

Coppell ISD

Policy Review Session – Summary Packet

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Amy Kadlecek
Lead Policy Consultant

Texas Association of School Boards

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PROPOSED REVISIONS

Mission Statement

Working together, we are committed to creating profound learning experiences for each child, while nurturing meaningful relationships to positively impact our world.

~~The mission of the Coppell Independent School District, as a committed and proven leader in educational excellence, is to ensure our learners achieve personal success, develop strong moral character, and become dynamic leaders and global citizens with a zeal for service by engaging each individual through innovative learning experiences led by a visionary staff and progressive community.~~

PROPOSED REVISIONS

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| Membership | The Board shall consist of seven members. |
| Method of Election | Election of Board members shall be by place. |
| Election Date | General election of Board members shall be on the May uniform election date. |
| Terms and Election Schedule | Board members shall be elected for three-year terms, with elections conducted annually, as follows: |
| Places 1, 2, and 3 | The election for places 1, 2, and 3 shall be held in 2019, 2022, 2025, <u>2028, 2031,</u> and in three-year intervals thereafter. |
| Places 4 and 5 | The election for places 4 and 5 shall be held in 2020, 2023, 2026, <u>2029,</u> and in three-year intervals thereafter. |
| Places 6 and 7 | The election for places 6 and 7 shall be held in 2018, 2021, 2024, <u>2027, 2030,</u> and in three-year intervals thereafter. |
| Method of Voting | To be elected, a candidate must receive more votes than any other candidate for the place. |
| Plurality | |

PROPOSED REVISIONS

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| Meeting Place and Time | The notice for a Board meeting shall reflect the date, time, and location of the meeting. |
| Regular Meetings | Regular meetings of the Board shall normally be held on the fourth Monday of each month at 6:00 p.m. When determined necessary and for the convenience of Board members, the Board President may change the date, time, or location of a regular meeting with proper notice. |
| Special or Emergency Meetings | <p>The Board President shall call workshops or special meetings at the Board President's discretion or on request by two members of the Board.</p> <p>The Board President shall call an emergency meeting when it is determined by the Board 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 the tenth calendar day before regular meetings and the third business day before special meetings.</p> <p>Preparation</p> <p>In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. The Superintendent shall include on the preliminary agenda of the meeting all topics that have been timely submitted in writing by at least two Board members.</p> <p>Before the official agenda is finalized for any meeting, the Superintendent shall consult the Board President to ensure that the agenda and the topics included meet with the Board President's approval. In reviewing the preliminary agenda, the Board President shall ensure that any topics the Board or at least two Board members have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future. The Board President shall not have authority to remove from the agenda a subject requested by at least two Board members without specific authorization from those Board members.</p> |
| Notice to Members | Members of the Board shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least one hour prior to the time of an emergency meeting. |
| Closed Meeting | Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, in accordance with law. |

The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See BEC]

Order of Business

The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting. At the meeting, the order in which posted agenda items are taken may be changed by consensus of Board members.

Rules of Order

The Board shall observe the parliamentary procedures as found in *Robert's Rules of Order, Newly Revised*, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present.

Voting

Voting shall be by voice vote or show of hands, as directed by the Board President. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request. [See BDAA(LOCAL) for the Board President's voting rights.]

Consent Agenda

When the agenda is prepared, the Board President shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

Minutes

Board action shall be carefully recorded by the Board Secretary or clerk; when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board and signed by the Board President and the Board Secretary.

The official minutes of the Board shall be retained on file in the office of the Superintendent and shall be available [online or](#) for examination during regular office hours.

Discussions and Limitation

Discussions shall be addressed to the Board President and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the Board President shall halt discussion that does not apply to the business before the Board.

The Board President shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired. Aside from these limitations, the Board President

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

DELETE POLICY

- Appointment** The Superintendent shall be appointed by the Board. All applicants shall be screened and every effort made to obtain the most qualified person available.
- Applications** Applications for the position of Superintendent shall be in written form and shall be addressed to the President of the Board and filed with either the Board President or Secretary.
- Interviews** Procedures for conducting personal interviews and obtaining further information shall be established by the Board after acceptance of written applications.

PROPOSED REVISIONS

Note: [This local policy has been revised in accordance with the District's innovation plan.](#)¹

District Improvement Planning Process

The Board shall approve and periodically review the District's vision, mission, and goals to improve student performance. The vision, mission, goals, and the approved District and campus objectives shall be mutually supportive and shall support the state goals and objectives under Education Code, Chapter 4. [See AE]

[In accordance with the District's innovation plan, the District is exempt from the state law regarding the District and campus improvement plans.](#) The District's planning process to improve student performance includes the development of the District's educational goals, ~~the legal requirements for the District and campus improvement plans,~~ all pertinent federal planning requirements, and administrative ~~regulations~~ [procedures](#). The Board shall approve the process under which the educational goals are developed and shall ensure that input is gathered from the District-level committee. [See BQA]

Parent and Family Engagement Plan

The Board shall ensure that the District and campus improvement plans, as applicable, address all elements required by federal law for receipt of Title I, Part A funds, including elements pertaining to parent and family engagement. The District-level and campus-level committees shall involve parents and family members of District students in the development of such plans and in the process for campus review and improvement of student academic achievement and campus performance. [See EHBD]

Administrative Procedures and Reports

The Board shall ensure that administrative procedures are developed in the areas of planning, budgeting, curriculum, staffing patterns, staff development, and school organization; adequately reflect the District's planning process; and include implementation guidelines, time frames, and necessary resources. The District-level and campus-level committees shall be involved in the development of these procedures. [See BQA and BQB]

The Superintendent shall report periodically to the Board on the status of the planning process, including a review of the related administrative procedures, any revisions to improve the process, and progress on implementation of identified strategies.

Evaluation

The Board shall ensure that data are gathered and criteria are developed to undertake the required biennial evaluation to ensure that policies, procedures, and staff development activities related to

planning and decision-making are effectively structured to positively impact student performance.

¹ [Innovation Plan: \[https://www.coppellisd.com\]](https://www.coppellisd.com)

PROPOSED POLICY

**District Education
Improvement
Committee ~~Council~~**

In compliance with law, the District shall establish a District-level committee to advise the Board or its designee in establishing and reviewing the District improvement plan [see BQ], as well as the District's educational goals, performance objectives, and major District-wide classroom instructional programs.

Board's Designee

The committee shall elect a co-chair to serve with the Board's designee.

Meetings

The chairperson of the committee shall set its agenda and shall schedule at least two ~~six~~ meetings per year, including the public meeting required by law.

Communications

The Superintendent shall ensure that the District-level committee establishes communication strategies to periodically obtain broad-based community, parent, and staff input and provide information to those persons regarding the recommendations of the committee.

Composition

The committee shall be composed of members who shall represent campus-based professional staff, District-level professional staff, parents, businesses, and the community. When practicable, professional staff representation shall include a representative with the primary responsibility for educating students with disabilities. 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.

*Selected
Representatives*

Parent, community member, and business representatives shall be selected in accordance with this policy and administrative regulations.

Parents

The committee shall include at least two parents of students currently enrolled in the District. The Superintendent shall, through various channels, inform all parents of District students about the committee's duties and composition and shall solicit volunteers.

*Community
Members*

The committee shall include at least two community members selected by a process that provides for adequate representation of the community's diversity. The Superintendent shall use several methods of communication to ensure that community residents are informed of the committee and are provided the opportunity to participate and shall solicit volunteers. Community representatives must reside in the District.

*Business
Representatives*

The committee shall include at least two business representatives selected by a process that provides for adequate representation of the community's diversity. The Superintendent shall use several

PLANNING AND DECISION-MAKING PROCESS
DISTRICT-LEVEL

BQA
(LOCAL)

methods of communication to ensure that area businesses are informed of the committee and are provided the opportunity to participate and shall solicit volunteers. Business representatives need not reside in nor operate businesses in the District.

**Professional Staff
Elections**

Professional staff representatives shall be nominated and elected in accordance with this policy and administrative regulations.

Classroom teacher representatives shall comprise at least two-thirds of the total professional staff representation on the committee and shall be nominated and elected by all professional staff.

At least one campus-based nonteaching professional representative shall be nominated and elected by all professional staff.

At least one District-level professional representative, other than the Superintendent, shall be nominated and elected by the District-level professional staff.

An employee's affiliation or lack of affiliation with any organization or association shall not be a factor in either the nomination or election of the employee to the committee. [See DGA]

A nominee must consent before the person's name may appear on a ballot. Election of the committee shall be held at a time determined by the Board or its designee.

Terms

All representatives shall serve staggered three-year terms and shall be limited to two consecutive terms on the committee.

Vacancy

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

PROPOSED POLICY

Campus-Level Committees

In compliance with law, each campus shall establish a campus-level committee to ensure that effective planning and site-based decision-making occur to direct and support the improvement of student performance for all students. The committees shall assist the principal, as the Board's designee, in establishing and reviewing the goals, performance objectives, and major classroom instructional programs of each campus.

Each committee shall assist with the development, evaluation, and revision of the respective campus improvement plan and shall approve campus staff development needs identified in the campus improvement plan [see BQ and DMA].

Meetings

The principal shall be responsible for the agenda and shall schedule at least two meetings per year, including the public meeting required by law.

Communications

Each principal or designee shall ensure that the campus-level committee establishes communication strategies to periodically obtain broad-based community, parent, and staff input and provide information to those persons regarding the recommendations of the committee.

