well as to materials that are harmful to minors;</b></li><li>2. <b>Ensure student safety and security when using electronic communications;</b></li></ol>

3. **Prevent unauthorized access, including hacking and other unlawful activities; and**
4. **Restrict unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.**

## FILTERING

**Each District computer with Internet access shall have a filtering device 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 electronic communications system by students and employees shall not be considered private. ~~and may be monitored~~ **Designated District staff shall be authorized to monitor such communication** at any time ~~by designated District staff~~ to ensure appropriate use.

INTELLECTUAL  
PROPERTY RIGHTS

Students shall retain all rights to work they create using the District's electronic communications system.

As agents of the District, employees shall have limited rights to work they create using the District's electronic communications system. The District shall retain the right to use any product created ~~for its use by an employee~~ **in the scope of a person's employment** even when the author is no longer an employee of the District.

DISCLAIMER OF  
LIABILITY

The District shall not be liable for users' inappropriate use of electronic communication resources, violations of copyright restrictions or other laws, users' mistakes or negligence, or costs incurred by users. The District shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet.

NAMING AND  
RENAMING OF  
FACILITIES

The Board believes naming school facilities is a matter of great importance. In selecting a name, the Board may give preference to people who have made significant contributions to education.

Further, the Board will not be influenced in its decision by personal prejudice or favoritism, political pressure, or temporary popularity in choosing a name.

When a school facility is to be named, the Superintendent may solicit names from staff, students, and community, when deemed advisable by the Board. A timetable shall be established before naming any facility.

In selecting names, special consideration may be given to those names that will have a special meaning to all students and citizens, and will enhance the educational philosophy of the District.

**In the naming or renaming of a District facility after a District employee or elected official, there shall be a one year waiting period from the time of resignation or retirement before the Board may consider such a request.**

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

1. Facilities may be named for any living or deceased persons who have served the District or the community.
2. Facilities may be named for any local, state, or national heroic figure.
3. Facilities may be named for any local, state, or national geographic area.
4. Facilities may be named for any symbol of the state of Texas.

COMPENSATION AND BENEFITS:  
LEAVES AND ABSENCES

DEC  
(LOCAL)

DEFINITIONS  
FAMILY

For the purposes of state sick leave accrued before May 30, 1995, and local sick leave, the term "immediate family" shall include:

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

For purposes of the Family and Medical Leave Act, the definition of "family" includes only spouse, parent, and child.

FAMILY  
EMERGENCY

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

WORKDAY

A "workday" for purposes of accumulation, use, or recording shall mean the number of hours per day equivalent to the employee's usual assignment, whether full-time or part-time.

STATE PERSONAL  
LEAVE — RATE OF  
ACCRUAL

Each employee shall earn state personal leave at the rate of one-half workday for each 18 workdays of employment, up to the statutory maximum of five workdays annually.

TYPES OF STATE  
PERSONAL LEAVE

The Board requires employees to differentiate between uses of personal leave:

DISCRETIONARY

1. To be taken at the individual employee's discretion, subject to limitations set out below.

NON-  
DISCRETIONARY

2. To be used for the same reasons and in the same manner as state sick leave accumulated prior to May 30, 1995. [See DEC(LEGAL)]

USE OF  
DISCRETIONARY  
LEAVE

A written request for use of discretionary personal leave shall be submitted to the immediate supervisor or designee in advance in accordance with administrative regulations. The reasons for which personal leave may be used shall not be limited by the District. In deciding to approve personal leave, however, the supervisor or designee shall consider the effect of the employee's absence on the educational program, as well as the availability of substitutes. [See DEC(LEGAL)]

COMPENSATION AND BENEFITS:  
LEAVES AND ABSENCES

DEC  
(LOCAL)

DURATION OF LEAVE	Discretionary personal leave may not be taken for more than two consecutive days, except in extenuating circumstances as determined by the Superintendent <b>or designee</b> .
SCHEDULE LIMITATIONS	<p>Discretionary leave shall not be allowed on the day before a school holiday, the day after a school holiday, days scheduled for end-of-semester or end-of-year exams, days scheduled for TAAS <b>state-mandated</b> tests, nor on professional or staff development days except in extenuating circumstances. Under such circumstances, a notice of request for discretionary personal leave shall be submitted to the immediate supervisor/principal two weeks in advance of the anticipated absence.</p> <p>Use of discretionary leave during the first and last two weeks of a school year shall require that a request be submitted two weeks in advance of the anticipated absence and that prior approval be received from the immediate supervisor/principal.</p>
ADDITIONAL LOCAL LEAVE	<p>All employees shall earn an additional five workdays of local leave per school year, at the same rate as state leave.</p> <p>Local leave shall accumulate without limit and shall be taken with no loss of pay.</p> <p>Local leave shall be used under the terms and conditions applicable to state sick leave accumulated prior to the 1995–96 school year. [See DEC(LEGAL)]</p> <p>Local leave may also be used for first-year care following the birth or adoption of an employee's son or daughter or the placement of a child with the employee for foster care.</p>
SICK LEAVE BANK  PURPOSE AND DEFINITION	<p>The purpose of the Sick Leave Bank (Bank) is to provide additional paid sick leave days to members of the bank in the event of extended illness, surgery, or a disability due to <del>an nonwork-related</del> injury when the member is unable to perform the duties of his or her position. Benefits are only for catastrophic personal illness or injury of the member <b>employee</b> and are not for absences due to illness or injury of family members or others. Benefits for pre-existing conditions and pregnancy are outlined under GUIDELINES FOR BENEFITS.</p>
DEFINITIONS  BANK	<p>The District Bank is defined as a pool of local sick leave days contributed voluntarily by eligible District personnel who enroll in the Bank.</p>
CATASTROPHIC	<p><b>For purposes of the Bank, catastrophic illness shall be defined as a severe condition or combination of conditions affecting the mental or physical health of the employee that requires the services of a licensed practitioner for a prolonged</b></p>

COMPENSATION AND BENEFITS:  
LEAVES AND ABSENCES

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(LOCAL)

**period of time and that forces an employee to exhaust all leave time earned by that employee and to lose compensation from the District.**

MEMBERSHIP  
ELIGIBILITY

~~Eligibility shall be limited to District personnel who accrue local sick leave benefits.~~ New employees become eligible on the October 1, following the date of employment or on the date sick leave accrual begins, whichever occurs later.

GOVERNING  
BOARD

The District shall elect a governing board for the Bank according to procedures outlined in administrative regulations. The governing board shall review each application for receipt of Bank days individually and determine the number of days to be approved, if any. Approval of the application and the number of days shall be by a simple majority of the voting members casting a vote. The governing board may grant up to 30 days in any one school year but no more than 60 days during the time a person is employed by the District.

SICK LEAVE BANK  
REGULATIONS

The Bank year begins on September 1, and ends on August 31.

Enrollment applications for membership in the Bank shall be sent to all employees at the beginning of each school year. Application for membership shall be made during the enrollment period at the beginning of each school year, prior to October 1. Annual enrollment applications shall not be accepted after the close of business on October 1.

If a member uses any days from the Bank during a Bank year, he or she shall be required to become a member of the next year's Bank, making the required donation of one day.

~~All~~ Eligible personnel shall complete an enrollment application ~~each year to remain or to become a member of the Bank.~~ An employee whose application for membership is rejected shall be notified within a reasonable amount of time. [See MEMBERSHIP ELIGIBILITY]

CONTRIBUTION  
OF DAYS

Upon acceptance of an employee's application, one local sick day shall be automatically subtracted from the employee's local sick day **leave** balance. It becomes the permanent property of the Bank and shall not be returned, even in the event of termination, resignation, or cancellation of membership of the employee. Unused bank days carry over to the next banking year.

If the Bank balance is greater than two times the number of returning members, a day shall not be subtracted from the local sick leave balances of those who have applied to continue their membership of the previous year, except for those who received benefit days during the previous Bank year.



COMPENSATION AND BENEFITS:  
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(LOCAL)

The decision of the “two-times rule” shall be made by the Board within ten working days after the annual enrollment period ends. The calculation shall be made as follows:

- + Bank balance on September 1
  - Benefits not deducted on applications made by August 31
  - + Members who received benefits last term
  - + New bank members (counted September 30)
- 

Number used to determine activation of “two-times rule”

WITHDRAWAL  
OF DAYS

~~A member may apply for Bank days for planned absences such as surgery or hospitalization in advance if it is anticipated that the absence shall exceed available leave and cause loss of pay.~~

Benefit days shall be retroactive to the first day of eligible absence following the five-day waiting period, once all criteria are met.

GUIDELINES FOR  
BENEFITS

Only Bank members in good standing shall be eligible to withdraw days.

Days shall be granted only after the member has exhausted all accumulated state and local sick and personal leave, including local extended sick leave **paid vacation days**.

The maximum number of days granted to an employee during any one Bank year shall be 30. The maximum lifetime benefit shall be 60 days.

Requests for Bank days for mental illness shall be limited to a lifetime total of ten days.

First year Bank members are only eligible for a single draw with a maximum of ten days. However, employees with at least one year of local service who join the Bank during the enrollment period shall not be limited to ten days.

~~An employee who is receiving workers' compensation benefits shall not be eligible to draw from the Bank.~~

In order to begin drawing from the Bank, the employee shall wait five consecutive workdays after all other forms of eligible District compensation and/or leave to which they are entitled have been exhausted. The five-day waiting period shall apply each time a member requests days from the Bank.

Benefit days shall be retroactive to the first day of eligible absence following the five-day waiting period, once all criteria are met.

COMPENSATION AND BENEFITS:  
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(LOCAL)

A member may apply for Bank days for planned absences such as surgery or hospitalization in advance if it is anticipated that the absence shall exceed available leave and cause loss of pay.

A member who has not used the maximum yearly or lifetime benefit, may apply for days for any absence that meets all regulations governing the withdrawal of days from the Bank. A doctor's statement shall be attached to the Request for Sick Bank Days form before any Bank days may be withdrawn. The doctor's statement shall include the nature of the member's illness and the anticipated total number of days of absence.

The Bank's governing board reserves the right to request a second doctor's opinion at any time. Payment of expenses for the second doctor's opinion shall be the employee's responsibility. The governing board's authorization for utilization of Bank days subsequent to the date of request for a second doctor's opinion shall be deferred pending receipt of the second doctor's opinion.

Illness or injury that occurs during the enrollment period shall automatically be covered for individuals who were members during the previous Bank year, provided they have not used all of their lifetime benefits from the Bank. Any benefits used during the enrollment period shall be subtracted from the individual's balance in the Bank year covered by the enrollment period.

Individuals who become ill or injured during the enrollment period and were not members during the previous Bank year shall not normally have any benefits. ~~The governing board has the full and final authority to determine whether or not the individual had sufficient opportunity to enroll prior to the absences.~~ If the governing board determines, **however**, that the individual through no fault of his or her own had not completed the application, then the board may decide to accept the membership retroactively to cover the absences to the beginning of the enrollment period only. This rule could apply in circumstances such as the failure of the District or administrator to distribute the applications, or failure to distribute an application to an employee due to multiple campus assignments.

A member shall usually be absent for ten consecutive workdays before any benefit shall be granted. The governing board may grant an exception to this rule in the event of on-going, intermittent therapy related to an earlier therapy or dialysis. The pre-existing restriction below shall apply.

Absences caused by conditions existing at the time of application for Bank membership shall not usually be covered. However, upon approval of the governing board, members who present physician verification that the condition was not active or was under control at

COMPENSATION AND BENEFITS:  
LEAVES AND ABSENCES

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the time of application for membership may have absences related to that condition approved for benefits. (See PRE-EXISTING CONDITIONS)

No benefit days shall be granted unless actual absence from normal duty occurs; that is, no days for holidays, vacations, or other nonduty days shall be granted.

Absences due to elective procedures or any procedures or absences that could be scheduled at a time more compatible with the member's work responsibilities without detriment to his or her health shall not be covered.

Absences related to pregnancy or childbirth shall not be covered by Bank benefits unless ~~problems~~ **complications related to the pregnancy** ~~arise during the pregnancy that are also health problems that nonpregnant employees could develop.~~

PRE-EXISTING  
CONDITIONS

Generally, a pre-existing condition shall not be covered, but complications of that condition that represent a significant change may be covered. If the condition itself changes significantly from that at the time of enrollment in the Bank, then the application may be approved. The goal of the Bank is not to exclude members who have pre-existing conditions, but to provide its members with benefits for those unexpected events and illnesses.

1. Example 1:

- a. A member with previously diagnosed diabetes is hospitalized to evaluate and establish better control of his or her condition. This would not be covered.
- b. A member with previously diagnosed diabetes is hospitalized with complication of his or her diabetes, e.g., circulatory impairment to extremities, kidney failure, retinal detachment. These would be covered.

2. Example 2:

- a. A member with previously diagnosed heart disease is advised to have bypass surgery. This has been recommended in the past, but the member decided against the surgery. This would not usually be covered unless the member could demonstrate that the decision was made due to a significant change in his or her health.
- b. A member with previously diagnosed heart disease has a heart attack. This is a new complication of an existing problem and would be covered.

3. Example 3:

COMPENSATION AND BENEFITS:  
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- a. A member with previously diagnosed cancer was told that the cancer would recur. This would not be covered unless the cancer was considered inactive at the time of enrollment as demonstrated by the general health of the member or by a statement of the physician.
- b. A member with previously diagnosed cancer was told that the cancer had been removed, but it did recur. This would be a covered condition.