Composition

The committee shall be composed of members who shall represent campus-based professional staff, District-level professional staff, parents, businesses, and the community. When practicable, professional staff representation shall include a representative with the primary responsibility for educating students with disabilities. 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.

Selected Representatives

Parent, community member, and business representatives shall be selected in accordance with this policy and administrative regulations.

Parents

The committee shall include at least two parents of students currently enrolled in the District. The principal shall, through various channels, inform all parents of campus students about the committee's duties and composition and shall solicit volunteers.

Community Members

The committee shall include at least two community members selected by a process that provides for adequate representation of the community's diversity. The principal shall use several methods of communication to ensure that community residents are informed of the committee and are provided the opportunity to participate and shall solicit volunteers. Community representatives must reside in the District.

PLANNING AND DECISION-MAKING PROCESS
CAMPUS-LEVEL

BQB
(LOCAL)

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| <i>Business Representatives</i> | <p>The committee shall include at least two business representatives selected by a process that provides for adequate representation of the community's diversity. The principal shall use several methods of communication to ensure that area businesses are informed of the committee and are provided the opportunity to participate and shall solicit volunteers. Business representatives need not reside in nor operate businesses in the District.</p> |
| Professional Staff Elections | <p>Professional staff representatives shall be nominated and elected in accordance with this policy and administrative regulations.</p> <p>Classroom teacher representatives shall comprise at least two-thirds of the professional staff representation on the committee and shall be nominated and elected by all professional staff assigned to the campus.</p> <p>At least one campus-based nonteaching professional representative shall be nominated and elected by all professional staff assigned to the campus.</p> <p>At least one District-level professional representative shall be nominated and elected by District-level professional staff.</p> <p>An employee's affiliation or lack of affiliation with any organization or association shall not be a factor in either the nomination or election of the employee to the committee. [See DGA]</p> <p>A nominee must consent before the person's name may appear on the ballot. Election of the committee shall be held at a time determined by the Board or its designee.</p> |
| Terms | <p>All representatives shall serve one-year terms and shall not be limited as to the number of consecutive terms they may serve on the committee.</p> |
| Vacancy | <p>A vacancy during a term shall be filled for the remainder of the term by election or selection as appropriate for the category.</p> |

PROPOSED REVISIONS

Note: For purposes of this policy, the terms “gift” and “donation” have the same meaning.

Unsolicited Gifts

Authority to Accept

The Board delegates to the Superintendent the authority to accept unsolicited gifts on behalf of the District. However, any gift that the potential donor has expressly made conditional upon the District’s use for a specified purpose, or any gift of real property, shall require Board approval.

Once accepted, a gift becomes the sole property of the District.

Criteria for Acceptance

The District shall not accept any gift that would violate or conflict with policies of or actions by the Board or with federal or state law.

Before the Superintendent accepts a gift or recommends acceptance of a gift to the Board, as applicable, the Superintendent shall consider whether the gift:

1. Has a purpose consistent with the District’s educational philosophy, goals, and objectives;
2. Places any restrictions on a campus or District program;
3. Would support a program that the Board may be unable or unwilling to continue when the donation of funds is exhausted;
4. Would result in ancillary or ongoing costs for the District;
5. Requires employment of additional personnel;
6. Requires or implies the endorsement of a specific business or product [see GKB for advertising opportunities];
7. Would result in inequitable funding, equipment, or resources among District schools or programs;
8. Obligates the District or a campus to engage in specific actions; or
9. Affects the physical structure of a building or would require extensive maintenance on the part of the District.

Solicitations

An employee who solicits gifts on behalf of the District or for use in the fulfillment of his or her professional responsibilities shall comply with relevant state and federal law and any District administrative regulations.

All donations solicited on behalf of the District, including solicitations in the name of the District or a campus, or donations solicited

using District or campus resources, become the sole property of the District.

Web-Based
Solicitations

An employee may solicit web-based donations of money or items for use by the employee in fulfilling his or her professional responsibilities or for the District's use, including "crowdfunding." However, an employee shall obtain prior approval from the employee's supervisor before using the name or image of the District, a campus, or any student.

~~Eligible employees shall be permitted to use crowdfunding in accordance with the provisions of this policy and administrative regulations. For purposes of this policy, crowdfunding shall mean an internet-based request for resources from individuals and organizations to support activities and projects that enhance the District's educational program.~~

~~Crowdfunding shall not be used to solicit donations for personal benefit of a person or persons or for political reasons. All requests for crowdfunding projects and activities must be submitted using the District's Authorization for Posting on Crowdfunding Website form and must be consistent with goals in the District and campus improvement plans.~~

~~Eligible staff authorized to seek approval to use crowdfunding to support the District's educational programming include District teachers and administrators. These staff members shall only use the Donors Choose crowdfunding site and shall adhere to the following:~~

- ~~1. Postings that describe the purpose and rationale for conducting the crowdfunding campaign shall not negatively reflect upon the District, including programs and services, staff, and students;~~
- ~~2. Crowdfunding posts must comply with applicable federal and state privacy laws and regulations, including the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA);~~
- ~~3. Postings that include identifiable student images must have prior parent approval;~~
- ~~4. Prior to posting, eligible staff shall consult with appropriate District personnel to ensure desired technologies align with the requirements of applicable District and campus technology plans;~~
- ~~5. Before posting, eligible staff must obtain prior approval from the appropriate District administrator and campus principal for all classroom projects;~~

~~6.——Crowdfunding posts shall not request monetary donations or gift cards;~~

~~7.——Any funds or items received from crowdfunding posts shall not be transferred from one campus to another;~~

~~8.——Items donated through crowdfunding shall only be mailed to a District office or campus address;~~

~~9.——Crowdfunding posts shall only use District email or social media accounts for communicating with donors; use of an employee's personal email address or social media account is prohibited; and~~

~~10.——Crowdfunding posts shall not pressure parents into donating.~~

~~[For information on the use of the District's logo and likeness for the Education Foundation's grant process and advertisements, see CY(LOCAL).]~~

PROPOSED REVISIONS

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| Fiscal Year | The District shall operate on a fiscal year beginning September 1 and ending August 31. |
| Budget Planning | Budget planning shall be an integral part of overall program planning so that the budget effectively reflects the District's programs and activities and provides the resources to implement them. In the budget planning process, general educational goals, specific program goals, and alternatives for achieving program goals shall be considered, as well as input from the District- and campus-level planning and decision-making committees. Budget planning and evaluation are continuous processes and shall be a part of each month's activities. |
| Budget Meeting | <p>The annual public meeting to discuss the proposed budget and tax rate shall be conducted as follows:</p> <ol style="list-style-type: none">1. The Board President shall request at the beginning of the meeting that all persons who desire to speak on the proposed budget and/or tax rate sign up on the sheet provided.2. Prior to the beginning of the meeting, the Board may establish time limits for speakers.3. Speakers shall confine their remarks to the appropriation of funds as contained in the proposed budget and/or the tax rate.4. No officer or employee of the District shall be required to respond to questions from speakers at the meeting. |
| Authorized Expenditures | <p>The adopted budget provides authority to expend funds for the purposes indicated and in accordance with state law, Board policy, and the District's approved purchasing procedures. The expenditure of funds shall be under the direction of the Superintendent or designee who shall ensure that funds are expended in accordance with the adopted budget.</p> <p>{For information regarding fund balances and GASB 54, see GAA(LOCAL)}</p> |
| Budget Amendments | The Board shall amend the budget when a change is made to in- <u>creasing</u> any one of the functional spending categories or <u>increas-</u> <u>ing</u> revenue object accounts and other resources. |

PROPOSED REVISIONS

**Fiduciary
Responsibility**

The Superintendent, principal, and sponsor, as applicable, shall be responsible for the proper administration of District and campus activity funds and student activity funds in accordance with state law and local policy, District accounting practices and procedures, and the Texas Education Agency (TEA) *Financial Accountability System Resource Guide*.

**Student Activity
Funds**

The Superintendent shall ensure that student activity accounts are maintained to manage all class funds and other funds raised and collected by student clubs or organizations for a school-related purpose. The principal or designee shall issue receipts for all funds prior to their deposit into the appropriate District account at the District depository.

Student activity funds shall be included in the annual audit of the District's fiscal accounts. [See CFC]

Use and
Expenditure

Funds collected by student groups shall be used only for purposes authorized by the student club or organization. The principal and sponsor shall manage and approve all disbursements. All funds raised by student organizations must be expended for the benefit of the students.

**District and Campus
Activity Funds**

The Superintendent shall ensure District accounting practices and procedures address the expenditure of District and campus activity funds generated from vending machines, rentals, gate receipts, concessions, and other local sources of revenue over which the District has direct control. Funds generated from such sources shall be expended for the benefit of the District or its students and shall be related to the District's educational purpose.

Approval

Approval from the immediate supervisor or designee shall be obtained prior to a disbursement being made to any employee, including the principal.

~~Fund Balance~~

~~For GASB 54 purposes, each campus activity fund balance shall be classified as a special revenue committed fund balance.~~

Carryover Funds

All funds shall be left in the appropriate account and each sponsoring group shall retain the carryover funds for the next fiscal year. If a club or organization ceases to function or exist, the unexpended funds shall be credited to the appropriate administrative activity account.

PROPOSED REVISIONS

**Purchasing
Authority**

The Board delegates to the Superintendent the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs \$50,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place. ~~accept and award bids and proposals for all budgeted 6200-6400 series account codes and library books (code 6329) regardless of the amount; and for all capital outlay (6600 series account codes) under \$50,000 per bid unless state law requires the Board to make or approve a purchase. The Superintendent shall place formal competitive bid summaries for all other capital outlay items over \$50,000 on the monthly meeting agenda for approval by the Board.~~

**Exception for
Emergency
Contracts**

In the event of a catastrophe, emergency, or natural disaster affecting the District, the Board delegates to the Superintendent the authority to contract for the replacement, construction, or repair of school equipment or facilities in accordance with law, if emergency replacement, construction, or repair is necessary for the health and safety of District students and staff. The Superintendent shall report to the Board at the next regular meeting any contract made under this authority. [See Disaster Exception, CH(LEGAL)]

The delegation regarding emergency contracts does not waive competitive purchasing requirements under Education Code Chapter 44. Only the Board is authorized to waive competitive purchasing requirements under limited circumstances in accordance with Education Code 44.031(h). [See Emergency Damage or Destruction, CH(LEGAL)]

**Purchasing
Procedures**

The Superintendent shall develop purchasing procedures to implement the requirements of state and federal law. [See also CB, CBB, CH(LEGAL), and COA]

Purchasing Method

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

*Competitive
Bidding*

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

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

*Competitive
Sealed Proposals*

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

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

Electronic Bids or
Proposals

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

**Responsibility for
Debts**

The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with the adopted budget, state law, Board policy, and the District's purchasing procedures. [See CE] The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control. Persons making unauthorized purchases shall assume full responsibility for all such debts.

**Purchase
Commitments**

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

Personal Purchases

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

DELETE POLICY

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 request by an organization approved by the Superintendent or designee.

PROPOSED REVISIONS

Note: This local policy has been revised in accordance with the District's [innovation plan](#).¹

- Updating Credentials** All employees who have earned certificates, endorsements, or degrees of higher rank since the previous school year shall file with the District:
1. An official college transcript showing the highest degree earned and date conferred.
 2. Proof of the certificate or endorsement.
- Contract Personnel** The Superintendent or designee shall ensure that contract personnel possess valid credentials before issuing contracts.
- State Teacher Certification** In accordance with the District's innovation plan, the District is exempt from the state law that generally requires school districts to hire teachers who are certified by the State Board for Educator Certification. State certification shall not be required for teachers of career and technical education (CTE) courses, [languages other than English \(LOTE\) courses, courses in other hard-to-fill areas, or prekindergarten](#). ~~In addition, the Superintendent shall have the authority to permit a certified teacher to teach outside his or her certified field(s).~~ All other teaching assignments shall require certification in accordance with state law. [See DK]
- Social Security Number** The District shall not use an employee's Social Security number as an employee identifier, except for tax purposes [see DC]. In accordance with law, the District shall keep an employee's Social Security number confidential.

¹ Innovation Plan: <https://www.coppellisd.com/>

DELETE POLICY

Note: This local policy has been revised in accordance with the District's [innovation plan](#).¹

Maximum Probationary Contract Period

In accordance with the District's innovation plan, the District is exempt from state law regarding the maximum length of time an experienced teacher may be employed on a probationary contract. At the recommendation of the Superintendent, a probationary contract may be renewed for up to two additional one-year periods, for a total of three years, for a person who has been employed as a teacher in public education for at least five of the eight years preceding employment by the District.

¹ Innovation Plan: <https://www.coppellisd.com/>

PROPOSED REVISIONS

**Contracts Required
by Law**

After any applicable probationary contract period required by the District, term contracts governed by Chapter 21 of the Education Code (educator term contracts) shall be provided to:

1. Any employees in positions required by statute to receive such contracts, including SBEC-certified employees serving full-time as principals, assistant principals, teachers, school counselors, diagnosticians, librarians, and athletic directors;
2. Full-time professional employees in other positions for which the District requires current SBEC certification; and
3. Full-time nurses.

**No Certification
Required**

~~Educator term contracts shall also be provided for positions for which neither SBEC nor the District requires current SBEC certification, as reflected on the list approved by the Board.~~

PROPOSED REVISIONS

Classification of Positions

The Superintendent or designee shall determine the classification of positions or employees as “exempt” or “nonexempt” for purposes of payment of overtime in compliance with the Fair Labor Standards Act (FLSA).

Exempt

The District shall pay employees who are exempt from the overtime pay requirements of the FLSA on a salary basis. The salaries of these employees are intended to cover all hours worked, and the District shall not make deductions that are prohibited under the FLSA.

An employee who believes deductions have been made from his or her salary in violation of this policy should bring the matter to the District’s attention, through the District’s complaint policy. [See DGBA] If improper deductions are confirmed, the District will reimburse the employee and take steps to ensure future compliance with the FLSA.

Nonexempt

Nonexempt employees may be compensated on an hourly basis or on a salary basis. Employees who are paid on an hourly basis shall be compensated for all hours worked. Employees who are paid on a salary basis are paid for up to and including a 40-hour workweek.

A nonexempt employee shall have the approval of his or her supervisor before working overtime. An employee who works overtime without prior approval is subject to discipline but shall be compensated in accordance with the FLSA.

Workweek Defined

For purposes of FLSA compliance, the workweek for District employees shall begin at 12:00 a.m. Saturday and end at 11:59 p.m. Friday.

Compensatory Time

At the District’s option, nonexempt employees may receive compensatory time off, rather than overtime pay, for overtime work. The employee shall be informed in advance if overtime hours will accrue compensatory time rather than pay.

Accrual

Compensatory time earned by nonexempt employees may not accrue beyond a maximum of 40 hours. If an employee has a balance of more than 40 hours of compensatory time, the District shall require the employee to use the compensatory time, or at the District’s option, the District shall pay the employee for the compensatory time.

Use

An employee shall ~~generally~~ use compensatory time within the duty year in which it is earned. If an employee has any unused compensatory time remaining at the end of a duty year, the District shall pay the employee for the compensatory time. ~~The District~~

~~shall permit an employee to retain any unused compensatory time remaining at the end of the duty year in accordance with administrative regulations.~~

Compensatory time may be used at either the employee's or the District's option. An employee may use compensatory time in accordance with the District's leave policies and if such use does not unduly disrupt the operations of the District. [See DEC(LOCAL)] The District may require an employee to use compensatory time when in the best interest of the District.

PROPOSED REVISIONS

(See page 5)

| | |
|--------------------------------|---|
| Leave Administration | The Superintendent shall develop administrative regulations addressing employee leaves and absences to implement the provisions of this policy. |
| Definitions | The term "immediate family" is defined as: |
| Immediate Family | <ol style="list-style-type: none">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 <i>in loco parentis</i>.3. Parent, stepparent, parent-in-law, or other individual who stands <i>in loco parentis</i> to the employee.4. Sibling, stepsibling, and sibling-in-law.5. Grandparent and grandchild.6. Any person residing in the employee's household at the time of illness or death. |
| | For purposes of the Family and Medical Leave Act (FMLA), the definitions of spouse, parent, son or daughter, and next of kin are found in DECA(LEGAL). |
| Family Emergency | The term "family emergency" shall be limited to disasters and life-threatening situations involving the employee or a member of the employee's immediate family. |
| Leave Day | A "leave day" for purposes of earning, using, or recording leave shall mean the number of hours per day equivalent to the employee's usual assignment, whether full-time or part-time. |
| School Year | A "school year" for purposes of earning, using, or recording leave shall mean the term of the employee's annual employment as set by the District for the employee's usual assignment, whether full-time or part-time. |
| Catastrophic Illness or Injury | A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee's immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the District. Such conditions typically require prolonged hospitalization or recovery or are expected to result in disability or death. Conditions |

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

relating to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.

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

Availability

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

State Leave Proration

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

If an employee separates from employment before the last duty day of the school year, the employee's final paycheck shall be reduced for state personal leave the employee used beyond his or her pro rata entitlement for the school year.

Medical Certification

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

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

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

State Personal Leave

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

Nondiscretionary Use

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

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

Discretionary Use

Discretionary use of leave is at the individual employee's discretion, subject to limitations set out below.

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*Request for
Leave*

In deciding whether to approve or deny a request for discretionary use of state personal leave, the supervisor shall not seek or consider the reasons for which an employee requests to use leave. The supervisor shall, however, consider the duration of the requested absence in conjunction with the effect of the employee's absence on the educational program and District operations, as well as the availability of substitutes.

Discretionary use of state personal leave shall not exceed three consecutive workdays.

Local Leave

Each employee shall earn five paid local leave days per school year in accordance with administrative regulations.

Local leave shall accumulate without limit.

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

An employee may also use local leave for absences related to the birth or placement of a child when leave is taken within the first year after the child's birth, adoption, or foster placement.

Sick Leave Bank

The District shall establish a sick leave bank that employees may join through contribution of local leave.

Leave contributed to the bank shall be solely for the use of participating employees. An employee who is a member of the bank may request leave from the bank if the employee experiences a catastrophic illness or injury and has exhausted all available leave and any applicable compensatory time.