NOTIFICATION AND  
APPEALS

A member shall be notified within five working days of the decision of the governing board. The member shall have ten working days from the date the decision was issued to appeal any decision to that board. All appeals shall be in writing and submitted to the personnel office. Supporting documentation shall be included. The personnel office shall then notify the governing board members of the appeal, and a meeting shall be called to review the original application and any new information and documents.

A member has the right to appear before the governing board to present his or her case. The governing board may make a written request through the personnel office that the member appear to substantiate his or her claim.

All decisions of the governing board shall be final if there is no appeal of the initial decision within the allotted ten-day period. The actual rehearing shall not be held until all requested documents or statements are received by the governing board. Second appeals shall not be granted. [See DGBA(LOCAL) for appeals to the Board of Trustees.]

USE AND  
RECORDING

Available leave shall be used in any order chosen by the employee, as applicable.

Employees shall be charged leave as used even if a substitute is not employed.

Leave used shall be recorded in increments of half days.

Any leave taken for which leave balances are insufficient shall result in a deduction from the employee's paycheck commensurate with the amount of leave taken.

AVAILABILITY

Paid leave for the current year shall be available for use at the beginning of the school year. Paid leave shall not be approved for more workdays than have been accumulated in prior years plus those to be earned during the current year.

When an employee who has used more leave than he or she has accumulated ceases to be employed by the District, the cost of the

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(LOCAL)

	unearned leave days shall be deducted from the employee's final paycheck.
MEDICAL CERTIFICATION	An employee absent more than five consecutive workdays because of personal illness or illness in the immediate family shall submit a medical certification of illness.  Medical certification shall be made by a health care provider as defined by the Family and Medical Leave Act. [See DEC(LEGAL)]
TEMPORARY DISABILITY	Any full-time employee whose position requires educator certification by the State Board for Educator Certification or by the District shall be eligible for temporary disability leave. The maximum length of temporary disability leave shall be 180 calendar days.
COURT APPEARANCES	Absences for court appearances related to an employee's personal business shall be deducted from the employee's personal leave or shall be taken by the employee as leave without pay.
BEREAVEMENT (FUNERAL) LEAVE	Use of state and/or local leave for death in the immediate family shall not exceed five workdays per occurrence, <del>subject to the approval of the District.</del> <b>Under extenuating circumstances the District shall consider additional days.</b>
FAMILY AND MEDICAL LEAVE	For purposes of an employee's entitlement to family and medical leave, the 12-month period shall be July 1 through June 30.
CONCURRENT USE OF LEAVE	The District shall require employees to use family and medical leave concurrently with paid leave and with temporary disability leave if applicable.
COMBINED USE OF LEAVE	If both spouses are employed by the District, combined family and medical leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition may be limited to a combined total of 12 weeks as determined by the needs of the District.
INTERMITTENT LEAVE FOR CHILD CARE	Use of intermittent family and medical leave shall not be permitted for the care of a newborn child or upon the adoption or placement of a child with the employee.
CERTIFICATION OF ILLNESS	Upon request for family and medical leave for the employee's serious health condition or that of a spouse, parent, or child, <del>and at 30-day intervals thereafter,</del> the employee shall provide medical certification of the illness or disability.
MEDICAL RELEASE	The employee's request for reinstatement shall be accompanied by medical certification of the employee's ability to perform essential job functions.
TEACHER REINSTATEMENT	A teacher desiring to return to work at or near the conclusion of a semester shall be reinstated in accordance with the END-OF-TERM LEAVE section in DEC(LEGAL).

COMPENSATION AND BENEFITS:  
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RESIGNATION	If, at the expiration of the family and medical leave, the employee is able to return to work but chooses not to do so, the District shall require reimbursement of the employee benefits contribution made by the District during the period in which such leave was taken as unpaid leave.
WORKERS' COMPENSATION	An employee absent because of a job-related injury or illness shall be assigned to family and medical leave, if applicable.
PAID LEAVE OFFSET	The employee shall inform the appropriate administrator whether he or she chooses to use available paid leave. Any paid leave used shall be offset against workers' compensation wage benefits. [See CRE(LEGAL)]
ANNUAL ATTENDANCE INCENTIVE	<p><del>Employees shall receive a payment of \$300 in the June pay period in accordance with the following:</del></p> <ol style="list-style-type: none"><li><del>1. No state personal days have been used during the period from June 1 through May 31.</del></li><li><del>2. No portion of a state personal day has been used during the period from June 1 through May 31.</del></li><li><del>3. No days have been taken off without pay when state personal days were available.</del></li></ol> <p><del>Employees who are absent and have no state personal leave to use are not eligible to receive the \$300 payment. Employees who use state personal leave in conjunction with family and medical leave shall not be penalized for the use of those days.</del></p>
ELIGIBILITY	<p><b>An annual attendance incentive shall be paid to eligible employees in the following categories:</b></p> <ol style="list-style-type: none"><li><b>1. Employees in positions normally requiring 10 months of service.</b></li><li><b>2. Employees in positions normally requiring 11 months of service, except as noted below.</b></li><li><b>3. Employees in paraprofessional positions normally requiring 12 months of service.</b></li><li><b>4. Support service employees paid on a semi-monthly basis.</b></li></ol> <p><b>Employees in the following categories shall not be eligible for the annual attendance incentive:</b></p> <ol style="list-style-type: none"><li><b>1. Employees on pay schedule 28 and above who are paid on a monthly basis.</b></li></ol>

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	<ol style="list-style-type: none"><li>2. <b>Substitute or temporary employees.</b></li><li>3. <b>Employees who begin work after the first day of the annual calendar for their positions.</b></li></ol>
<b>CRITERIA</b>	<p><b>Eligible employees must meet the following criteria to be paid an annual attendance incentive:</b></p> <ol style="list-style-type: none"><li>1. <b>No state personal day or a portion of a day has been used during the annual calendar year for the employee's position.</b></li><li>2. <b>No unpaid leave has been taken when the employee has unused state personal days.</b></li><li>3. <b>All state personal days used were in conjunction with family and medical leave.</b></li></ol>
<b>PAYMENT</b>	<p><b>Full-time eligible employees shall be paid \$300. For purposes of the annual attendance incentive, full time shall include:</b></p> <ol style="list-style-type: none"><li>1. <b>Employees who are paid on a monthly basis and who work a minimum of 37.5 hours per week.</b></li><li>2. <b>Child nutrition employees who are paid on a semi-monthly basis and who work at least 6 hours per day.</b></li></ol> <p><b>Part-time eligible employees shall be paid \$150.</b></p> <p><b>For eligible employees paid on a monthly basis and for child nutrition workers, payment shall be made following the completion of the days in the employee's scheduled work year. For employees paid on a semi-monthly basis, payment shall be made in September following the calendar year in which the incentive was earned.</b></p>
<b>FUNDING</b>	<p><b>Payment for this benefit shall be contingent upon the appropriation of funding for this purpose in the annual District budget. The District reserves the right to suspend or curtail this benefit on an annual basis.</b></p>
<b>ANNUAL REIMBURSEMENT</b>	<p><del>Full-time employees who have been employed by the District for a minimum of five consecutive years shall be eligible for an annual reimbursements of unused local sick leave days, subject to the following guidelines:</del></p>
<b>ELIGIBILITY</b>	<ol style="list-style-type: none"><li>1. <del>Fifteen total days of leave or three days of leave per year of employment by the District, whichever is less, shall be eligible for reimbursement during any school year.</del></li><li>2. <del>Reimbursed days shall be deducted from the employee's balance.</del></li></ol>



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3. ~~An employee shall maintain a minimum remaining balance of five days.~~

PAYMENT

~~Payment shall be made according to the following schedule:~~

<del>5–9 years of service —</del>	<del>\$50 per day</del>
<del>10–14 years of service —</del>	<del>\$60 per day</del>
<del>15–19 years of service —</del>	<del>\$75 per day</del>
<del>20 or more years of service —</del>	<del>\$100 per day</del>

~~When an employee leaves the District after the five-year requirement, he or she shall be eligible to receive reimbursement for up to three days of unused local sick leave per year of service, up to a maximum of 25 days. The amount of reimbursement would be \$50 per day.~~

REQUEST

~~In order to receive reimbursement, an employee shall submit the appropriate form to the personnel office by May 1. The personnel office shall verify the number of years of service and the number of unused local sick leave days before submitting the request for reimbursement to the payroll department. Payment shall be made to the employee in the June pay check.~~

~~If an employee leaves the District during the year and requests reimbursement at least two weeks in advance, the payment shall be included in the final pay check.~~



PROFESSIONAL DEVELOPMENT:  
CONTINUING PROFESSIONAL EDUCATION

DMC  
(LOCAL)

OVERVIEW

Standards for professional growth for District certified personnel have been developed in compliance with Subchapter BB of the Commissioner's rules governing staff development and in accordance with the Districtwide Educational Improvement Council and the Staff Development Advisory Council. Professional growth plans shall emanate from the District professional development goal-setting process and be directed at improved student performance.

CERTIFIED DEGREED  
PERSONNEL

~~Certified personnel shall maintain professional growth standards according to the following guidelines:~~ **All certified personnel shall be required to engage in the District's Professional Development Goal Setting Process. Campus principals shall define and implement this process based on their campuses' needs.**

- ~~1. All certified personnel shall be required to engage in the District's Professional Development Goal Setting Process. In this, three goals shall be set each school year.~~
  - ~~a. Student Achievement Goal: A goal that specifically relates to improving or supporting student achievement as related to the staff member's job assignment.~~
  - ~~b. Campus/Department and/or Cognitive Development Goal: A goal that specifically relates to improving a staff member's craft or a goal focused on a team or campus growth area.~~
  - ~~c. Professional Development Goal: A goal that addresses an area a staff member wishes to learn more about or improve. While this could include workshops and training sessions, it could also include self-study, practice, implementation, cognitive coaching, mentoring, curriculum writing, action research, or other models of professional development.~~
- ~~2. Beginning teachers: Those in the first year of the profession shall be engaged in a two-year Induction Academy which provides support through the District Beginning Teacher Assistance Program.~~
- ~~3. Second-year teachers: All second-year teachers shall be supported through the second year of the Induction Academy. They shall set goals with their supervisors and investigate the topics they have not yet been exposed to.~~
- ~~4. All teachers with three or more years experience shall be required to attend one session of the Coppell Way prior to goal setting with their principals.~~

PROFESSIONAL DEVELOPMENT:  
CONTINUING PROFESSIONAL EDUCATION

DMC  
(LOCAL)

DOCUMENTATION

~~The District Professional Development Goal Setting Process shall be conducted with every certified teaching professional. Once goals have been set, a copy shall be forwarded to the director of professional development. The teacher supervisor shall retain a copy, and a copy shall be given to the teacher.~~

~~Throughout the year, a minimum of three goal review conferences shall be conducted between teacher and teacher supervisor. These may coincide with preobservation, postobservation, and summative evaluation conferences.~~

~~Goals may be modified and/or changed throughout the year with the consent of the teacher supervisor.~~

~~Evidence of goal attainment shall be shared with the teacher supervisor at the yearly summative conference. Evidence can include, but shall not be limited to:~~

- ~~1. Certificates of attendance,~~
- ~~2. College credit/official transcripts,~~
- ~~3. Student work,~~
- ~~4. Lesson plans,~~
- ~~5. Videotaped lessons,~~
- ~~6. Student data,~~
- ~~7. Learning logs,~~
- ~~8. Reflection journals,~~
- ~~9. Study group notes,~~
- ~~10. Action research data,~~
- ~~11. Survey results,~~
- ~~12. Observation reports,~~
- ~~13. Teacher and/or student products, or~~
- ~~14. Independent research/investigation results.~~

TECHNOLOGY

~~All teachers hired for the 2000–01 school year and beyond shall be required to demonstrate basic competencies in technology within the first two years of employment. These shall be assessed at the campus level, and areas of deficiency shall become part of the teacher's goal setting process. No stipend shall be paid for successful demonstration of these competencies, and lack of success-~~

PROFESSIONAL DEVELOPMENT:  
CONTINUING PROFESSIONAL EDUCATION

DMC  
(LOCAL)

~~ful demonstration shall be dealt with through the evaluation and  
supervisory process.~~

NONFULFILLMENT OF  
REQUIREMENTS

~~Failure to engage in professional development activities which are  
associated with goals shall be reflected in a teacher's PDAS evalu-  
ation (Domain VI).~~

PERFORMANCE APPRAISAL

DN  
(LOCAL)

GENERAL PRINCIPLES	All District employees shall be periodically appraised in the performance of their duties. The District's employee evaluation and appraisal system shall be administered consistent with the general principles set out below. [See also DNA and DNB]
CRITERIA	The employee's performance of assigned duties and other job-related criteria shall provide the basis for the employee's evaluation and appraisal. Employees shall be informed of the criteria on which they will be evaluated.
PERFORMANCE REVIEW	<p>Evaluation and appraisal ratings shall be based on the evaluation instrument and cumulative performance data gathered by supervisors throughout the year. Each employee shall have at least one evaluative conference annually to discuss the written evaluation and may have as many conferences about performance of duties as the supervisor deems necessary.</p> <p><b>[For teachers eligible for appraisals less frequent than annually, see DNA.]</b></p>
DOCUMENTATION AND RECORDS	Appraisal records and forms, reports, correspondence, and memoranda may be placed in each employee's personnel records to document performance. All records that support appraisal ratings shall be maintained for at least two years. Official appraisal records shall be maintained throughout a person's employment with the District and for two years after an employee ceases to be employed with the District.
EMPLOYEE COPY	All employees shall receive a copy of their annual written evaluation.
COMPLAINTS	Employees may present complaints regarding the evaluation and appraisal process in accordance with the District's complaint policy for employees. [See DGBA]

PERFORMANCE APPRAISAL:  
EVALUATION OF TEACHERS

DNA  
(LOCAL)

LESS-THAN-ANNUAL  
EVALUATIONS

ELIGIBILITY

**District teachers shall be appraised annually, except teachers who are eligible for less frequent evaluations in accordance with law and the following local criteria. The eligible teacher shall:**

1. **Be on a one-year educator term contract;**
2. **Not be new to the subject or grade level assignment;**
3. **Not be new to the campus;**
4. **Be employed by the District for three years;**

FREQUENCY

**Eligible teachers shall be appraised every fifth year.**

**During any school year when a complete Professional Development and Appraisal System (PDAS) is not scheduled for an eligible teacher either the teacher or the principal may require that an appraisal be conducted by providing written notice to the other party.**

ALTERNATIVE  
ANNUAL REVIEW  
PROCESS

**In the years that PDAS is not scheduled for an eligible teacher, an annual review process detailed in guidelines developed by the administration in collaboration with the District- and campus-level decision-making committees shall be conducted.**

**The alternative annual review process shall produce a written document to be presented to the teacher, signed by the teacher and supervisor, and returned to the personnel office.**

**The regular PDAS procedures and requirements shall not apply to the alternative annual review process except for the creation of the teacher's professional goals and the teacher's self report.**

PDAS WITH CAMPUS  
OPTION

**The annual appraisal of District teachers not eligible for less frequent evaluations shall be in accordance with the Professional Development and Appraisal System (PDAS), except that the appraisal of teachers assigned to certain campuses shall follow a campus teacher appraisal plan written in compliance with statutory provisions and commissioner's rules.**

**The District shall establish an appraisal calendar each year.**

SCHEDULE  
LIMITATIONS

**In addition to those days on which observations are prohibited by law [see DNA(LEGAL)], the District shall not schedule observations on the day before and the day after a school holiday, days scheduled for end-of-semester or end-of-year examinations, or days scheduled for TAAS state-mandated examinations or other standardized tests.**

PERFORMANCE APPRAISAL:  
EVALUATION OF TEACHERS

DNA  
(LOCAL)

FIRST OBSERVATION	First classroom observations of teachers shall be scheduled by date and time.
ALTERNATE APPRAISERS	The list of qualified appraisers who may appraise a teacher in place of the teacher's supervisor shall be approved by the Board.
SECOND OBSERVATION APPRAISER	Upon a teacher's request for a second appraiser, the Superintendent or designee shall select the second appraiser from a pre-established roster of trained appraisers.
SCHEDULING	Second appraisals shall be scheduled by date and time.
SCORES	The Board shall ensure that the Superintendent or designee establish procedures regarding how domain scores from first and second appraisals will be used.
PROBATIONARY TEACHERS	Written evaluations and other evaluative information need not be considered prior to a decision to terminate a probationary contract at the end of the contract term. [See DFAB(LEGAL)]
EMPLOYMENT DECISIONS	When relevant to decisions regarding term contracts, written evaluations of a teacher's performance, as documented to date, and any other information the administration deems appropriate, shall be considered in decisions affecting contract status.
GRIEVANCES	Complaints regarding teacher appraisal shall be addressed in accordance with DGBA(LOCAL).

PERSONNEL POSITIONS

DP  
(LOCAL)

PRINCIPAL  
QUALIFICATIONS

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

1. Working knowledge of curriculum and instruction;
2. The ability to evaluate instructional program and teaching effectiveness;
3. The ability to manage budget and personnel and coordinate campus functions;
4. The ability to explain policy, procedures, and data;
5. Strong communications, public relations, and interpersonal skills;
6. ~~Three years' experience as a classroom teacher;~~
7. Prior experience in instructional leadership roles; and
8. Other qualifications deemed necessary by the Board.

PERSONNEL POSITIONS:  
SUBSTITUTE, TEMPORARY, AND PART-TIME POSITIONS

DPB  
(LOCAL)

SUBSTITUTE  
TEACHERS  
APPLICATION

~~At the beginning of each school year, the Superintendent or a designee, in cooperation with principals, shall compile a list of qualified substitute teachers available for the school year. This list shall be approved by the Superintendent and distributed to all principals. The list shall indicate each individual's qualifications. Principals shall request and receive specific authorization from the Superintendent or designee before employing any substitute not on the approved list.~~

Persons wishing to substitute teach in the District shall make application through usual channels. [See DC]

DOCUMENTATION

Approved substitutes shall have on file in the District:

1. The District's application form;
2. A record of highest education attained, including high school diploma, GED certificate, or transcript for all college work, and/or Texas certificates; and
3. An income tax withholding form.

QUALIFICATIONS

The District shall attempt to hire certified teachers as substitutes whenever possible; however, no person shall be employed as a substitute who does not have at least a high school diploma or equivalent.

SELECTION

Principals shall give first consideration to the most qualified teachers ~~on the approved substitute list~~ and shall make an effort to place substitutes in their field of interest or the field in which they are best qualified.

PAY

The rates for substitute pay shall be set by the Board and recorded in Board minutes.

PERFORMANCE  
RESPONSIBILITIES

A substitute shall be subject to all duties of a regular classroom teacher.

TEACHER JOB  
SHARING

The employment guidelines for teacher job sharing are as follows:

1. The principal and the assistant superintendent for administration shall approve job share positions prior to the positions being posted. The job share position shall be established based on the needs of the campus and the best interest of the students.
2. ~~Once the job share position has been approved and posted the principal shall be responsible for finding qualified teachers who wish to be considered for the position.~~
3. Prospective job share teams comprised of current employees shall submit letters of interest and current resumes to the



PERSONNEL POSITIONS:  
SUBSTITUTE, TEMPORARY, AND PART-TIME POSITIONS

DPB  
(LOCAL)

director of human resources in order to be considered for a position. Prospective job share teams comprised of applicants who have never been employed by the District shall complete the District's professional employee application.

4. Employment in job share positions shall be on an at-will basis. Continued employment shall be conditioned in part on the job share teacher's satisfactorily providing the certification, service records, teaching credentials, and other records and information required by law, the Texas Education Agency, the State Board for Educator Certification, or by the District.
5. Determination of how the job share is to be divided (i.e., morning/afternoon, semester/semester, 2.5 days per week/2.5 days per week, and the like) shall be determined by the principal, based on which schedule will most benefit the students.
6. The job share team shall go through the District central office and campus interview process.
7. The employment of a job share team shall be contingent on the principal's recommendation of both applicants.
8. Job share teachers **who work 20 or more hours per week** shall not be eligible for District insurance benefits, local sick days, or the District Sick Leave Bank Program. However, teachers who are employed in job share positions shall receive state personal leave days in accordance with DEC(LOCAL). Teachers who job share and do not use any state personal days in a school year shall receive one-half the amount awarded to full-time teachers who do not use any state personal days in a school year. [See DEC (LOCAL)]
9. Job share teachers shall receive one-half of the Board-approved salary schedule for full-time teachers based on the years of teaching experience documented on a Texas Education Agency Service Record. Job share teachers shall also receive one-half of any Board-approved salary increase for that school year.
10. Job share teachers shall attend all in-service/staff development meetings, campus staff/faculty meetings, team leader meetings, department meetings, and scheduled parent conferences throughout the school year. If the staff development meeting is a full day, the job share teacher shall attend the full day of staff development/in-service meeting and shall receive the full daily rate of pay for his or her experience level.
11. Job share teachers shall contribute to the Texas Teacher Retirement System.

PERSONNEL POSITIONS:  
SUBSTITUTE, TEMPORARY, AND PART-TIME POSITIONS

DPB  
(LOCAL)

12. If there is a need to be absent from the classroom, the absent team member shall contact the principal and the other job share team member . The other job share team member shall be expected to assume classroom responsibilities during the absence and shall receive the full daily rate of pay for his or her experience level.

If the absent team member does not have any accumulated state or local leave and the absence requires a substitute, the teacher's pay shall be docked at the full rate of pay for the substitute. The absent job share teacher shall complete and submit all absence from duty forms to the principal upon return to the classroom.

13. The principal shall be accountable for submitting to the District payroll department all job share teacher attendance records on a weekly basis.
14. Job share teachers, who live outside the District and wish to transfer a child to the District, shall complete and submit all required documents to the Superintendent's office before the transfer approval can be confirmed.

PART-TIME  
EMPLOYMENT FOR  
TEACHERS AND  
ADMINISTRATORS

The part-time employment guidelines for classroom teachers and administrators are as follows:

1. Current District employees seeking part-time employment as a classroom teacher or administrator shall submit a letter of interest and current resume to the office of the assistant superintendent for administration. Applicants who have never been employed by the District and who are seeking part-time employment as a classroom teacher or administrator shall complete the District professional employee application.
2. Part-time classroom teaching and administrative positions shall be assigned on an as-needed basis. Such positions shall be reviewed annually based on the needs of the District and the best interests of students.
3. All part-time classroom teaching and administrative positions shall be on an at-will basis. The District unconditionally retains the right to modify or cancel part-time employment with the classroom teacher or administrator at the end of any current school year for any reason or for no reason.
4. Part-time classroom teachers or administrators who do not work at least 20 hours per week on a regularly scheduled basis shall not be eligible for District insurance plans, local sick leave, or the District Sick Leave Bank Program. However, part-time classroom teachers or administrators shall be

PERSONNEL POSITIONS:  
SUBSTITUTE, TEMPORARY, AND PART-TIME POSITIONS

DPB  
(LOCAL)

eligible for state personal leave in accordance with DEC(LOCAL). Part-time teachers or administrators who do not use any state personal leave days in a school year shall receive one-half the amount awarded to full-time teachers who do not use any state personal days in a school year. [See DEC(LOCAL)]

5. Part-time classroom teachers and administrators who work a minimum of 90 days per school year shall be eligible to purchase service credit through the Teacher Retirement System of Texas. It shall be the part-time employee's responsibility to notify the District payroll department if they desire to purchase service credit at the end of the school year.
6. Part-time classroom teachers and administrative staff shall be required to contribute FICA as follows:
  - a. TRS retired — medicare tax only;
  - b. Not TRS retired — social security and medicare taxes.
7. Part-time classroom teachers and administrative staff shall be paid on a monthly basis. The principal or the part-time administrator's supervisor shall be responsible for submitting time sheets to the District payroll department.
8. Part-time classroom teachers and administrators shall be required to attend all campus/department staff development meetings, campus faculty meetings, parent conferences. If the staff development meeting is a full day, the teacher or administrator shall attend the full day of staff development/in-service meeting and shall receive his or her full daily rate of pay.
9. The Board shall pay the part-time employee or administrator a part-time salary in 12 monthly installments. The part-time classroom teacher's salary shall be based on years of service documented on a Texas Education Agency Service Record and the number of hours worked on a daily basis. The part-time administrator's salary shall be based on the District salary schedule for the appropriate administrative position and adjusted as to the number of hours/days worked on a part-time basis.
10. Part-time classroom teachers and administrators shall be subject to assignment and reassignment of position or duties, additional duties, changes in responsibilities or work, transfers, or reclassification at any time during the contract term.
11. Part-time classroom teachers and administrators shall provide required certification, service records, teaching credentials

PERSONNEL POSITIONS:  
SUBSTITUTE, TEMPORARY, AND PART-TIME POSITIONS

DPB  
(LOCAL)

required by law, the Texas Education Agency, the State Board of Certification, or the District. Failure by the part-time teacher or administrator to submit the records as stated above may be grounds for discharge.

12. Part-time teachers or part-time administrators who live outside the District school boundary and wish to transfer a child to the District shall complete and submit all required documents to the Superintendent's office before the transfer approval can be confirmed.

The school day shall be scheduled so that students are provided the best opportunity for their development. The administration is encouraged to use flexibility in designing the daily schedule to meet the following considerations:

1. The learning activities of each student are carefully guided and supervised.
2. The cost of the system is not increased beyond an amount necessary to operate a fixed, uniformly scheduled school day.
3. Parents and the general public are informed of the reasons for scheduled operational hours, and variations of the schedule that may exist.

Subject to Board approval, the Superintendent shall establish regular operational hours for District schools. Such hours need not be uniform between school or grade levels.

Variations in the established operational hours of District schools shall be approved by the Superintendent or designee. As deemed necessary by the Superintendent or designee, students may be released from school early. [See also CKC(LOCAL)]

ORGANIZATION OF INSTRUCTION

ED  
(LOCAL)

The District schools shall be organized for instruction as follows:

1. Elementary – grades K–5.
2. Middle school – grades 6–8.
3. High school – grades 9–12.

INSTRUCTIONAL ARRANGEMENTS:  
GROUPING FOR INSTRUCTION

EEA  
(LOCAL)

In the instructional process, it becomes necessary to group students in certain arrangements to meet the needs of individual students and groups of students to provide a diversified educational program. Using information from instructional personnel, test scores, and other available data, the teachers and the principal in charge shall decide the most advantageous grouping arrangements at the beginning of each school year.