The Superintendent shall develop regulations for the operation of the sick leave bank that address the following:

1. Membership in the sick leave bank, including the number of days an employee must contribute to become a member;
2. Procedures to request leave from the sick leave bank;
3. The maximum number of days per school year a member employee may receive from the sick leave bank;
4. The committee or administrator authorized to consider requests for leave from the sick leave bank and criteria for granting requests; and
5. Other procedures deemed necessary for the operation of the sick leave bank.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

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(LOCAL)

| | |
|--|--|
| Appeal | An employee may appeal a decision regarding the sick leave bank in accordance with DGBA(LOCAL), beginning with the Superintendent or appropriate administrator. |
| Family and Medical Leave | FMLA leave shall run concurrently with applicable paid leave and compensatory time, as applicable. <hr/> Note: See DECA(LEGAL) for provisions addressing FMLA. <hr/> |
| Twelve-Month Period | For purposes of an employee's entitlement to FMLA leave, the 12-month period shall be measured backward from the date an employee uses FMLA leave. |
| Combined Leave for Spouses | When both spouses are employed by the District, the District shall limit FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks. The District shall limit military caregiver leave to a combined total of 26 weeks. |
| Intermittent or Reduced Schedule Leave | The District shall not permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee. |
| Certification of Leave | When an employee requests leave, the employee shall provide certification, in accordance with FMLA regulations, of the need for leave. |
| Fitness-for-Duty Certification | In accordance with administrative regulations, when an employee takes FMLA leave due to the employee's own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification. |
| Leave at the End of Semester | When a teacher takes leave near the end of the semester, the District may require the teacher to continue leave until the end of the semester. |
| Temporary Disability Leave | Any full-time employee whose position requires educator certification by the State Board for Educator Certification or by the District shall be eligible for temporary disability leave. The maximum length of temporary disability leave shall be 180 calendar days. [See DBB(LOCAL) for temporary disability leave placement and DEC(LEGAL) for return to active duty.] An employee's notification of need for extended absence due to the employee's own medical condition shall be forwarded to the Superintendent as a request for temporary disability leave. The District shall require the employee to use temporary disability leave and paid leave, including any compensatory time, concurrently with FMLA leave. |

**Workers'
Compensation**

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

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

No Paid Leave
Offset

The District shall not permit the option for paid leave offset in conjunction with workers' compensation income benefits. [See CRE]

Court Appearances

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

**Annual
Attendance Incentive
Eligibility**

~~An annual attendance incentive for employees using two days or less of state and/or local leave during the duty year shall be paid to eligible employees in the following categories:~~

- ~~1. Employees in positions normally requiring ten months of service.~~
- ~~2. Employees in positions normally requiring 11 months of service, except as noted below.~~
- ~~3. Employees in paraprofessional positions normally requiring 12 months of service.~~
- ~~4. Support service employees paid on a biweekly basis.~~
- ~~5. Full-time employees who are paid on a monthly basis and who work a minimum of 37.5 hours per week.~~
- ~~6. Child nutrition employees who are paid on a biweekly basis and who work at least six hours per day.~~
- ~~7. Eligible part-time employees.~~

~~Employees in the following categories shall not be eligible for the annual attendance incentive:~~

- ~~1. Central office and campus administrators.~~
- ~~2. Substitute or temporary employees.~~
- ~~3. Employees who begin work after the first day of the annual calendar for their positions.~~

Payment

~~Eligible, full-time employees who did not use any state leave days or any local leave days, including any portion of a day, shall be paid \$500.~~

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

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(LOCAL)

~~Eligible, part-time employees who did not use any state leave days or any local leave days, including any portion of a day, shall be paid \$250.~~

~~Eligible full-time employees who used two leave days or less of state and/or local leave shall be paid \$200.~~

~~Eligible, part-time employees who used two leave days or less of state and/or local leave shall be paid \$100.~~

~~Absences for religious holy days shall not be counted when determining an employee's eligibility for the attendance incentive.~~

~~Payment shall be made following the completion of the days in the employee's scheduled work year.~~

Funding

~~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.~~

ADD POLICY

Vacation Days

Eligible employees in positions normally requiring 12 months of service annually shall receive paid vacation days in accordance with administrative regulations that address the following:

1. Eligibility criteria;
2. Accrual rates and availability;
3. Request and approval processes;
4. Accumulation and carryover limits; and
5. Treatment of vacation days upon separation from service.

Holidays

Eligible employees in positions normally requiring 12 months of service annually shall receive paid holidays in accordance with the employee's duty schedule and administrative regulations.

[See DEAB for overtime pay provisions.]

PROPOSED REVISIONS

**Prior Approval
Required**

An employee shall be reimbursed for reasonable, allowable expenses incurred in carrying out District business only with the prior approval of the employee's supervisor and in accordance with administrative regulations.

**Documentation
Required**

For any allowable expense incurred, the employee shall submit a statement, with receipts to the extent feasible, documenting actual expenses.

Exception

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

PROPOSED REVISIONS

Note: This local policy has been revised in accordance with the District's [innovation plan](#).¹

Superintendent's Authority

All personnel are employed subject to assignment and reassignment by the Superintendent or designee when the Superintendent determines that the assignment or reassignment is in the best interest of the District. Reassignment shall be defined as a transfer to another position, department, or facility that does not necessitate a change in the employment contract of a contract employee. Any change in an employee's contract shall be in accordance with policy DC.

Any employee may request reassignment within the District to another position for which he or she is qualified.

Campus Assignments

The principal's criteria for approval of campus assignments and reassignments shall be consistent with District policy regarding equal opportunity employment, and with staffing patterns approved in the District and campus plans. [See BQ series] In exercising their authority to approve assignments and reassignments, principals shall work cooperatively with the central office staff to ensure the efficient operation of the District as a whole.

In accordance with the District's local innovation plan exemption regarding SBEC certification [see DBA], the Superintendent shall have the authority to approve a request by the principal for a qualified individual with experience in a career and technical education (CTE) field, [a language other than English \(LOTE\), a hard-to-fill area, or prekindergarten](#) to teach a CTE [course, a LOTE course, a course in a hard-to-fill area, or prekindergarten course](#). ~~In addition, the Superintendent shall have the authority to approve the principal's request to assign a certified teacher to teach outside his or her certified field(s).~~ All other teaching assignments shall require certification in accordance with state law.

Supplemental Duties

Noncontractual supplemental duties for which supplemental pay is received may be discontinued by either party at any time. An employee who wishes to relinquish a paid supplemental duty may do so by notifying the Superintendent or designee in writing. Paid supplemental duties are not part of the District's contractual obligation to the employee, and an employee shall hold no expectation of continuing assignment to any paid supplemental duty.

Work Calendars and Schedules

Subject to the Board-adopted budget and compensation plan and in harmony with employment contracts, the Superintendent shall determine required work calendars for all employees. [See DC, EB]

ASSIGNMENT AND SCHEDULES

DK
(LOCAL)

Daily time schedules for all employees shall be determined by the Superintendent or designee and principals.

¹ Innovation Plan: <https://www.coppellisd.com/>

PROPOSED REVISIONS

Local Appraisal
Process

The District shall appraise teachers annually using a local appraisal process that modifies the Texas Teacher Evaluation and Support System (T-TESS) and aligns with the tenants of the District's professional learning communities.

T-TESS

~~The District shall appraise teachers annually using the Texas Teacher Evaluation and Support System (T-TESS) in accordance with law and administrative regulations.~~

~~The Board shall approve a list of certified appraisers who can appraise a teacher in place of the teacher's supervisor.~~

DELETE POLICY

Teacher Job Sharing

The employment guidelines for teacher job sharing shall include the following:

1. The principal and the assistant superintendent for administration shall approve job share positions prior to the positions being posted. The job share positions shall be established based on the needs of the campus and the best interest of the students.
2. Prospective job share teams comprised of current employees shall submit letters of interest and current resumes to the 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.
3. Determination of how the job share is to be divided (i.e., morning/afternoon, semester/semester, two and one-half days per week/two and one-half days per week, and the like) shall be determined by the principal, based on which schedule will most benefit the students.
4. The job share team shall go through the District's central office and campus interview process.
5. The employment of a job share team shall be contingent on the principal's recommendation of both applicants.
6. A job share teacher shall receive state personal leave in accordance with law. A job share teacher who works 20 or more hours per week shall be eligible for District insurance benefits, local sick days, and the District Sick Leave Bank Program. [See DEC(LOCAL)]
7. A job share teacher shall be eligible for the District's annual attendance incentive. The rate of pay shall be determined in accordance with administrative regulations and the number of hours per week the job share teacher regularly works. [See DEC(LOCAL)]
8. Job share teachers shall be asked to substitute for their partners whenever possible. A job share teacher who substitutes for his or her partner shall be compensated in accordance with administrative regulations.

PERSONNEL POSITIONS
SUBSTITUTE, TEMPORARY, AND PART-TIME POSITIONS

DPB
(LOCAL)

**Part-Time
Employment for
Teachers and
Administrators**

The employment guidelines for part-time classroom teachers and administrators shall include the following:

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 teacher and administrator 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. A part-time classroom teacher or administrator shall receive state personal leave in accordance with law. A part-time classroom teacher or administrator who works at least 20 hours per week on a regularly scheduled basis shall be eligible for District insurance plans, local sick leave, and the District Sick Leave Bank Program. [See DEC(LOCAL)]
4. A part-time teacher or administrator shall be eligible for the District's annual attendance incentive. The rate of pay shall be determined in accordance with administrative regulations and the number of hours per week the part-time teacher or administrator regularly works. [See DEC(LOCAL)]
5. A part-time classroom teacher or administrator who works a minimum of 90 days per school year shall be eligible to purchase service credit through the Teacher Retirement System of Texas (TRS). It shall be the part-time employee's responsibility to notify the District payroll department if he or she desires to purchase service credit at the end of the school year.