INDIVIDUALIZED LEARNING:  
CREDIT BY EXAMINATION WITHOUT PRIOR INSTRUCTION

EEJB  
(LOCAL)

TEST SELECTION	The Superintendent or designee shall be responsible for development or selection of tests to be used to grant credit to students without prior instruction in a subject area or grade level. Whether tests are developed by the District or purchased from a State Board-approved university or other appropriate source, each examination shall thoroughly test the essential knowledge and skills in the applicable grade level or subject area.
TEST DATES	The Superintendent or designee shall establish a schedule of dates when examinations for acceleration shall be administered and shall ensure that such dates are published in the student handbook and in other District publications, as appropriate.
RETESTING	<b>If a student fails to score 90 percent on a credit by examination, the student shall not be allowed to retest during the same six-month period of published dates.</b>
REGISTRATION	A student planning to take an examination for acceleration shall be required to register with the principal or designee prior to the scheduled testing date on which the student wishes to take the test.
FEES	No fee shall be charged for an examination for acceleration provided by the District. <b>However, a deposit shall be collected and refunded upon completion of the examination. A student who schedules, but fails to appear for, an examination shall forfeit the deposit.</b> If a parent or student requests an alternate examination <b>or an examination for a course that the District does not offer</b> , the District may administer a test purchased by the parent or student from a State Board-approved university.
CREDIT APPROVAL	Approval of credit or advancement on the basis of an examination for acceleration shall be by the Superintendent or designee, in accordance with State Board rules <b>and the following criteria:</b> <ol style="list-style-type: none"><li><b>1. In grades 1–5, a student shall score 90% in all four foundation areas to be accelerated to the next grade level.</b></li><li><b>2. In grades 6–12, a student shall score 90% per semester course to gain credit. For full credit courses, a student shall score 90% on both semester examinations to gain credit. If a student scores 90% on only one semester of a full credit course, the student may not be placed in the next course level.</b></li></ol>
KINDERGARTEN ACCELERATION	The Superintendent or designee shall develop procedures to allow a student not six years old at the beginning of the school year to be placed initially in first grade. Criteria for acceleration may include:



INDIVIDUALIZED LEARNING:  
CREDIT BY EXAMINATION WITHOUT PRIOR INSTRUCTION

EEJB  
(LOCAL)

1. Scores on readiness test(s) and/or achievement test(s) that may be administered by appropriate District personnel.
2. Recommendation **Portfolio of the student's work in** the kindergarten or preschool the student has attended.
3. Chronological age and observed social and emotional development of the student.
4. Other criteria deemed appropriate by the principal and Superintendent.

INSTRUCTIONAL RESOURCES:  
INSTRUCTIONAL MATERIALS SELECTION AND ADOPTION

EFA  
(LOCAL)

	<p>The District shall provide a wide range of instructional resources for students and faculty that present varying levels of difficulty, diversity of appeal, and a variety of points of view. Although trained professional staff are afforded the freedom to select instructional resources for their use in accordance with this policy and the state-mandated curriculum, the ultimate authority for <del>determining and approving the curriculum and instructional program of the District</del> <b>approval</b> lies with the Board.</p>
DEFINITIONS	<p>In this policy, “instructional resources” means all materials used with students for purposes of instruction other than “textbooks” and “instructional materials.”</p>
INSTRUCTIONAL RESOURCES	<p>The District reconsideration committee referred to in this policy is a committee appointed annually by the Superintendent or designee to hear requests for reconsideration of instructional resources. The committee shall include but not necessarily be limited to an elementary or secondary campus administrator, an elementary or secondary librarian, <b>and</b> an elementary, middle, or high school teacher, <del>and an appropriate subject/program coordinator or director.</del> Alternates shall be named to serve in place of appointed members whose campus is involved at the informal reconsideration level. <del>The director of curriculum shall chair the committee.</del></p>
DAYS	<p>The terms “days” as used in this policy shall mean days when the District is open for business.</p>
CONCERNED PARTY	<p>The term “concerned party” as used in this policy shall mean any parent or legal guardian of a District student, 18 year old student, an employee, or any resident of the District.</p>
OBJECTIVES	<p>In this policy, “instructional resources” refers to <del>textbooks</del>, library acquisitions, supplemental materials for classroom use, and any other materials, including electronic resources, used for formal or informal teaching and learning purposes. The primary objectives of instructional resources are to deliver, support, enrich, and assist in implementing the District’s educational program. [See EFAA for selection and adoption of state-adopted textbooks]</p> <p>The Board shall rely on District professional staff to select and acquire instructional resources that:</p> <ol style="list-style-type: none"><li>1. Enrich and support the curriculum, taking into consideration students’ varied interests, abilities, learning styles, and maturity levels.</li><li>2. Stimulate growth in factual knowledge, enjoyment of reading, literary appreciation, aesthetic values, and societal standards.</li><li>3. Present various sides of controversial issues so that students have an opportunity to develop, under guidance, skills in criti-</li></ol>

INSTRUCTIONAL RESOURCES:  
INSTRUCTIONAL MATERIALS SELECTION AND ADOPTION

EFA  
(LOCAL)

cal analysis and in making informed judgments in their daily lives.

4. Represent many ethnic, religious, and cultural groups and their contributions to the national heritage and world community.
5. Provide a wide range of background information that will enable students to make intelligent judgments in their daily lives.

CRITERIA

In the selection of instructional resources other than textbooks, especially library acquisitions and supplemental materials for classroom use, professional staff shall ensure that materials:

1. Support and are consistent with the general educational goals of the state and District and the aims and objectives of individual schools and specific courses consistent with the District and campus improvement plans.
2. Meet high standards in presentation, format, readability, content, accuracy, artistic or literary quality, and educational significance.
3. Are appropriate for the subject and for the age, ability level, learning styles, and social and emotional development of the students for whom they are selected.
4. Are designed to provide information that will motivate students to examine their own attitudes and behavior, to understand their rights, duties, and responsibilities as citizens, and to make informed judgments in their daily lives.

Recommendations for library acquisitions shall involve administrators, teachers, other District personnel, and community representatives, as appropriate. Gifts of instructional resources shall be evaluated according to these criteria and accepted or rejected accordingly.

WEEDING

~~The collection of the library information center will be continually reevaluated in relation to evolving curriculum, new formats of materials, new instructional methods, and the current needs of its users. Materials no longer appropriate should be removed. Lost and worn materials of lasting value should be replaced. Weeding is essential to maintaining a relevant, attractive collection. Materials considered for weeding should include the following criteria:~~

- ~~• In poor physical condition~~
- ~~• Containing obsolete subject matter~~

INSTRUCTIONAL RESOURCES:  
INSTRUCTIONAL MATERIALS SELECTION AND ADOPTION

EFA  
(LOCAL)

- ~~No longer needed to support the curriculum or student/faculty interests~~
- ~~Superseded by more current information~~
- ~~Containing inaccurate information~~

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CONTROVERSIAL  
ISSUES

The selection of library acquisitions on controversial issues shall endeavor to maintain a balanced collection representing various views. Library materials shall be chosen to clarify historical and contemporary forces by presenting and analyzing intergroup tension and conflict objectively, placing emphasis on recognizing and understanding social and economic problems. [See also EMB regarding instruction about controversial issues and EHAA regarding human sexuality instruction.]

CHALLENGED  
MATERIALS

A concerned party may formally challenge an instructional resource used, or made available for use, in the District's educational program on the basis of conformity with the selection criteria enumerated in this policy.

INFORMAL  
RECONSIDERATION

The school receiving a complaint about the appropriateness of an instructional resource shall try to resolve the matter informally using the following procedure:

1. The principal and the campus professional(s) selecting or using the material in question shall explain the school selection process, the criteria for selection, and the qualifications of the professional who selected the questioned material.
2. The campus professional(s) shall explain the role the questioned material plays in the instructional program, its intended educational usefulness, and any additional information regarding its use.
3. If appropriate, the principal may offer a concerned parent another resource to be used by that parent's child in place of the challenged material.
4. At the end of the informal discussion, the principal shall explain the formal reconsideration process to the concerned party. [See the request for reconsideration of instructional resources form EFA(EXHIBIT)]

FORMAL  
RECONSIDERATION

For formal reconsideration, the concerned party shall complete **and sign** the request for reconsideration of instructional resources form and return it to the principal. The request procedures shall be as follows:

INSTRUCTIONAL RESOURCES:  
INSTRUCTIONAL MATERIALS SELECTION AND ADOPTION

EFA  
(LOCAL)

1. Within five days of receipt of the request of reconsideration of instructional resources form, the principal shall notify the Superintendent or designee who shall then inform the District reconsideration committee of the challenge and send the members materials for review and study. The principal shall identify one or more professionals to present the campus's position to the District reconsideration committee.
2. Within five days of receipt of the request, the concerned party and professional selecting or using the instructional resource that represent the campus shall be notified of the date for a hearing where they will be given the opportunity to present their reasons for requesting reconsideration orally or in writing.
3. Within 15 days of receipt of the request the committee shall conduct a hearing to consider the objections of the concerned party or professional selecting or using the instructional resource and determine whether the material meets the criteria and objectives for removal outlined in this policy.
4. Minutes of the committee's hearing reflecting the deliberations and decisions of the committee shall be kept on file. A copy of the minutes shall be sent to the concerned party and professional selecting the instructional resource and members of the committee.
5. The chair of the committee shall notify the concerned party and professional selecting or using the instructional resource of the committee's decision within ten days following the hearing.

APPEAL TO THE  
SUPERINTENDENT

Either the concerned party or the professional selecting or using the instructional resource may appeal any decision of the District reconsideration committee to the Superintendent or designee by filing a written request with the Superintendent or designee within seven days of the committee's decision. The Superintendent shall obtain a copy of the original complaint, the challenged material, the campus and the District reconsideration committee's decisions with accompanying records, and dates of the informal conference with the principal.

The Superintendent shall review these records and the minutes from the committee's hearings along with any administrative recommendation. The Superintendent's hearing shall not be limited to a review of the committee's hearing record. The Superintendent shall hear and consider all relevant and material evidence submitted by the parties at the hearing. The Superintendent shall hear the complaint within 15 days after the written request is filed with

INSTRUCTIONAL RESOURCES:  
INSTRUCTIONAL MATERIALS SELECTION AND ADOPTION

EFA  
(LOCAL)

the Superintendent and shall communicate his or her decision within ten days following the hearing.

APPEAL TO THE  
BOARD

Either the concerned party or the professional selecting or using the instructional resource may appeal any decision made at the Superintendent level to the Board by filing a written request with the Superintendent within seven days of the decision. The appeal procedures shall be as follows:

1. Upon receipt of the request, the Superintendent shall cause to be submitted to the Board within ten days a copy of the following:
  - Request for appeal,
  - Original complaint,
  - Principal's decision,
  - Reconsideration committee's reports and decision,
  - Superintendent's decision,
  - Record of evidence made at the Superintendent's hearing, and
  - Challenged material.
2. The Board shall cause notice of the hearing date to be given to the concerned party within 15 days from the date the notice of appeals is received. The Board hearing shall be held within 30 days from receipt of the notice of the appeal to the Board.
3. The Board may limit its review of the appeal to the record made at the Superintendent's hearing and oral argument, presented at the Board's hearing.

The appealing party is not entitled as a matter of right to present additional evidence to the Board unless he or she can satisfy the Board they were improperly prevented from presenting such evidence to the Superintendent or that such evidence was newly discovered since, or not available for, the Superintendent's hearing.

The Board shall render its decision within 15 days from completion of the Board's hearing and review.

GUIDELINES

The following guidelines shall be used by the committee(s), Board, and staff in responding to challenges of instructional resources:

INSTRUCTIONAL RESOURCES:  
INSTRUCTIONAL MATERIALS SELECTION AND ADOPTION

EFA  
(LOCAL)

1. Access to challenged material shall not be restricted during the reconsideration process.
2. A parent's ability to exercise control over reading, listening, or viewing matter extends only to his or her own children.
3. When instructional resources are challenged, the principles of the freedom to read, listen, and view must be defended as well.
4. It is important when considering material in a challenge that the entire instructional resource is read by all parties concerned.

CRITERIA FOR  
REMOVING OR  
LIMITING ACCESS

The following criteria shall be used for removing and limiting access:

1. The major criterion for the decision on challenged materials is the conformity of the material to the selection criteria enumerated in this policy. No challenged library material shall be removed solely because of the ideas expressed therein.
2. A decision to remove or limit access to instructional resources must be content neutral and directly related to legitimate pedagogical concerns. The basis for such decision to remove or limit access shall be sufficiently explained and demonstrated. Political, philosophical, or other ideological objections shall not be the motivating reason(s) to remove or limit the use of or access to instructional resources.

INSTRUCTIONAL RESOURCES:  
INSTRUCTIONAL MATERIALS SELECTION AND ADOPTION

EFA  
(EXHIBIT)

See the following pages for forms relating to reconsideration of instructional resources:

Exhibit A: Request for Reconsideration of Instructional Materials — 1 page

Exhibit B: Checklist for Reconsideration of Instructional Materials — 2 pages





INSTRUCTIONAL RESOURCES:  
INSTRUCTIONAL MATERIALS SELECTION AND ADOPTION

EFA  
(EXHIBIT)

EXHIBIT A

REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL RESOURCES

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Do you represent yourself? \_\_\_\_\_ an organization? \_\_\_\_\_ (If an organization, please identify: \_\_\_\_\_)

Resource on which you are commenting:

_____ Book	_____ Magazine	_____ Audio Recording
_____ Textbook	_____ Library Program	_____ Newspaper
_____ Video/DVD	_____ Electronic information/network (please specify)	
_____ Display	_____ Other _____	

Title \_\_\_\_\_

Author/Producer \_\_\_\_\_

1. Have you reviewed the materials in their entirety? If not, please do so before completing and submitting this form.
2. To what in the material do you object? (Please be specific: cite pages, etc.)  
\_\_\_\_\_
3. What do you believe might be the result of using this material?  
\_\_\_\_\_
4. For what age group would you recommend this material?  
\_\_\_\_\_
5. In its place, what material of equal quality would you recommend that could be used to teach similar subject matter?  
\_\_\_\_\_
6. What do you believe should be done with the material in question?  
[ ] Remove it from the curriculum.  
[ ] Do not allow my child to use this material.  
[ ] Use it as resource material or a choice selection.