ADD POLICY

Hunter Education

Hunter education instructors shall be permitted to bring unloaded firearms onto school premises for instructional purposes upon strict compliance with the following procedures:

1. The instructor shall obtain written authorization from the campus principal listing each time a firearm will be brought onto school premises. This authorization shall include both the instructor's and the principal's names and signatures; specify the number, types, and serial numbers of firearms to be used for instructional aides; and indicate when the firearms may be used and when they must be removed from campus.
2. The instructor shall carry the authorization when firearms are on school premises.
3. A copy of each authorization shall be maintained on file in the campus administrative office.
4. The instructor shall ensure that no live ammunition is brought onto school premises.

Notification

The principal shall notify local law enforcement officials when a hunter education program is offered at the campus and that instructors are authorized to be in possession of unloaded firearms on school premises.

PROPOSED REVISIONS

**Consistent
Application-For for
Graduating Class**

The District shall apply the same class rank calculation method and rules for local graduation honors for all students in a graduating class, regardless of the school year in which a student first earned high school credit.

Calculation

Class rank shall only be communicated to students in the top ten percent of each class. Class rank shall not be recorded on student transcripts. The District shall provide to each student in the top ten percent a certificate of class rank containing the student's specific numerical rank out of the specific total class size.

In accordance with administrative regulations, the District shall release a student's class rank for purposes associated with admission or participation in designated programs or District activities.

For students in the graduating ~~classes-class~~ of ~~2020, 2021, 2022, 2023, and~~ 2024, the District shall include in the calculation of class rank semester grades earned in all high school credit courses, as designated in appropriate District publications, taken in the following core subject areas only: English, mathematics, science, social studies, and languages other than English. This shall include semester grades earned in distance learning courses or through credit by examination, with or without prior instruction.

Beginning with students in the graduating class of 2025, the District shall include in the calculation of class rank semester grades earned in ~~the~~ high school credit courses, as designated in appropriate District publications, taken at any grade level ~~but only~~ in the following ~~core-subject areas-only~~: English, mathematics, science, social studies, and languages other than English. This shall include semester grades earned in distance learning courses or through credit by examination, with or without prior instruction.

The calculation shall include failing grades.

Reporting Period

After each class rank calculation period, students in the top ten percent shall be told their exact class rank. The lowest weighted grade point average (GPA) earned by a student currently in the top ten percent of the class shall be communicated to all students in the class after each calculation period.

**Weighted Grade
System**

Categories

Level IV

The District shall categorize and weight eligible courses as Level IV, Level III, Level II, and Level I in accordance with provisions of this policy and as designated in appropriate District publications.

Eligible Advanced Placement (AP), some International Baccalaureate (IB), and other designated courses shall be categorized and weighted as Level IV courses.

ACADEMIC ACHIEVEMENT
CLASS RANKING

EIC
(LOCAL)

Level III Eligible ~~honors courses~~, dual credit courses, some IB courses, locally designated honors courses, and other designated courses shall be categorized and weighted as Level III courses.

Level II All other eligible courses not categorized at Level IV, Level III, or Level I courses shall be categorized and weighted as Level II courses.

Level I Eligible local credit courses shall be categorized and weighted as Level I courses.

Weighted Grade Point Average The District shall convert semester grades earned in eligible courses to grade points, in accordance with the following chart, and shall calculate a weighted GPA:

| Grades | Level IV | Level III | Level II | Level I |
|----------|----------|-----------|----------|---------|
| 97–100 | 6.0 | 5.5 | 5.0 | 4.0 |
| 94–96 | 5.8 | 5.3 | 4.8 | 3.8 |
| 90–93 | 5.6 | 5.1 | 4.6 | 3.6 |
| 87–89 | 5.4 | 4.9 | 4.4 | 3.4 |
| 84–86 | 5.2 | 4.7 | 4.2 | 3.2 |
| 80–83 | 5.0 | 4.5 | 4.0 | 3.0 |
| 77–79 | 4.8 | 4.3 | 3.8 | 2.8 |
| 74–76 | 4.6 | 4.1 | 3.6 | 2.6 |
| 71–73 | 4.4 | 3.9 | 3.4 | 2.4 |
| 70 | 4.2 | 3.7 | 3.2 | 2.2 |
| Below 70 | 0 | 0 | 0 | 0 |

Dual Credit Courses A student who earns a D (below 70) in a dual credit course shall not receive high school credit for the course. A student who earns a passing grade from-in a dual credit courses shall have the numerical grade converted to grade points in accordance with the chart above. A student who earns a passing letter grade in a dual credit course shall have the grade be converted to grade points in accordance with the following:

ACADEMIC ACHIEVEMENT
CLASS RANKING

EIC
(LOCAL)

| <u>Grade</u> | <u>Grade Points</u> |
|---------------|---------------------|
| A | 5.5 |
| B | 4.9 |
| C | 4.3 |
| <u>D or F</u> | 0 |

Transferred Grades

When a student transfers semester grades for courses that would be eligible under the Level II or Level I categories and the District has accepted the credit, the District shall include the grades in the calculation of class rank.

When a student transfers semester grades for courses that would be eligible to receive additional weight under the District's weighted grade system, the District shall assign additional weight to the grades based on the categories and grade weight system used by the District only if a similar or an equivalent course is offered to the same class of students in the District.

[See FD(LEGAL) and (LOCAL) for provisions addressing international transcripts.]

Local Graduation Honors

For the purpose of determining honors to be conferred during graduation activities, the District shall calculate class rank in accordance with this policy and administrative regulations by using grades available at the time of calculation at the end of the fall semester of the senior year.

Grades received in December for dual credit courses shall also be included in the calculation.

[For the purpose of applications to institutions of higher education, the District shall also calculate class rank as required by state law. The District's eligibility criteria for local graduation honors shall apply only for local recognitions and shall not restrict class rank for the purpose of automatic admission under state law. \[See EIC\(LEGAL\)\]](#)

Valedictorian ~~And~~
and Salutatorian

The valedictorian and salutatorian shall be the eligible students with the highest and second_highest rank, respectively. To be eligible for this local graduation honor a student must:

1. Have been continuously enrolled in a District high school for the four semesters immediately preceding graduation;

ACADEMIC ACHIEVEMENT
CLASS RANKING

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(LOCAL)

2. Have no more than five pass/fail grades, documented in accordance with administrative regulations, on his or her transcript;
3. Be graduating after exactly eight semesters of enrollment in high school; and
4. Have completed the foundation program with the distinguished level of achievement.

Breaking Ties

In case of a tie in weighted GPAs, after calculation to the ten-thousandths place (four decimals), the District shall apply the following methods, as indicated for each District high school, to determine recognition as valedictorian or salutatorian.

Coppell High School

The following criteria shall be used sequentially to the extent necessary to break a tie at Coppell High School:

1. Counting the number of Level IV courses successfully completed.
2. Computing the weighted GPA of all Level IV courses successfully completed.

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

New Tech High @ Coppell

The following criteria shall be used sequentially to the extent necessary to break a tie at New Tech High @ Coppell:

1. Counting the number of AP courses successfully completed.
2. Computing the weighted GPA of all AP courses successfully completed.
3. Ranking the evaluation of the Senior Capstone.

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

Top Ten Percent Graduates

~~For purposes of recognition as a top ten percent graduate, the District shall rank students meeting the following criteria before all other students. To be eligible for this honor, a student must:~~

- ~~1. Have been continuously enrolled in a District high school for the four semesters immediately preceding graduation;~~
- ~~2. Have no more than five pass/fail grades, documented in accordance with administrative regulations, on his or her transcript;~~

ACADEMIC ACHIEVEMENT
CLASS RANKING

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(LOCAL)

- ~~3. Be graduating after exactly eight semesters of enrollment in high school; and~~
- ~~4. Have completed the foundation program with the distinguished level of achievement.~~

Honor Graduates

The District shall recognize as an honor graduate each student who has earned a cumulative weighted GPA of at least 5.0.

Highest-Ranking Graduate

The student meeting the local eligibility criteria for recognition as the valedictorian shall also be considered the highest-ranking graduate for purposes of receiving the honor graduate certificate from the state of Texas.

PROPOSED REVISIONS

| | |
|---|---|
| Persons Age 21 and Over | The District shall not admit into its public schools any person age 21 or over unless otherwise required by law. |
| Registration Forms | The student's parent, legal guardian, or other person having lawful control shall annually complete registration forms. A student who has reached age 18 shall be permitted to complete these forms. |
| Proof of Residency | At the time of initial registration and on an annual basis thereafter, the parent, guardian, or other person having lawful control of the student under order of a court shall present proof of residency in accordance with administrative regulations developed by the Superintendent. The District may investigate stated residency as necessary. |
| Minor Living Apart | A minor student residing in the District but whose parent, guardian, or other person having lawful control under a court order does not reside in the District shall present a power of attorney or an authorization agreement as provided in Chapter 34 of the Family Code assigning responsibility for the student in all school-related matters to an adult resident of the District. |
| Person Standing in Parental Relation | |
| Misconduct | A minor student living apart who has engaged in misconduct that results in any of the consequences found in Education Code 25.001(d) shall not be permitted to attend a District school. |
| Exceptions | Based on an individual student's circumstance, the Superintendent shall have authority to grant exceptions to the requirement for a power of attorney or authorization agreement and to the exclusion for misconduct. |
| Extracurricular Activities | The Superintendent shall determine whether a minor student living apart is present in the District for the primary purpose of participating in extracurricular activities. |
| Nonresident Student in Grandparent's After-School Care | The parent and grandparent of a nonresident student requesting admission under Education Code 25.001(b)(9) shall provide to the Superintendent the required information on the grandparent's residency and complete a form provided by the District describing the extent of after-school care to be provided by the grandparent. The Superintendent shall have authority to approve or deny such admissions requests in accordance with criteria approved by the Board. |
| "Accredited" Defined | For the purposes of this policy, "accredited" shall be defined as accreditation by TEA, an equivalent agency from another state, or an accrediting association recognized by the commissioner of education. |

Grade-Level Placement

Accredited Schools

The parent, guardian, or other person having lawful control of a student enrolling in a District school from an accredited public, private, or parochial school shall provide evidence of the prior schooling outside the District. The student shall be placed initially at the grade level reached elsewhere, pending observation by the classroom teacher, guidance personnel, and the principal. On the basis of these observations and results of tests that may be administered by appropriate District personnel, the principal shall determine the final grade placement.