Complainant signature \_\_\_\_\_ Date \_\_\_\_\_



EXHIBIT B

CHECKLIST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

Type of resource \_\_\_\_\_

Title \_\_\_\_\_

Author/Producer \_\_\_\_\_

1. Purpose

- a. What is the overall purpose of the material or resource?
- b. Is the purpose accomplished? ☐ Yes ☐ No

2. Authenticity

- a. Is the author or presenter competent and qualified in the field?  
☐ Yes ☐ No
- b. What is the reputation and significance of the author or publisher/producer in the field? \_\_\_\_\_
- c. Is the material or resource up-to-date? ☐ Yes ☐ No
- d. Are information sources well documented either in the resource or in guides?  
☐ Yes ☐ No
- e. Are translations and interpretations faithful to the original?  
☐ Yes ☐ No

3. Appropriateness

- a. Does the resource promote the educational goals and objectives of the curriculum of District schools? ☐ Yes ☐ No
- b. Is it appropriate for the level of instruction intended? ☐ Yes ☐ No
- c. Are the illustrations appropriate for the subjects and age levels?  
☐ Yes ☐ No

4. Content

- a. Is the content of this material or resource well presented by providing adequate scope, range, depth, and continuity? ☐ Yes ☐ No
- b. Does it present information not otherwise available? ☐ Yes ☐ No
- c. Does it give a dimension or direction that is new or different from others available for the subject? ☐ Yes ☐ No

INSTRUCTIONAL RESOURCES:  
INSTRUCTIONAL MATERIALS SELECTION AND ADOPTION

EFA  
(EXHIBIT)

5. Review/Evaluations

a. Source of review/evaluation \_\_\_\_\_

☐ Favorably reviewed

☐ Unfavorably reviewed

b. Does this title or resource appear in one or more reputable selection aids?

☐ Yes ☐ No

If answer is "yes," please list titles of selection aids.

Additional Comments:

---

---

Recommendations by review committee for treatment of questioned resource

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Signatures of review committee:

---

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Chairperson \_\_\_\_\_

Date \_\_\_\_\_

LOCAL ADOPTION  
PROCEDURE

At an appropriate time following adoption of instructional materials by the State Board, the Superintendent shall make recommendations to the Board for appointment of a local textbook adoption committee.

Members of the committee shall be professional staff and the majority shall be classroom teachers.

Should the Board reject any recommendation, the Superintendent shall present another recommendation. The official minutes of the Board meeting at which the appointment is made shall include names of the persons appointed to serve.

~~The committee shall consist of no fewer than five and no more than 15 members.~~ The Superintendent or designee shall be a member and serve as chair of the committee. A quorum, consisting of a majority of the committee members, must be present when selections are made.

The local committee, after examining all instructional materials adopted by the State Board and reflected on the multiple lists, shall select materials for use in the District, and recommend the selections to the Board for ratification. In the event the Board does not ratify any of the selections, the reasons shall be recorded in Board minutes. The committee shall make other recommendations for selection until the Board has ratified all selections.

The Superintendent or designee shall be responsible for coordinating the time frame for meetings of the committee and meetings of the Board to ensure compliance with the April 1 reporting date.

INSTRUCTIONAL RESOURCES:  
LIBRARY MEDIA PROGRAMS

EFB  
(LOCAL)

LIBRARY SYSTEM

~~The District shall provide and maintain library media programs as integral parts of the District's instructional resources, in compliance with State Board standards. Materials shall be selected from all forms of media in accordance with EFA (LOCAL), taking into consideration the interests, vocabulary, maturity, and ability levels of all students within the school served.~~

~~The Superintendent may contract with the Regional Educational Service Center or other agencies offering similar services for the provision of media services and supplies.~~

~~The Superintendent or designee shall develop rules, regulations, and procedures to ensure the systematic maintenance of libraries as current resources for teachers and students. Principals shall ensure the effective use of the libraries within schools and shall establish library hours and procedures that best serve the needs of the students.~~

BUDGET

Adequate funding for library media programs shall be made through the annual budget. Funds for the purchase of library materials shall be allocated on an equitable basis to the various schools.

CURRICULUM DEVELOPMENT

EG  
(LOCAL)

CURRICULUM  
DEVELOPMENT AND  
REVIEW

The Board recognizes the need for and value of a systematic, ongoing program of curriculum development and evaluation involving teachers, administrators, parents, and students. The design and implementation of the curriculum shall be consistent with the Board's adopted mission and applicable goals, state laws, **state and national standards**, and State Board rules. The Board deems it essential that the school system continually develop and modify its curriculum to provide a common direction of action for all instruction in the District and to meet changing needs. This curriculum component shall be an integral part of the District long-range planning process. An environment to support curriculum delivery must be created and maintained. Staff contributions to curriculum development shall be provided through various committee structures.

While instructional differentiation is expected to occur to address the unique needs of specific students, that instruction shall be derived from a set of curriculum targets **standards** common to all students. There shall be equitable access to the curriculum for all students.

CURRICULUM  
PHILOSOPHY

The purpose of education is to impact the skills, knowledge, processes, and attitudes necessary for the student to successfully function in society. Education recognizes the characteristics unique to each individual and provides a process for development and expression of each student's innate potential and talents as related to the District curriculum.

~~The curriculum shall be designed and implemented using a competency-based curriculum approach that has the following premises:~~

- ~~1. All students are capable of achieving excellence in learning the essentials of formal schooling. **(moved below)**~~
- ~~2. Success influences self-concept; self-concept influences learning and behavior.~~
- ~~3. The instructional process can be adapted to improve learning.~~
- ~~4. Schools can maximize the learning conditions for all students through clearly stated expectations of what students will learn, high expectations for all students, short- and long-term assessment of student achievement, and modifications based on assessment results. **(moved below)**~~
- ~~5. Successful student learning must be based on provision of appropriate educational experiences at the appropriate level of challenges in order to ensure student achievement.~~
- ~~6. High levels of student achievement are the benchmarks for effective curriculum (design) and instruction (delivery).~~



**All students are capable of achieving excellence in learning the essentials of formal schooling. Schools can maximize the learning conditions for all students through clearly stated expectations of what students will learn, high expectations for all students, short- and long-term assessment of student achievement, and modifications based on assessment results.**  
(moved from list above)

THE PLANNED AND  
WRITTEN  
CURRICULUM

The District expects that learning will be enhanced by adherence to a curriculum that promotes continuity and cumulative acquisition of skills and knowledge from grade to grade and from school to school. ~~The curriculum should reflect the best knowledge of the growth and development of learners, the needs of learners based on the nature of society, the desires of the residents and taxpayers of the District, state laws, and State Board rules.~~ The curriculum is designed to provide teachers and students with the District's expectations of what students must learn. Teachers are expected to follow the curriculum of the District.

~~Subject area w~~ **Written curriculum and instructional handbooks** shall be developed for all grade levels and subjects in the District. ~~The~~ **and provided according to the following** expectations are that:

1. ~~All curricula shall be documented in writing;~~
2. ~~The curriculum shall be reviewed and updated as needed on a six- to eight-year cycle;~~
3. ~~Teachers shall have access to handbooks and use the targets in the guides~~ **the District curriculum documents and use them** to develop unit and daily lesson plans; and
4. ~~Administrators shall work with teachers to maintain consistency between the written curriculum and the objectives actually taught.~~

Instructional resources such as personnel, textbooks, software, and other materials shall be selected based upon their alignment with the curriculum ~~targets and curriculum priorities~~ **standards** of the District.

Staff development shall be designed and implemented to prepare staff members to teach the designed curriculum.

THE TAUGHT  
CURRICULUM

The District has several expectations of the teaching process. Teachers have a right to expect that their teaching efforts are part of a broad plan of quality education. There must be assurance that teachers and their colleagues are working toward common goals. All faculty members have a responsibility not only to contribute to

the refinements of the written curriculum, but also to teach the learner ~~targets~~ **standards**. Teachers are required to use the curriculum guide **standards** as their primary source of instructional direction. The principal shall ensure optimum use is made of available written curriculum materials and instructional time.

~~The design and implementation of the curriculum shall be aligned with the planned and written curriculum as presented to students by the teachers, and tested curriculum as determined by student assessments. Each of these three components of the curriculum shall be matched~~ **Written curriculum instruction and assessment shall be aligned** to bring about a high degree of consistency.

All curriculum decisions, including but not limited to elimination or addition of programs and courses and extensive content alteration, shall be subject to District site-based committee and Board approval. Curriculum proposals from employees shall be presented first to their administrator and the District site-based committee. If the proposal is acceptable at that level, it shall then be presented to the Board.

~~Instructional handbooks~~ **District curriculum documents** shall direct instruction for all subject areas or courses. The format for these handbooks shall be a collaborative District-level decision. ~~These handbooks~~ **documents** shall:

1. Reflect alignment to state assessment objectives;
2. Include scope and sequence, ~~targets~~ **standards** to be taught, assessments in acceptable format, aligned resources, time frame, and instructional strategies; ~~and.~~
3. ~~Include the Board adoption date on the cover.~~

~~Proposed handbooks shall be reviewed by external experts prior to adoption, whenever possible.~~

~~Handbooks shall serve as a framework from which a teacher will develop units of study, individual lesson plans, and approaches to instruction that will serve the student's particular needs at a particular time. The guides shall be used to map a logical sequence of instruction.~~

In addition to the consistent delivery of the learner targets in the curriculum, instruction shall be based on sound teaching principles grounded in educational research. Instructional supervision efforts shall focus on these principles, and shall ~~include~~ **establish** a process for:

1. Establishing **Fostering** a school climate that continually affirms the worth and diversity of all students.
2. Having the expectation that all students will perform at high levels of learning.
3. Ensuring that all students experience opportunities for personal success.
4. Varying the time for learning according to the needs of each student and the complexity of the task.
5. Having both staff members and students take responsibility for successful learning.
6. Assessing current student skills or learning for instructional assignment.
7. Analyzing the content of each ~~target~~ **standard** so that instructional strategies ~~match content~~ **align with curriculum** and assessment.
8. ~~When appropriate, s~~ **Sequencing tasks** into a hierarchy of learning skills to **scaffold learning and** maximize the effectiveness of instructional delivery.
9. Orienting students to the ~~target(s)~~ **standards** to be learned.
10. ~~Initial teaching to the target(s) that provides varied approaches, adequate practice time, and multiple opportunities for learning and success.~~
11. Assessing student competency of the ~~target(s)~~ **standards**.

Staff development shall be provided for teachers on research-based approaches to teaching to ~~provide them with alternative ways to view the teaching act so that they may be as effective as possible~~ **and learning**.

THE TESTED  
CURRICULUM–  
EVALUATION

The District shall establish assessment approaches for determining the effectiveness of instructional programming at District, school, and classroom levels. Evaluations will focus on determining the extent to which students are achieving and maintaining mastery of curriculum ~~targets~~ **standards** and the ~~extent to which instructors are displaying effective conveyance of curriculum in the classrooms~~ **effectiveness of instructional strategies**.

District staff shall design and use a variety of assessment approaches in determining the effectiveness of the planned and written curriculum, the taught curriculum, and instructional programs. ~~Periodic reports shall be made to the Board concerning~~

~~these assessments. The tested curriculum shall include the state-level assessments as required. Teachers shall conduct frequent assessment of students on the curriculum targets~~ **standards**. ~~Teacher-made tests (as well as criterion-referenced tests) shall be used to determine patterns of student achievement. Teachers and supervisors shall use test results to assess the status of individual student achievement, to continuously regroup students for instruction, to identify general achievement trends of various groups of students, and to modify curriculum and/or instruction as warranted by assessment results.~~

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

ROLES AND  
RESPONSIBILITIES  
BOARD OF  
TRUSTEES

The Board shall adopt policy that provides:

1. The framework for governing the design and implementation of curriculum in the school system.
2. The expectation for alignment of the written, taught, and tested curriculum.
3. Authorization for the Board to approve curriculum and adopt instructional resources for the District within the constraints of state laws and State Board rules.
4. Staff development to improve the instructional programs and assess increased student achievement.
5. Direction that classroom instruction be tied to the belief, mission, and goals of the District.

~~Direct attention shall be given to building commitment to overcoming learning deficits.~~

SUPERINTENDENT  
AND DISTRICT STAFF

The Superintendent shall implement the policy and annually report to the Board concerning implementation. Appropriate District staff members shall serve as technical advisors during the implementation, assisting principals in development and implementation processes related to curriculum and instruction. The curriculum administrator shall ensure that a ~~master~~ **strategic** long-range plan is in place for District curriculum development/revisions, program assessment, and student assessment.

PRINCIPALS

The building principal shall be the key to monitoring the implementation of the curriculum. ~~The principal shall translate the importance of effective curriculum and instruction practices on a regular basis.~~ The principal shall observe classes, monitor lessons, and evaluate assessment materials utilized on his or her campus. The principal shall use, as a minimum, the following basic strategies to monitor curriculum:

CURRICULUM DEVELOPMENT

EG  
(LOCAL)

1. Conduct walk-through observation.
2. Conduct or review minutes of curriculum planning and meetings.
3. Conduct periodic review of lesson plans.

Part of the principal's evaluation shall be a review of records of classroom monitoring of instruction.

TEACHERS

Teachers shall participate in curriculum development revision activities and teach the District curriculum. Departmental and/or grade level meetings shall center around instructional issues to promote student achievement and alignment of instructional strategies. Teachers shall frequently assess and document student achievement of curriculum targets **standards** and modify instruction to ensure student success.