Nonaccredited Schools

A student enrolling in a District school from a nonaccredited public, private, or parochial school, including a homeschool [or a foreign school](#), shall be placed initially at the discretion of the principal, pending observation by classroom teachers, guidance personnel, and the principal. Criteria for placement may include:

1. Scores on achievement tests, which may be administered by appropriate District personnel.
2. Recommendation of the sending school.
3. Prior academic record.
4. Chronological age and social and emotional development of the student.
5. Other criteria deemed appropriate by the principal.

Transfer of Credit

Accredited Texas Public Schools

Credit toward state graduation requirements earned in an accredited public school district in Texas shall be transferable and recognized by the District.

Other Accredited or Nonaccredited Schools

Before recognizing credit in a course earned in an accredited non-public school, an accredited school outside of Texas, or a nonaccredited school, appropriate personnel shall evaluate a student's records and transcript. The District may require the student to demonstrate mastery of the content or use alternative methods to verify course content for the award of credit.

Foreign Schools

A transfer student who has been attending a non-U.S.-affiliated foreign school shall have his or her transcript evaluated for appropriate placement [in accordance with administrative regulations](#). ~~In the District high school by the principal or designee. In most cases, the student shall not be placed any higher than grade 11 and no more than 7 credits shall be awarded per school year. Although credit shall be given for appropriate, comparable courses passed, grade points and grades shall not be awarded for courses from non-U.S.-affiliated foreign schools. Only a "P" (pass) shall be designated for credits earned in foreign schools that are non-U.S.-affiliated.~~

~~A transfer student who has been enrolled in the International Baccalaureate Diploma Program in a foreign school shall be placed upon enrollment at Coppell High School in the CHS International Baccalaureate World School. Grades and grade points for International Baccalaureate Diploma Program candidates shall be transferred in accordance with the provisions in the District's class rank policy. [See EIC(LOCAL)]~~

Transition
Assistance

In accordance with law, when a student who is identified as homeless or in substitute care enrolls in the District, the District shall assess the student's available records and other relevant information to determine transfer of credit for subjects and courses taken prior to enrollment.

[See EI]

Withdrawal

A parent or guardian wishing to withdraw a minor student shall present a signed statement that includes the reason for the withdrawal. A student who is 18 or older may submit a withdrawal statement without a parent's or guardian's signature.

[For District withdrawal of students no longer in attendance, see FEA(LOCAL).]

PROPOSED REVISIONS

No Interdistrict Transfers

A nonresident student shall not be permitted to attend District schools except as provided below.

Exceptions

Residents Who Become Nonresidents

Upon providing advance notice to the District and receiving prior approval from the campus principal, a resident student who becomes a nonresident during the course of a semester shall be permitted to continue in attendance for the remainder of the semester. A resident student who becomes a nonresident and is classified as a senior may remain enrolled through graduation. In both situations, the student shall be required to follow the terms of the Transfer Agreement, as noted below.

Children of Employees and Eligible Contracted Services

A nonresident District employee, an employee with the District's transportation provider, or an employee with the District's custodial services provider may request that his or her child be admitted into District schools by filing an application with the Superintendent ~~or designee. Transfers shall be granted for one regular school year at a time, on a tuition free basis, provided the student is not serving a suspension or expulsion from the sending district. If the employee separates from employment serving the District, the transfer approval for the employee's child shall end simultaneously.~~

Limited Open Enrollment Students

The parent, guardian, or person having lawful control of ~~A~~ nonresident student living within the boundaries of the city of Coppell, but outside the boundaries of the District, may submit a request that his or her child be admitted into District schools by filing an application with the Superintendent. ~~shall be permitted to apply to attend designated District schools in accordance with administrative procedures.~~

~~The Superintendent or designee shall have the authority to approve or deny all open enrollment transfer requests. Transfers approved under this provision shall be granted for one regular school year at a time. Each student must reapply annually and receive approval to continue in attendance as an open enrollment transfer student.~~

~~An open enrollment transfer student no longer living within the boundaries of the city of Coppell shall be withdrawn at the end of the current grading period, as applicable.~~

Factors

In approving transfers, the Superintendent ~~or designee~~ shall consider availability of space and instructional staff, the student's disciplinary history, and attendance records.

Priority

~~The consideration for admittance of the children of nonresident District employees shall take precedence over the open enrollment process.~~

Transfer Agreement [Each approved transfer shall be granted for one regular school year at a time.](#) A transfer student shall be notified in the written transfer agreement that he or she must follow all rules and regulations of the District. Violation of the terms of the agreement may result in a transfer request not being approved the following year.

Future District Residents

[The parent, guardian, or person having lawful control of](#) ~~A~~-a student who will be moving into the District [may submit a request that his or her child be admitted into District schools by filing an application with the Superintendent. Each request shall be considered in accordance with the following:](#) ~~and who has 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 the 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 the District within eight weeks from the date of the affidavit as to residency intent for admission to the 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 the District within eight weeks from the date of the affidavit as to residency intent for admission to the District.

If the documents are acceptable to the [District administration](#) and a transfer agreement is entered into, the student shall be allowed to enroll and attend until the actual date of residency in the 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 may modify the eight-week requirement in a situation deemed appropriate for modification.

Transportation

The District shall not provide transportation for transfer students, except as required by law.

Appeals

Any appeals shall be made in accordance with FNG(LOCAL) and GF(LOCAL), as appropriate.

PROPOSED REVISIONS

A student shall be assigned to a school in the attendance area in which he or she resides.

Class Changes

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

Transfers Between Schools

[The Superintendent shall be authorized to investigate and approve transfers between schools.](#)

~~High Schools~~

~~A student shall be permitted to transfer from one District high school to another District high school during the designated transfer window, space permitting. The Superintendent shall establish the transfer procedures.~~

~~Elementary and Middle Schools~~

~~The Superintendent or designee shall be authorized to investigate and approve transfers between elementary and middle schools under the following guidelines:~~

- ~~1. The District shall annually communicate the dates for accepting transfer requests.~~
- ~~2. Applications for transfers shall be considered on a space-available basis.~~
- ~~3. In approving a transfer request, the student's attendance and citizenship records shall be considered.~~
- ~~4. A student who is a resident of the District shall have priority over a student who requests an interdistrict transfer from another district. [See FDA]~~
- ~~5. A District employee, an employee with the District's transportation provider, or an employee with the District's custodial services provider may request that his or her child be transferred to the school in which he or she works or to a District campus that is geographically close to the work assignment. If the work assignment changes, however, the student must remain in the assigned school through the end of the school year. However, a child who is serving a suspension or expulsion from the sending campus shall not be eligible for a transfer.~~
- ~~6. The employee must arrange for before and/or after school care, since the child shall not be permitted to wait at the work station or in the employee's classroom during this time.~~

- ~~7. Transfers shall be limited by the maximum enrollment levels appropriate for the administration of an effective and efficient educational program.~~
- ~~8. An approved transfer remains in effect for the entire school year, except under the revocation conditions noted below.~~
- ~~9. Grounds for immediate revocation of a transfer agreement shall include:
 - ~~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.~~
 - ~~b. Over crowded conditions.~~
 - ~~c. Termination of a District employee whose child was granted a transfer based on the employee's work assignment.~~~~
- ~~10. The District shall not provide transportation for intradistrict transfer students.~~

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

PROPOSED REVISIONS

~~**Note:** — This local policy has been revised in accordance with the District's innovation plan.⁴~~

This policy shall apply to a student who has not been in attendance for 90 percent of the days the class is offered ~~in a traditional class setting~~.

~~In accordance with the District's innovation plan, this policy shall not apply to a student who has not been in attendance for 90 percent of the days the class is offered for nonstandard, nontraditional courses offered virtually and off-campus, including internships.~~

Absences Considered

Except as otherwise provided by law, all absences incurred while enrolled in the District shall be considered in determining whether a student has attended the required percentage of days under this policy.

Attendance Committees

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

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

Parental Notice of Excessive Absences

A student and the student's parent or guardian shall be given written notice prior to and at such time when a student's attendance in any class drops below 90 percent of the days the class is offered.

Methods for Regaining Credit or Awarding a Final Grade

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

If the student fails to successfully complete the plan, or when a student's attendance drops below 75 percent of the days the class is offered, the student, parent, or representative may request award of credit or a final grade by submitting a written petition to the appropriate attendance committee.

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

The attendance committee shall review the student's entire attendance record and the reasons for absences and shall determine

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

A student who has lost credit or has not received a final grade because of excessive absences may regain credit or be awarded a final grade by fulfilling the requirements established by the attendance committee.

Personal Illness

The principal or attendance committee may require verification from a health-care provider in accordance with administrative regulations as a condition of classifying an absence for personal illness as one for which there are extenuating circumstances.

Best Interest Standard

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

Guidelines on Extenuating Circumstances

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

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

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

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

Imposing Conditions for Awarding Credit or a Final Grade

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

1. Maintaining attendance standards for the rest of the semester.
2. Completing additional assignments, as specified by the committee or teacher.
3. Attending tutorial sessions as scheduled.

4. Completing other instructional programs ~~or requirements~~, as specified by the committee.

5. Taking an examination to earn credit. [See EHDB]

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

Appeal Process

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

~~⁴ Innovation Plan: <https://www.coppellisd.com/>~~

PROPOSED REVISIONS

The District shall support the general wellness of all students by implementing measurable goals to promote sound nutrition and student health and to reduce childhood obesity.

[See EHAA for information regarding the District's coordinated school health program.]

Development, Implementation, and Review of Guidelines and Goals

The local school health advisory council (SHAC), on behalf of the District, shall review and consider evidence-based strategies and techniques and shall develop nutrition guidelines and wellness goals as required by law. In the development, implementation, and review of these guidelines and goals, the SHAC shall permit participation by parents, students, representatives of the District's food service provider, physical education teachers, school health professionals, members of the Board, school administrators, and members of the public.

[See BDF for required membership of the SHAC.]

Wellness Plan

The SHAC shall develop a wellness plan to implement the District's nutrition guidelines and wellness goals. The wellness plan shall, at a minimum, address:

1. Strategies for soliciting involvement by and input from persons interested in the wellness plan and policy;
2. Objectives, benchmarks, and activities for implementing the wellness goals;
3. Methods for measuring implementation of the wellness goals;
4. The District's standards for foods and beverages provided, but not sold, to students during the school day on a school campus; and
5. The manner of communicating to the public applicable information about the District's wellness policy and plan.

The SHAC shall review and revise the plan on a regular basis and recommend revisions to the wellness policy when necessary.

Nutrition Guidelines

Foods and Beverages Sold

The District's nutrition guidelines for reimbursable school meals and all other foods and beverages sold or marketed to students during the school day shall be designed to promote student health and reduce childhood obesity and shall be at least as restrictive as federal regulations and guidance, except when the District allows an exemption for fundraising activities as authorized by state and federal rules. [See CO and FJ]

Foods and
Beverages Provided

The District shall establish standards for all foods and beverages provided, but not sold, to students during the school day. These standards shall be addressed in the District's wellness plan.

Wellness Goals

Nutrition Promotion
and Education

The District shall implement, in accordance with law, a coordinated school health program with a nutrition education component. [See EHAA] The District's nutrition promotion activities shall encourage participation in the National School Lunch Program, the School Breakfast Program, and any other supplemental food and nutrition programs offered by the District.

The District establishes the following goals for nutrition promotion:

1. The District's food service staff, teachers, and other District personnel shall consistently promote healthy nutrition messages in cafeterias, classrooms, and other appropriate settings.
2. The District shall share educational nutrition information with families and the general public to promote healthy nutrition choices and positively influence the health of students.
- ~~3. The District shall ensure that food and beverage advertisements accessible to students outside of school hours on District property contain only products that meet the federal guidelines for competitive foods.~~

The District establishes the following goals for nutrition education:

1. The District shall deliver nutrition education that fosters the adoption and maintenance of healthy eating behaviors.
2. The District shall make nutrition education a District-wide priority and shall integrate nutrition education into other areas of the curriculum, as appropriate.
- ~~3. The District shall provide professional development so that teachers and other staff responsible for the nutrition education program are adequately prepared to effectively deliver the program.~~
- 4.3. The District shall establish and maintain school gardens and farm-to-school programs.

Physical Activity

The District shall implement, in accordance with law, a coordinated health program with physical education and physical activity components and shall offer at least the required amount of physical activity for all grades. [See BDF, EHAA, EHAB, and EHAC]

The District establishes the following goals for physical activity:

1. The District shall provide an environment that fosters safe, enjoyable, and developmentally appropriate fitness activities for all students, including those who are not participating in physical education classes or competitive sports.
- ~~2. The District shall provide appropriate staff development and encourage teachers to integrate physical activity into the academic curriculum where appropriate.~~
- ~~3.2.~~ 3. The District shall make appropriate before-school and after-school physical activity programs available and shall encourage students to participate.
- ~~4.3.~~ 4. The District shall make appropriate training and other activities available to District employees in order to promote enjoyable, lifelong physical activity for District employees and students.
- ~~5.4.~~ 5. The District shall encourage parents to support their children's participation, to be active role models, and to include physical activity in family events.
- ~~6. The District shall encourage students, parents, staff, and community members to use the District's recreational facilities, such as tracks, playgrounds, and the like, that are available outside of the school day. [See GKD]~~

Other School-Based Activities

The District establishes the following goals to create an environment conducive to healthful eating and physical activity and to promote and express a consistent wellness message through other school-based activities:

1. The District shall allow sufficient time for students to eat meals in cafeteria facilities that are clean, safe, and comfortable.
2. The District shall promote wellness for students and their families at suitable District and campus activities.
3. The District shall promote employee wellness activities and involvement at suitable District and campus activities.

Implementation

The director of student services shall oversee the implementation of this policy and the development and implementation of the wellness plan and appropriate administrative procedures.

Evaluation

The District shall comply with federal requirements for evaluating this policy and the wellness plan.

Public Notification

The District shall annually inform and update the public about the content and implementation of the wellness policy, including post-

ing on its website copies of the wellness policy, the wellness plan,
and the required implementation assessment.

Records Retention

The District shall retain all the required records associated with the
wellness policy, in accordance with law and the District's records
management program. [See CPC and FFA(LEGAL)]

PROPOSED REVISIONS

(See pages 1 and 4)

Comprehensive System

The Superintendent shall develop and maintain a comprehensive system of student records and reports dealing with all facets of the school program operation and shall ensure through reasonable procedures that records are accessed by authorized persons only, as allowed by this policy. These data and records shall be stored in a safe and secure manner and shall be conveniently retrievable for use by authorized school officials.

Cumulative Record

A cumulative record shall be maintained for each student from entrance into District schools until withdrawal or graduation from the District.

This record shall move with the student from school to school and be maintained at the school where currently enrolled until graduation or withdrawal. Records for nonenrolled students shall be retained for the period of time required by law. No permanent records may be destroyed without explicit permission from the Superintendent. [See CPC]

Custodian of Records

The principal is custodian of all records for currently enrolled students. The [chief communications officer](#) ~~director of records management~~ is the custodian of records for students who have withdrawn or graduated. The student handbook made available to all students and parents shall contain a listing of the addresses of District schools, as well as the Superintendent's business address.

Types of Education Records

The record custodian shall be responsible for the education records of the District. These records may include:

1. Admissions data, personal and family data, including certification of date of birth.
2. Standardized test data, including intelligence, aptitude, interest, personality, and social adjustment ratings.
3. All achievement records, as determined by tests, recorded grades, and teacher evaluations.
4. All documentation regarding a student's testing history and any accelerated instruction he or she has received, including any documentation of discussion or action by an accelerated learning committee convened for the student.
5. Health services record, including:
 - a. The results of any tuberculin tests required by the District.

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

Access by Parents

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

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

Copies of records are available at a per copy cost, payable in advance. Copies of records must be requested in writing. Parents

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

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

Access by School Officials

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

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

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

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

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

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities;
3. Compiling statistical data;

4. Reviewing an education record to fulfill the official's professional responsibility; or
5. Investigating or evaluating programs.

**Transcripts and
Transfers of Records**

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

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

**Records
Responsibility for
Students in Special
Education**

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

A current listing of names and positions of persons who have access to records of students in special education is maintained at Brock Center, 268 Southwestern Boulevard, Coppell, TX 75019.

**Procedure to Amend
Records**

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

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

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

**Directory
Information**

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

Limited Disclosure

The District limits the disclosure of student directory information to disclosures for District- or campus-sponsored purposes. Examples of such purposes include:

- District- or campus-generated programs for athletic or other events;
- Campus-generated yearbooks;
- District- or campus-generated digital media;
- District- or campus-generated news media stories or publicity; and
- District-approved technology service providers.

PROPOSED REVISIONS

**Extracurricular
Activity Absences**

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

[The District shall not limit an eligible student's absences related to participation in extracurricular activities. \[See FM\(LEGAL\)\]](#)

**Use of District
Facilities**

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

DELETE POLICY

**Transportation for
Student Travel**

Students who participate in school-sponsored trips shall be required to use transportation provided by the District to and from the event, except as otherwise permitted in administrative regulations.

**In-State Overnight
Trips**

Any in-state overnight trips taken by student organizations and other student groups shall require approval from the assistant superintendent of business operations.

Out-of-State Trips

Any out-of-state trips taken by student organizations or other student groups shall require approval from the assistant superintendent of business operations.

International Trips

Any international trips taken by student organizations or other student groups shall require approval from the Board.

PROPOSED REVISIONS

Student Expression of Religious Viewpoints

The District shall treat a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject in the same manner the District treats a student's voluntary expression of a secular or other viewpoint on an otherwise permissible subject and shall not discriminate against the student based on a religious viewpoint expressed by the student on an otherwise permissible subject.

Student Speakers at Nongraduation Events

The District hereby creates a limited public forum for student speakers at all school events at which a student is to publicly speak. For each speaker, the District shall set a maximum time limit reasonable and appropriate to the occasion.