BUDGET

The administration shall ensure that the District's budget becomes a document that reflects funding decisions based on the organization's educational goals and priorities. The budget development process shall ensure that goals and priorities are considered in the preparation of budget proposals and that any decisions related to reduction or increase in funding levels shall be addressed in those terms.

ACADEMIC ACHIEVEMENT

EI  
(LOCAL)

CERTIFICATES OF  
COURSEWORK  
COMPLETION

~~Certificates of coursework completion shall be issued to senior students who successfully complete state and local credit requirements for graduation but who fail to perform satisfactorily on the exit-level or end-of-course assessment instruments. The student's academic achievement record shall indicate the date on which the certificate was issued. [See EIF, EIG]~~

**The District shall not issue certificates of coursework completion to students who fail to meet all state and local requirements for graduation. [See EIF, FMH]**

AWARD OF CREDIT

The District shall award credit for a full-session high school course on a ~~trimester-by-trimester~~ **semester** basis. One-half credit shall be awarded at the end of the ~~trimester~~ **semester**, provided a student attains an average of 70 or above. If a student passes one ~~trimester~~ **semester** but fails the other ~~trimester~~ **semester**, credit shall be awarded for the ~~trimester~~ **semester** passed.

**Students who, through no fault of their own, are not enrolled for an entire grading period, semester, or course, shall be provided opportunities to earn credit for the semester or course or a grade for the grading period. Teachers and counselors shall take into consideration each student's particular circumstances, including those of a migrant student or homeless student, in determining appropriate opportunities, which may include, but shall not be limited to:**

1. **Individualized work for students who must withdraw early, to ensure exposure to and mastery of the essential knowledge and skills.**
2. **Tutorial sessions for students who enroll late, to provide instruction addressing essential knowledge and skills already covered in the class.**
3. **Testing to verify mastery of the essential knowledge and skills.**
4. **Early final examinations.**

GRADING/PROGRESS REPORTS TO PARENTS:  
MAKE-UP WORK

EIAB  
(LOCAL)

Students shall be expected to make up assignments and tests after absences. Students shall receive a zero for any assignment or test not made up within the allotted time.

TESTS

Students shall be permitted to take tests administered in any class missed because of absence.

For any class missed, the teacher may assign the student make-up work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

A student shall be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher.

LATE PROJECTS

Teachers may assign a late penalty to any project turned in after the due date in accordance with previously established guidelines approved by the principal and disseminated to students.

UNEXCUSED  
ABSENCES

~~The grade for make-up work after an unexcused absence shall be no higher than 70.~~

SUSPENSION

The District shall not impose a grade penalty for make-up work after an absence because of suspension.

TRUANCY

~~The grade for make-up work after truancy shall be zero. Truancy shall be defined as absence from school without permission of parents or guardians or absence from class without the principal's permission.~~

ACADEMIC ACHIEVEMENT:  
CLASS RANKING

EIC  
(LOCAL)

~~This policy becomes effective with the students entering ninth grade in the school year 2000–01.~~

VALEDICTORIAN AND  
SALUTATORIAN

The valedictorian and salutatorian shall be the students with the highest and second highest ranking as determined by the District's class ranking procedure described in this policy. Only students who complete the Recommended Program or the Distinguished Achievement Program shall be eligible. In addition, the students must have been continuously enrolled in the District high school for ~~five trimesters~~ **three semesters** preceding graduation.

HONOR GRADUATES

District honor graduates shall include students who have completed the Distinguished Achievement Program, or have completed the Recommended Program with a grade average of exactly 94.0 or higher. Honor graduates must also have been enrolled in at least one advanced placement course during each of their last two years.

TOP TEN PERCENT

All students whose grade point averages compose the top ten percent of the graduating class and who qualify for automatic admission in accordance with the Education Code shall be recognized. Eligibility standards required for the local procedure for determining District honor positions shall not apply to the procedure for determining the top ten percent. [~~See EIC(LOCAL)~~]

EARLY GRADUATION

A student's class ranking shall be determined within the graduation class of the school year in which the student completes all requirements for a diploma, regardless of the number of years the student is enrolled in high school. For ranking purposes, a school year begins on the first day of school and ends on the last day of summer school.

To be eligible to graduate early, a student shall complete all coursework and exit-level testing required of the ninth grade class in which he or she begins high school.

Early graduates shall be eligible for honors positions; however, a student who meets the requirements of the Early High School Graduation Scholarship Program in accordance with the Education Code at the end of summer school shall not be ranked within a graduating class.

CLASS RANK  
CALCULATION

Class rank shall be calculated by averaging ~~trimester~~ **semester** grades earned in grades 9–12 and any high school course taken prior to ninth grade for which a student earned state graduation credit. Correspondence ~~credit~~ **courses**, credit by examination (with or without prior instruction), summer school ~~credit~~ **courses**, and credit awarded in a non-accredited instructional setting shall not be included. Also to be excluded are physical education, band,



ACADEMIC ACHIEVEMENT:  
CLASS RANKING

EIC  
(LOCAL)

choral music, driver's education, office aide, counselor aide, athletics, drill team, cheerleading, and any local credit courses.

**2005–06 SCHOOL  
YEAR**

**Effective with entering freshmen in the 2005–06 school year, online courses and dual credit courses will also be excluded from class ranking calculations.**

WEIGHTS

Class rank shall be calculated at the end of each ~~trimester~~ **semester** using the District weighted grade point scale.

AP/Challenge English 11/12	Pre-AP/ Challenge English 9/10	Regular	Modified <b>Basic*</b>	Grades
4.6	4.3	4.0	3.7	97–100
4.4	4.1	3.8	3.5	94–96
4.2	3.9	3.6	3.3	90–93
4.0	3.7	3.4	3.1	87–89
3.8	3.5	3.2	2.9	84–86
3.6	3.3	3.0	2.7	80–83
3.4	3.1	2.8	2.5	77–79
3.2	2.9	2.6	2.3	74–76
3.0	2.7	2.4	2.1	71–73
2.8	2.5	2.2	1.9	70

\*Courses in which the required content of the Texas Essential Knowledge and Skills have been modified **curriculum is based on a modification of state course requirements.**

**2005–06 SCHOOL  
YEAR**

**Effective with entering freshmen in the 2005–06 school year, class rank shall be calculated at the end of each semester using the following weighted grade point scale.**

AP	Pre-AP	Academic	Basic*	Grades
4.6	4.3	4.0	3.7	97–100
4.4	4.1	3.8	3.5	94–96
4.2	3.9	3.6	3.3	90–93
4.0	3.7	3.4	3.1	87–89
3.8	3.5	3.2	2.9	84–86
3.6	3.3	3.0	2.7	80–83
3.4	3.1	2.8	2.5	77–79
3.2	2.9	2.6	2.3	74–76

ACADEMIC ACHIEVEMENT:  
CLASS RANKING

EIC  
(LOCAL)

3.0	2.7	2.4	2.1	71–73
2.8	2.5	2.2	1.9	70

**\*Courses that are awarded local credit and courses in which the curriculum is based on a modification of state course requirements.**

TRANSFER  
STUDENTS

A student who transfers into the District shall receive the grades that were earned in courses at other schools. Higher-level course credits earned shall receive grade points according to the list of higher-level courses offered in the District and the grade point scale used for credit earned in the District. If letter grades were received, the District shall convert them as follows:

A+	98
A	95
A–	93
B+	88
B	85
B–	83
C+	78
C	75
C–	73
D	70
F	60

TIES

In case of a tie, the following criteria shall be used to break the tie. These criteria are listed in order of use and shall be used sequentially to the extent necessary to break a tie.

1. Totalling the number of AP courses successfully completed.
2. Computing the GPA of all AP courses successfully completed.
3. Computing the weighted grade average to a sufficient number of decimal places to break the tie.
4. Comparing the students' scores on college entrance tests, if all the tying students have taken the same tests.

If the tie remains unbroken, co-valedictorians shall be declared, and no salutatorian shall be recognized. Should a tie remain for salutatorian, all those tying shall be recognized.

ACADEMIC ACHIEVEMENT:  
RETENTION AND PROMOTION

EIE  
(LOCAL)

CURRICULUM MASTERY	Promotion and course credit shall be based on mastery of the curriculum. Expectations and standards for promotion shall be established for each grade level, content area, and course and shall be coordinated with compensatory/accelerated services. [See EHBC]
STANDARDS FOR MASTERY	<p>Mastery shall be determined as follows:</p> <ol style="list-style-type: none"><li>1. Course assignments and unit evaluation shall be used to determine student grades in a subject. An average of 70 or higher shall be considered a passing grade.</li><li>2. Mastery of the skills necessary for success at the next level shall be validated by assessments that may either be incorporated into unit or final exams or may be administered separately. Mastery of at least 70 percent of the objectives shall be required.</li></ol>
KINDERGARTEN	The retention or promotion of a student to first grade shall be based upon the performance of the child <b>on assessment instruments</b> and determined by the parent, teacher, and administrator <b>in accordance with standards designated in administrative regulations.</b>
GRADE 1	The retention or promotion of a student to second grade shall be based upon the academic performance of the child as reported in the progress reports and consideration of the reading performance demonstrated by the student <b>in accordance with standards designated in administrative regulations.</b>
GRADES 2–5	In grades 2–5, promotion to the next grade level shall be based on an overall average of <b>C 70</b> based upon course-level, grade-level standards (essential knowledge and skills) for language arts, mathematics, social studies, and science and a grade of <b>C 70</b> or above in language arts and mathematics.
GRADE 6–8	In grades 6–8, promotion to the next grade level shall be based on an overall average of <b>C 70</b> based upon course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in <b>three of the following areas:</b> language arts, mathematics, social studies, and science. <del>Grade placement shall be at the discretion of the campus in the event the student neither passes nor fails all courses.</del>
GRADES 9–12	Grade-level advancement for students in grades 9–12 shall be earned by course credits. [See EI]
STUDENTS WITH DISABILITIES	Promotion standards and appropriate assessment and acceleration options, as established by individualized education programs (IEP) or grade-level classification of students eligible for special education, shall be determined by the ARD committee.

ACADEMIC ACHIEVEMENT:  
RETENTION AND PROMOTION

EIE  
(LOCAL)

LIMITED ENGLISH PROFICIENCY STUDENTS	<p>In assessing students of limited English proficiency for mastery of the essential knowledge and skills, the District shall be flexible in determining methods to allow the students to demonstrate knowledge or competency independent of their English language skills in the following ways:</p> <ol style="list-style-type: none"><li>1. Assessment in the primary language.</li><li>2. Assessment using ESL methodologies.</li><li>3. Assessment with multiple varied instruments. [See EHBE]</li></ol>
STUDENT SUCCESS INITIATIVE	<p>In addition to local standards for mastery and promotion, students in grades 3, 5, and 8 must meet the passing standard established by the State Board on an applicable assessment instrument in the subjects required under state law in order to be promoted to the next grade.</p>
DEFINITION OF 'PARENT'	<p>For purposes of this policy and decisions related to the student success initiative, a student's "parent" shall be defined to include either of the student's parents or guardians; a person designated by the parent, by means of a Power of Attorney, to have responsibility for the student in all school-related matters (see FD); a surrogate parent acting on behalf of a student with a disability; a person designated by the parent or guardian to serve on the grade placement committee (GPC) for all purposes; or in the event that a parent, guardian, or designee cannot be located, a person designated by the Superintendent or designee to act on behalf of the student. [See EIE(LEGAL)]</p>
ALTERNATE ASSESSMENT INSTRUMENT	<p>The Superintendent or designee shall select from the state-approved list for each applicable subject an alternate assessment instrument that may be used for the third testing opportunity. Each student's GPC shall decide whether he or she shall be given the statewide assessment instrument or the applicable alternate instrument for the third testing opportunity. The committee's decision shall be based on a review of the student's performance in the previous testing opportunities, local assessments, and any other circumstances it deems appropriate.</p>
STANDARDS FOR PROMOTION UPON APPEAL	<p>If a parent initiates an appeal of his or her child's retention following the student's failure to demonstrate proficiency after the third testing opportunity, the GPC shall review all facts and circumstances in accordance with law and shall apply the following standards in deciding to promote or retain the student:</p> <ol style="list-style-type: none"><li>1. Evidence of satisfactory student performance, including grades, portfolios, work samples, local assessments, or individual reading or mathematics diagnostic tests or inventories, as appropriate;</li></ol>

ACADEMIC ACHIEVEMENT:  
RETENTION AND PROMOTION

EIE  
(LOCAL)

2. Improvement in student test performance over the three testing opportunities; or
3. Extenuating circumstances that may have adversely affected the student's participation in either the required assessments or accelerated instruction.

If all members of the GPC agree that the student is likely to perform on grade level if given additional accelerated instruction during the following school year, the student shall be promoted.

Whether the GPC decides to promote or to retain a student in this manner, the committee shall determine an accelerated instruction plan for the student for the following school year, providing for interim reports to the student's parent and opportunities for the parent to consult with the teacher or principal as needed. The principal or designee shall monitor the student's progress during the following school year to ensure that he or she is progressing in accordance with the plan.

TRANSFER  
STUDENTS

When a student transfers into the District having failed to demonstrate proficiency on applicable assessment instruments after two testing opportunities, a GPC shall convene for that student. The GPC shall review any available records of decisions regarding testing and accelerated instruction from the previous district and determine an accelerated instruction plan for the student.

~~When a student transfers into the District having failed to demonstrate proficiency after three testing opportunities, the District shall honor the decision of the GPC in the previous district.~~

If a parent initiates an appeal for promotion when a student transfers into the District having failed to demonstrate proficiency after three testing opportunities, the GPC shall review any available records of decisions regarding testing, accelerated instruction, retention, or promotion from the previous district and issue a decision in accordance with the District's standards for promotion.

ASSIGNMENT OF  
RETAINED STUDENTS

In the event a student is not promoted to the next grade level, the District shall nevertheless assign the student to an age-appropriate campus, unless:

1. The student's parent requests that the student be assigned to the same or a similar campus setting; and
2. The student's GPC determines that it would be in the student's best interest to be assigned to the same or a similar campus setting. Criteria to be considered for this decision may include:

ACADEMIC ACHIEVEMENT:  
RETENTION AND PROMOTION

EIE  
(LOCAL)

- a. Recommendations from the student's teachers.
- b. Observed social and emotional development of the student.

REDUCING STUDENT  
RETENTION

The District shall establish procedures designed to reduce retaining students at a grade level, with the ultimate goal being elimination of the practice of retaining students. [See EHBC]

ACADEMIC ACHIEVEMENT:  
GRADUATION

EIF  
(LOCAL)

MINIMUM PROGRAM	In addition to the 22 credits required by the state for graduation in the Minimum Program, the District shall require 2 credits, for a total of 24. The additional credits shall be electives.
RECOMMENDED PROGRAM	The District requires no additional credits beyond those mandated by the state for the Recommended Program.
DISTINGUISHED ACHIEVEMENT PROGRAM	The District requires no additional credits beyond those mandated by the state for the Distinguished Achievement Program.
PHYSICAL EDUCATION SUBSTITUTIONS	<p>The District shall allow students to substitute certain physical activities for the 1.5 required credits of physical education. Such substitutions shall be based on the physical activity involved in:</p> <ol style="list-style-type: none"><li>1. Drill team, marching band, and cheerleading during the fall semester</li><li>2. Junior Reserve Officer Training Corps (JROTC)</li><li>3. Athletics</li><li>4. Dance I–IV</li><li>5. Two- or three-credit career and technology work-based training courses</li></ol>
OTHER <b>OFF-CAMPUS</b> PHYSICAL ACTIVITY PROGRAMS <b>EDUCATION</b>	The District shall award state graduation credit for physical education for appropriate private or commercially-sponsored physical activity programs conducted either on or off campus, upon <b>District-level</b> approval by the Commissioner of Education.
READING CREDITS	<p>The District shall offer up to 3 credits of reading for state graduation credit. The Superintendent or designee shall be responsible for establishing procedures to assess individual student needs and evaluate student progress, and shall monitor instructional activities to ensure that student needs are met. Students shall be identified as eligible to earn reading credit based on:</p> <ol style="list-style-type: none"><li>1. Recommendation by teacher or counselor</li><li>2. Scores on assessment instruments and/or achievement tests</li></ol>
TRANSFER STUDENTS	<p><del>A student who transfers from another district who is unable to meet local graduation requirements because of a lack of time may, with the approval of the Superintendent or high school principal, be allowed to graduate by meeting the minimum state requirements.</del></p> <p>Out-of-state transfer students shall complete all state graduation requirements to be eligible for a Texas diploma. Units required for graduation that are not complete prior to enrolling in the District may be satisfied through credit by examination, by completing the course, or by demonstrating achievement by meeting the standard requirements of the course.</p>

ADMISSIONS:  
INTERDISTRICT TRANSFERS

FDA  
(LOCAL)

TRANSFER  
REQUESTS

No nonresident students shall be permitted to attend District schools except as permitted below.

EXCEPTIONS

Resident students who become nonresidents during the course of a semester shall be permitted to continue in attendance for the remainder of the ~~semester~~ **year**.

Children of nonresident District employees shall be eligible to attend District schools, provided they are not serving a suspension or expulsion from the sending district.

Students who will be moving into the District, who have entered into an agreement with the Superintendent and/or designee shall be allowed to transfer under the following circumstances:

1. The administration has received an affidavit as to residency intent signed by the parent, guardian, or other person having lawful control of the student. [See FDA(EXHIBIT)]
2. The administration has received a contract of sale fully executed by all parties on a home and lot wherein the transaction will be closed and the proposed resident will occupy the residence in the District within eight weeks from the date of the affidavit as to residency intent for admission to this District.
3. The administration has received any other fully executed form of contract, including builder's contracts, signed by all parties, for a home and lot wherein the transaction will be closed and the proposed resident will occupy the home in this District within eight weeks from the date of the affidavit as to residency intent for admission to this District.
4. The administration has received a lease agreement fully executed by all parties for a home or apartment wherein the proposed resident will occupy the residence in this District within eight weeks from the date of the affidavit as to residency intent for admission to this District.

If the documents are acceptable to the District and a transfer agreement is entered into, the student shall be allowed to enroll and attend as a tuition-paying student until the actual date of residency in this District. If the affidavit or contract of sale or lease agreement is not fulfilled within the said eight weeks, the student shall be withdrawn from the school within five school days after demand by the District. However, the Superintendent and/or designee may consider extenuating circumstances and modify the eight week requirement in a situation deemed appropriate for modification.



ADMISSIONS:  
INTERDISTRICT TRANSFERS

FDA  
(LOCAL)

TRANSPORTATION	Transportation shall not be provided for transfer students.
STUDENT CONDUCT	<p>The District shall consider the previous discipline record of a student applying for a transfer.</p> <p>Any transfer student violating District policy and/or the Student Code of Conduct shall be subject to appropriate disciplinary procedures and, after review by District administrative authorities, may be subject to revocation or nonrenewal of the transfer. Students and parents shall receive notice of this policy upon application for a transfer, and this shall be a part of the transfer agreement.</p>
TUITION	<p>The Board shall determine annually and within statutory limits the amount of tuition, if any, to be charged.</p> <p>Tuition shall be paid 30 days in advance. Any overpayment for a month due to residency in the District shall be reimbursed by the District based upon a daily rate. Tuition shall not be reduced for absences of the student from school.</p>
WAIVERS	The Board may waive tuition for a student upon written application by the student or parent/guardian, upon the recommendation of the Superintendent <b>or designee</b> .
NONPAYMENT	The District may initiate withdrawal of students whose tuition payments are delinquent.
REVOCATION	<b>Any transfer student violating District policy and/or the Student Code of Conduct shall be subject to appropriate disciplinary procedures and, after review by District administrative authorities, may be subject to revocation of the transfer. Any violation of Board policy or of the Student Code of Conduct for which state law specifically requires placement in the disciplinary AEP shall automatically result in revocation of the transfer agreement. Students and parents shall receive notice of this policy upon application for a transfer, and this shall be a part of the transfer agreement.</b>
APPEALS	Any appeals shall be made in accordance with FNG(LOCAL) and GF(LOCAL), as appropriate.

ADMISSIONS:  
INTRADISTRICT TRANSFERS

FDB  
(LOCAL)

	Students shall be assigned to schools in the attendance areas in which they reside.
CLASS CHANGES	The campus principal shall be authorized to investigate and approve transfers of students from one classroom to another on that campus.
TRANSFERS BETWEEN SCHOOLS	<p>The following guidelines shall govern intradistrict transfers:</p> <ol style="list-style-type: none"><li>1. Applications for transfers shall be accepted <del>between</del> <b>beginning</b> March 1 and April 1. <del>Applications received after April 1 shall be considered on a space-available basis.</del> Parents shall be notified of the approval or denial by August 15.</li><li>2. Transfers are subject to the approval of the receiving school's principal, who may consider the student's attendance and citizenship records.</li><li>3. Students who are residents of the District shall have priority over students who request interdistrict transfers from another district.</li><li>4. Resident District employees may request that their children be transferred to the schools in which they work or to District campuses that are geographically close to their work assignments. If the work assignment changes, however, the student must remain in the assigned school through the end of the school year.<p>Employees must arrange for before- and/or after-school care, since their children shall not be permitted to wait with them at their work stations or in their classrooms during this time.</p></li></ol> <ol style="list-style-type: none"><li>5. Transfers shall be limited by the maximum enrollment levels appropriate for the administration of an effective and efficient educational program.</li><li>6. Approved transfers remain in effect for the entire school year except under the revocation conditions noted below.</li><li>7. Grounds for immediate revocation of a transfer agreement include:<ol style="list-style-type: none"><li>a. A student's failure to be punctual; maintain good attendance; adhere to school rules, requests, and policies; maintain acceptable academic progress; or exemplify acceptable citizenship and conduct.</li><li>b. Over-crowded conditions.</li><li>c. Termination of a District employee whose child was granted a transfer based on the employee's work assignment.</li></ol></li></ol>

ADMISSIONS:  
INTRADISTRICT TRANSFERS

FDB  
(LOCAL)

8. The District shall not provide transportation for intradistrict transfer students.

The Superintendent or designee shall also be authorized to investigate and approve transfers between schools on the basis of bullying allegations. [See FDB(LEGAL)]

ATTENDANCE:  
RELEASED TIME

FEF  
(LOCAL)

Students shall not be released from school at times other than regular dismissal hours except with the permission of the principal of the school. The teacher shall determine that such permission has been granted before allowing the student to leave.

PRIVATE LESSONS

Students may be excused during school hours for attendance at private lessons, ~~with approval from the principal~~ **in accordance with District procedures.**

COLLEGE COURSES

Senior students shall be released to attend approved college courses. [See EHDD(LOCAL)]

OFF-CAMPUS  
COURSES

**Secondary students may be excused during school hours for off-campus physical education in accordance with written District procedures.**

STUDENT WELFARE:  
HEALTH REQUIREMENTS AND SERVICES

FFA  
(LOCAL)

HEALTH SERVICES  
PROGRAM

The District shall establish, maintain, and periodically evaluate a health services program that is coordinated with other student services and related instructional programs to focus on health-related needs of students and their families.

The District program shall maintain liaison with community health resources.

HEALTH REQUIREMENTS AND SERVICES:  
COMMUNICABLE DISEASES

FFAD  
(LOCAL)

CHRONIC  
REPORTABLE  
DISEASES

Unless otherwise provided below, a student with a chronic reportable disease (Hansen's disease, viral hepatitis type B, AIDS or HIV infection) shall be allowed to attend school in his or her usual instructional setting with the approval of his or her doctor. The District employee responsible for the school health program shall function as the liaison with the student's doctor and be the coordinator of services provided by other staff. [See FFA]

CONFIDENTIALITY

Only those persons with a direct need to know, such as the principal, school nurse, or other person responsible for the school health program, shall be informed of the condition of the student who has a chronic reportable disease.

However, the parents of a minor student or an adult student may give written authorization specifying other persons or positions to whom such information may be released. District personnel who have such knowledge shall be provided with information concerning any precautions that may be necessary and shall be advised of confidentiality requirements. [See FL]

RISK OF  
TRANSMISSION

The District medical advisor and the local health authority, in consultation with the person responsible for the school health program and the student's doctor, shall determine whether a significant risk of transmitting a chronic reportable disease exists. If it is determined that a significant risk of transmission exists, the student may be temporarily removed from the classroom until one of the following events occurs:

1. An appropriate school program adjustment is made.
2. An appropriate alternative or special education program is established.
3. The local health authority determines that the significant risk has abated and the student can return to class.

Each removal of a student from school attendance under this circumstance shall be reviewed by the District medical advisor in consultation with the student's doctor at least once a month to determine whether the condition precipitating the removal has changed.

HEAD LICE

**A student excluded from school with head lice shall not be permitted to return until the student:**

1. **Has received one treatment with medicated shampoo or lotion; and**
2. **Has no live lice present.**

**When both of these conditions have been met, a student shall be approved for readmission by the school nurse in accordance with administrative procedures.**

HEALTH REQUIREMENTS AND SERVICES:  
COMMUNICABLE DISEASES

FFAD  
(LOCAL)

RISK TO  
AFFECTED  
STUDENT

A decision to remove a student from the classroom for his or her own protection when cases of communicable diseases are occurring in the school population shall be made in accordance with Texas Department of Health guidelines; however, the placement of a special education student can be changed only by an ARD committee.

REFERRAL TO  
SPECIAL  
PROGRAMS

A student removed from the classroom under this policy may be referred to the ARD committee for assessment and a determination of eligibility for special education. A student determined to be ineligible for special education services may nevertheless be eligible for other special services as a student who has a disability under Section 504 of the Rehabilitation Act.

Any decisions regarding restrictions on school attendance, participation in school activities, and hygiene procedures shall be made by the ARD committee (in the case of a special education student) or a group of professionals who are knowledgeable about the student (in the case of a student who has a disability under Section 504). These committees shall consult the local health authority and the student's physician and parents in making such decisions. They shall also consider the significant health risk posed to and by the student in determining an appropriate individualized education program or other services to be provided.

STUDENT WELFARE:  
STUDENT SUPPORT SERVICES

FFC  
(LOCAL)

LIAISON FOR  
HOMELESS  
STUDENTS

The District has designated the following staff person as the liaison for homeless students:

Name: Paul Lupia

Position: Director of Student Services

Address: 200 South Denton Tap Road, Coppell, TX 75019

Telephone: (214) 496-6060



STUDENT AWARDS AND SCHOLARSHIPS

FG  
(LOCAL)

UIL AWARDS

The District shall comply with current UIL Constitution and Bylaws regarding awards for student participation and competition.

Coaches or sponsor or organization will recommend the students eligible to receive an award. This recommendation should be based on the student's contribution, length of service, attitude, loyalty, and character displayed throughout the activity.

GIFTS AND SOLICITATIONS

FJ  
(LOCAL)

SCHOOL-  
SPONSORED

Fund-raising activities by student groups and/or for school-sponsored projects shall be allowed, with prior ~~administration~~ **principal** approval and under the supervision of the project sponsor for students in grades K–12.

All fund-raising projects shall be subject to the approval of the ~~Superintendent~~ **principal or designee**.

Student participation in approved fund-raising activities shall not interfere with the regular instructional program. [See EC] Funds raised shall be received, deposited, and disbursed in accordance with CFD(LOCAL).

FOR OUTSIDE  
ORGANIZATIONS

Students representing their school may participate in charitable institution and community drives. Such participation, which shall be on a strictly voluntary basis and shall not disrupt the regular school day, shall be open to all students.

BY OUTSIDE  
ORGANIZATIONS

No outside organizations, commercial enterprises, or individuals may solicit contributions from students within the school. Charitable organizations shall be allowed to place collection boxes in the school buildings, provided no pressure to contribute is exerted on the students at any time.

LOSS OF CLASS  
TIME

The collection of monies that takes the time of the students or teachers during school hours is strictly forbidden, unless the monies collected represent payment for school lunches, monies that will benefit the school or its students, or other authorized fees. [See also FP]

STUDENT ACTIVITIES:  
SOCIAL EVENTS

FMD  
(LOCAL)

School activities shall conform to the purposes of the instructional program. Any social or other activity that is not part of the instructional program under the direction of District personnel shall be planned for, and limited to, nonschool hours.

District social activities shall be controlled by the following guidelines:

1. All activities shall have prior approval of the principal and shall be placed on the school calendar.
2. All school-sponsored social events shall have faculty supervision.
3. Rules of conduct applicable to regular school hours shall be applicable to all school-sponsored social activities.

Regulations concerning supervision, parental participation, refreshments, curfew, visitor participation, and other matters essential to the proper handling of such events shall be developed and implemented by principals, who shall work in conjunction with parents and student leaders in their formulation.

DANCES

School-sponsored dances may be held on school property.

COMMENCEMENT  
EXERCISES

Students who have satisfactorily completed all coursework requirements for graduation but have failed to ~~shall meet all state and local graduation requirements, including all~~ applicable exit-level testing requirements shall be allowed to **be eligible to** participate in commencement activities and ceremonies. [See EI, EIF]

STUDENT RIGHTS AND RESPONSIBILITIES:  
INTERROGATIONS AND SEARCHES

FNF  
(LOCAL)

INTERROGATIONS  
BY SCHOOL  
OFFICIALS

Administrators, teachers, and other professional personnel may question a student regarding the student's own conduct or the conduct of other students. In the context of school discipline, students have no claim to the right not to incriminate themselves.

BY POLICE OR  
OTHER  
AUTHORITIES

For provisions pertaining to student questioning by law enforcement officials or other lawful authorities, see GRA(LOCAL).

**DESKS AND  
LOCKERS AND  
VEHICLES**

~~Students have full responsibility for the security of their lockers, and for vehicles parked on school property. It is the student's responsibility to ensure that lockers and vehicles are locked and that the keys and combinations are not given to others. Students shall not place, keep, or maintain any article or material that is forbidden by District policy in lockers or in vehicles parked on school property.~~

~~School officials may search lockers, or vehicles parked on school property, if there is reasonable cause to believe that they contain articles or materials prohibited by District policy. Students shall be responsible for any prohibited items found in their lockers or in vehicles parked on school property.~~

**Desks, lockers, and similar items are the property of the District and are provided for student use as a matter of convenience. Lockers and desks are subject to blanket searches or inspections by District administrators. Searches or inspections may be conducted at any time and without notice. Students shall be fully responsible for the security and contents of desks or lockers assigned to them. Students shall make certain that lockers are locked and that the keys or combinations are not given to others. Students shall not place or keep in a desk or locker any article or material prohibited by law, District policy, or the Student Code of Conduct. Students shall be held responsible for any prohibited items found in their desks or lockers.**

VEHICLES

**Students shall be fully responsible for the security and contents of vehicles driven or parked on school property. Students shall make certain that their parked vehicles are locked and that the keys are not given to others. Students shall not place or keep in a vehicle on school property any article or material prohibited by law, District policy, or the Student Code of Conduct.**

**If there is reasonable cause to believe that a vehicle on school property contains contraband, it may be searched by school officials or by personnel whose services have been engaged by the District to conduct such searches. Students shall be**

STUDENT RIGHTS AND RESPONSIBILITIES:  
INTERROGATIONS AND SEARCHES

FNF  
(LOCAL)

**held responsible for any prohibited items found in their vehicles on school property.**

If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle. If the student refuses, the District shall contact the student's parents. If the parents also refuse to permit a search of the vehicle, the District may turn the matter over to local law enforcement officials.

USE OF TRAINED  
DOGS

The District shall use specially trained nonaggressive dogs to sniff out and alert officials to the current presence of concealed prohibited items, illicit substances defined in FNCF(LEGAL), and alcohol. This program is implemented in response to drug and alcohol related problems in District schools, with the objective of maintaining a safe school environment conducive to education.

Such visits to schools shall be unannounced. The dogs shall be used to sniff vacant classrooms, vacant common areas, the areas around student lockers, and the areas around vehicles parked on school property. The dogs shall not be used with students. If a dog alerts to a locker, a vehicle, or an item in a classroom, it may be searched by school officials. Searches of vehicles shall be conducted as described above.

NOTICE

At the beginning of the school year, the District shall inform students of the District's policy on searches, as outlined above, and shall specifically notify students that:

1. Lockers may be sniffed by trained dogs at any time.
2. Vehicles parked on school property may be sniffed by trained dogs at any time.
3. Classrooms and other common areas may be sniffed by trained dogs at any time when students are not present.
4. If contraband of any kind is found, the possessing student shall be subject to appropriate disciplinary action in accordance with the Student Code of Conduct.

NOTICE OF METAL  
DETECTOR SEARCHES

**Students shall be notified at the beginning of each school year that they are subject to metal detector searches on a random basis.**

EQUITABLE USE

**To ensure that metal detector searches are conducted uniformly and equitably, school administrators shall:**

1. **Minimize student inconvenience and interference with the educational process;**
2. **Maximize detection and deterrent value by regularly searching significant numbers of students;**

STUDENT RIGHTS AND RESPONSIBILITIES:  
INTERROGATIONS AND SEARCHES

FNF  
(LOCAL)

3. **Ensure that patterns are not established that would allow students to avoid searches by predicting the time and location of a search; and**
4. **Avoid the appearance that a particular student or group of students is either being favored or targeted by adopting schemes, well in advance of the search, that leave the operator of the metal detector an absolute minimum of discretion.**

PARENT  
NOTIFICATION

The student's parent or guardian shall be notified if any prohibited articles or materials are found in a student's locker, in a student's vehicle parked on school property, or on the student's person, as a result of a search conducted in accordance with this policy.

STUDENT DISCIPLINE

FO  
(LOCAL)

GENERAL  
GUIDELINES

When imposing discipline, District personnel shall adhere to the following general guidelines:

1. Discipline shall be administered when necessary to protect students, school employees, or property and maintain essential order and discipline.
2. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case. Factors to consider shall include:
  - a. The seriousness of the offense;
  - b. The student's age;
  - c. The frequency of misconduct;
  - d. The student's attitude;
  - e. The potential effect of the misconduct on the school environment;
  - f. Requirements of Chapter 37 of the Education Code; and
  - g. The Student Code of Conduct adopted by the Board.

STUDENT CODE OF  
CONDUCT

The Student Code of Conduct containing information regarding student discipline shall be ~~distributed~~ **made available** at the beginning of the school year to students and parents, teachers, and administrators. The Student Code of Conduct shall be provided also to newly hired professional employees, newly enrolled students, and any other person on request.

REVISIONS

Revisions to the Student Code of Conduct during the year shall be communicated promptly to students and parents, teachers, and administrators and shall also be posted on campus.

'PARENTS' DEFINED

Throughout the Student Code of Conduct and discipline policies, the term "parents" includes the single parent, legal guardian, or person having lawful control of the child.

DETENTION

For minor infractions of the Student Code of Conduct or campus or classroom rules, teachers or administrators may detain students after school hours on one or more days, as provided by the discipline management program and/or Student Code of Conduct. Before being assigned to detention, a student shall be informed of the behavior that allegedly constitutes the violation, and shall be given an opportunity to explain his or her version of the incident. The period of time for which a student is assigned to detention shall be used for educational purposes.



STUDENT DISCIPLINE

FO  
(LOCAL)

NOTICE TO PARENTS	When detention is used, notice shall first be given to the student's parent to inform him or her of the reason for the detention and permit arrangements for the necessary transportation of the student. Except in the case of a student who is 18 years of age or older, the detention shall not begin until the parents have been notified. The student's parents, if the student is a minor, may be required to provide transportation when the student has been assigned to detention.
CORPORAL PUNISHMENT	<del>Corporal punishment may be used as a discipline management technique in accordance with the Student Code of Conduct. Corporal punishment shall be limited to spanking or paddling the student, and shall be administered only in accordance with the following guidelines:</del>
GUIDELINES	<ol style="list-style-type: none"><li><del>1. The student shall be told the reason corporal punishment is being administered.</del></li><li><del>2. Corporal punishment shall be administered only by the principal, assistant principal, or a teacher.</del></li><li><del>3. The instrument to be used in administering corporal punishment shall be approved by the principal or a designee.</del></li><li><del>4. Corporal punishment shall be administered in the presence of one other District professional employee and in a designated place out of view of other students.</del></li></ol>
PARENT REQUEST	<p><del>The District shall honor a parent request that corporal punishment not be administered to his or her child; however, the District shall impose other disciplinary measures consistent with the offense.</del></p> <p><b>The Board prohibits the use of corporal punishment in the District.</b></p>
DISCIPLINARY RECORDS	<del>The disciplinary record of any corporal punishment shall include any previous disciplinary actions, the type of corporal punishment administered, the name of the person administering the punishment, the names of witnesses present, and the date and time of punishment.</del>
PHYSICAL RESTRAINT	<p>Any District employee may, within the scope of the employee's duties, use and apply physical restraint to a student if the employee reasonably believes restraint is necessary in order to:</p> <ol style="list-style-type: none"><li>Protect a person, including the person using physical restraint, from physical injury.</li><li>Obtain possession of a weapon or other dangerous object.</li><li>Protect property from serious damage.</li></ol>

STUDENT DISCIPLINE

FO  
(LOCAL)

4. Remove a student refusing a lawful command of a school employee from a specific location, including a classroom or other school property, in order to restore order or to impose disciplinary measures.
5. Restrain an irrational student.

EXTRACURRICULAR  
STANDARDS OF  
BEHAVIOR

With the approval of the principal and Superintendent, sponsors and coaches of extracurricular activities, including interscholastic athletics and marching band, may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards. Extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off school property. No provision of an extracurricular behavioral standard shall have the effect of discriminating on the basis of sex, race, disability, religion, or ethnicity.

Students shall be informed of any extracurricular behavior standards at the beginning of each school year or, in the case of interscholastic athletics and marching band, at the time the students report for workouts or practices that occur prior to the actual beginning of classes. Students and their parents shall sign and return to the sponsor or coach a statement that they have read the extracurricular behavior standards and consent to them as a condition of participation in the activity.

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

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

VIDEO/AUDIO  
MONITORING

**Video/audio equipment shall be used for safety purposes to monitor student behavior on buses and in common areas on District campuses.**

NOTICE

**Students and parents shall be notified regarding the use of video cameras on school buses and on campuses. Signs stating that students may be videotaped shall be posted in District buildings and on buses. Students shall not be notified when the equipment is turned on.**

USE OF TAPES

**Tapes shall be reviewed on a routine basis by the principal, and evidence of student misconduct shall be documented. A student found to be in violation of the District's Student Code of Conduct shall be subject to appropriate discipline.**

STUDENT DISCIPLINE

FO  
(LOCAL)

ACCESS TO TAPES

Tapes shall be maintained as required by law. A parent or student who wishes to view a videotape in response to disciplinary action taken against the student may request such access under the procedures set out by law. [See FL(LEGAL)]

SCHOOL COMMUNICATIONS PROGRAM:  
NEWS MEDIA RELATIONS

GBBA  
(LOCAL)

The Board recognizes the responsibility of the news media to provide to the community accurate and timely information concerning the objectives, achievements, needs, and conditions of District schools and their educational programs.

BOARD MEETINGS

District officials shall cooperate with news media to ensure complete and accurate coverage of all Board meetings.

NEWS RELEASES

News releases of a political or controversial nature, as well as those concerning the overall operation of District schools, or that involve more than one campus shall be made only by the Superintendent or designee.

Routine campus news concerning athletic events, programs, and local campus activities shall be released to the news media by the campus principal **or designee**.

Administrators, teachers, and other staff members are urged to submit school news, but all articles must be coordinated centrally in order to avoid duplication of news items, maintain a consistent publicity policy, compile a file of releases for future reference, and serve as a protection to the schools.

BROADCAST OF  
SCHOOL EVENTS

The broadcast or telecast of school events shall be in accordance with UIL rules and shall not identify the schools with the promotion of any commercial or political enterprise. All such coverage shall be with the prior approval of the Board **Superintendent** or designee.

Media activities shall not be allowed to disturb or disrupt the instructional program of the schools.

COMMUNITY RELATIONS:  
VISITORS TO THE SCHOOLS

GKC  
(LOCAL)

All visitors to the schools, including parents and Board members, are welcome to visit the campus; however, prominent notices shall be posted at each campus that all visitors must first report to the principal's **campus** office. Visits to individual classrooms during instructional time shall be permitted only with the principal's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

RELATIONS WITH EDUCATIONAL ENTITIES:  
EDUCATION ACCREDITATION AGENCIES

GNE  
(LOCAL)

The District shall maintain accreditation with the Southern Association of Colleges and Schools.