For purposes of this policy, a "school event" is a school-sponsored event or activity that does not constitute part of the required instruction for a segment of the school's curriculum, regardless of whether the event takes place during or outside the school day.

For purposes of this policy, "to publicly speak" means to address an audience at a school event using the student's own words. A student is not using his or her own words when the student is reading or performing from an approved script, is delivering a message that has been approved in advance or otherwise supervised by school officials, or is making brief introductions or announcements.

Introductory Speakers

Student speakers shall be given a limited public forum to introduce [school events as determined annually by the principal.](#)∴

- ~~1. Morning announcements;~~
- ~~2. Banquets;~~
- ~~3. Student assemblies; and~~
- ~~4. Pep rallies.~~

The forum shall be limited in the manner provided by this section on nongraduation events.

Eligibility and Selection

[Students are eligible to use the limited public forum if they:](#)

- [1. Volunteer, and](#)
- [2. Are not in a disciplinary placement at the time of the speaking event.](#)

~~Only those students in the highest two grades levels of the school at which the student is publicly speaking and who hold one of the following positions of honor based on neutral criteria are eligible to be selected to introduce the school event listed above:~~

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- ~~1. Student council officers;~~
- ~~2. Class officers;~~
- ~~3. The top two academically ranked graduates; and~~
- ~~4. National Honor Society/Junior Honor Society officers.~~

All eligible students shall be notified of their eligibility. Eligible students who wish to volunteer shall submit their names to the campus principal at the beginning of the school year. ~~during the first full week of instruction each semester. Students are not eligible to volunteer if they are in a disciplinary placement during any part of the first full week of instruction.~~ If there are no student volunteers, the District shall seek volunteers again at the beginning of the next semester.

The names of the students who volunteer to speak shall be randomly drawn until all names have been selected; the names shall be listed in the order drawn.

*Assignment of
Introductory
Speakers*

Each selected student shall be matched chronologically to the single event for which the student shall give the introduction. The list of student speakers shall be chronologically repeated as needed, in the same order. If no students volunteer or if the selected speaker declines or becomes ineligible and there are no other eligible students, no introduction will be made at the event.

The District shall repeat the selection process at the beginning of each semester. ~~Any student who, subsequent to being listed as an eligible student under this policy, engages in any act of misconduct that results in disciplinary placement or suspension from participation in an extracurricular activity for a period of time in excess of three school days shall be removed from the list of eligible speakers for the remainder of the school year, and the list matching students to the events to be introduced shall be adjusted accordingly.~~

*Content of
Student
Introductions*

The subject of the student introductions shall relate to the purpose of introducing the designated event. The student must stay on the subject. The student may not engage in speech that:

- Is obscene, vulgar, offensively lewd, or indecent;
- Creates reasonable cause to believe that the speech would result in material and substantial interference with school activities or the rights of others;
- Promotes the illegal use of drugs, alcohol, or other controlled substances;

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- Violates the intellectual property rights, privacy rights, or other rights of another person;
- Contains defamatory statements about others; or
- Advocates imminent lawless action and is likely to incite or produce such action.

The District shall treat a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject in the same manner the District treats a student's voluntary expression of a secular or other viewpoint on an otherwise permissible subject and shall not discriminate against the student based on a religious viewpoint expressed by the student on an otherwise permissible subject.

Disclaimer

~~In order to make it clear that the District does not sponsor the speech of students who are permitted to publicly speak under this policy, and in order to comply with both the letter and the spirit of the state law mandating the creation of the limited public forum established by this policy, at each event in which a student shall deliver an introduction, the following or substantially similar~~ For as long as there is a need to dispel confusion over the fact that the District does not sponsor the student's speech, at each event in which a student shall deliver an introduction, a disclaimer shall be stated in written or oral form, or both, such as, "The student giving the introduction for this event is a volunteering student selected on neutral criteria to introduce the event. The content of and any views expressed during the introduction is solely and entirely the private expression of the student and does not reflect the endorsement, sponsorship, position, or expression of the District." ~~When given orally, the disclaimer shall be delivered by a District employee attending the event, using the same speaking equipment to be used by the student introducing the event.~~

Use of the District's public announcement system or speaking system by students at events covered by this policy is not considered to be District sponsorship but is incidental to the speech of the student.

*Other Student
Speakers*

Certain students who have attained special positions of honor in the school have traditionally addressed school audiences from time to time as a tangential component of their achieved positions of honor, such as the captains of various sports teams, student council officers, class officers, homecoming kings and queens, prom kings and queens, and the like, and have attained their positions based on neutral criteria. Nothing in this policy eliminates the continuation of the practice of having these students, regardless of grade level, address school audiences in the normal course of their

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FNA
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respective positions. The District shall create a limited public forum for the speakers and shall treat a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject in the same manner the District treats a student's voluntary expression of a secular or other viewpoint on an otherwise permissible subject and shall not discriminate against a student based on a religious viewpoint expressed by the student on an otherwise permissible subject.

**Student Speakers at
Graduation
Ceremonies**

Opening and
Closing Remarks

The District hereby creates a limited public forum consisting of an opportunity for a student to speak to begin graduation ceremonies and another student to speak to end graduation ceremonies. For each speaker, the District shall set a maximum time limit reasonable and appropriate to the occasion.

The forum shall be limited in the manner provided by this section on student speakers at graduation.

Eligibility

Only students who are graduating and who hold one of the following positions of honor based on neutral criteria shall be eligible to [use the limited public forum: class officers of the graduating class and other top academically ranked students.](#) ~~be selected to speak to begin and end graduation ceremonies as described above:~~

- ~~1. Student council officers.~~
- ~~2. Class officers of the graduating class.~~
- ~~3. Mr. and Miss CHS.~~
- ~~4. The top two academically ranked graduates.~~

A student who shall otherwise have a speaking role in the graduation ceremonies is ineligible to give the opening and closing remarks. Students who are eligible shall be notified and given an opportunity to volunteer. Students are not eligible to volunteer if they were in a disciplinary placement during any part of the spring semester.

~~The names of the eligible students who volunteer shall be randomly drawn. The student whose name is drawn first shall give the opening, and the student whose name is drawn second shall give the closing.~~

*Content of
Opening and
Closing Remarks*

The topic of the opening and closing remarks shall be related to the purpose of the graduation ceremony and to the purpose of marking the opening and closing of the event; honoring the occasion, the participants, and those in attendance; bringing the audience to order; and focusing the audience on the purpose of the event. The students providing the opening and closing remarks

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shall not engage in prohibited speech as described Other Student Speakers, below.

Other Student
Speakers

In addition to the students giving the opening and closing remarks, the valedictorian and salutatorian may have speaking roles at graduation ceremonies. For each speaker, the District shall set a maximum time limit reasonable and appropriate to the occasion and to the position held by the speaker. For this purpose, the District creates a limited public forum for these students to deliver the addresses. The subject of the addresses shall be related to the purpose of the graduation ceremony, marking and honoring the occasion, honoring the participants and those in attendance, and the student's perspective on purpose, achievement, life, school, graduation, and looking forward to the future.

The student shall stay on the subject, and the student shall not engage in speech that:

- Is obscene, vulgar, offensively lewd, or indecent;
- Creates reasonable cause to believe that the speech would result in material and substantial interference with school activities or the rights of others;
- Promotes the illegal use of drugs, alcohol, or other controlled substances;
- Violates the intellectual property rights, privacy rights, or other rights of another person;
- Contains defamatory statements about others; or
- Advocates imminent lawless action and is likely to incite or produce such action.

The District shall treat a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject in the same manner the District treats a student's voluntary expression of a secular or other viewpoint on an otherwise permissible subject and shall not discriminate against the student based on a religious viewpoint expressed by the student on an otherwise permissible subject.

Use of the District's public announcement system or speaking system by students at graduation is not considered to be District sponsorship but is incidental to the private speech of the student.

Disclaimer

A written disclaimer shall be printed in the graduation program that states, "The students who shall be speaking at the graduation ceremony were selected based on neutral criteria to deliver messages

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of the students' own choices. The content of and any views expressed during each student speaker's message is solely and entirely the private expression of the individual student and does not reflect the endorsement, sponsorship, position, or expression of the District." The same disclaimer shall be delivered orally by a District employee at the beginning of the graduation ceremony using the same speaking equipment to be used by the student introducing the event.

Use of the District's public announcement system or speaking system by students at graduation is not considered to be District sponsorship but is incidental to the private speech of the student.

**Religious
Expression in Class
Assignments**

A student may express his or her beliefs about religion in homework, artwork, and other written and oral assignments free from discrimination based on the religious content of the student's submission. Homework and classroom work shall be judged by ordinary academic standards of substance and relevance and against other legitimate pedagogical concerns identified by the school. A student shall not be penalized or rewarded because of religious content. If a teacher's assignment involves writing a poem, the work of a student who submits a poem in the form of a prayer (for example, a psalm) should be judged on the basis of academic standards, including literary quality, and not penalized or rewarded because of its religious content.

**Freedom to Organize
Religious Groups
and Activities**

Students may organize prayer groups, religious clubs, "see you at the pole" gatherings, and other religious gatherings before, during, and after school to the same extent that students are permitted to organize other noncurricular student activities and groups. [See FNAB] Religious groups shall be given the same access to school facilities for assembling as is given to other noncurricular groups without discrimination based on the religious content of the groups' expression. If student groups that meet for nonreligious activities are permitted to advertise or announce the groups' meetings, for example, by advertising in a student newspaper, putting up posters, making announcements on a student activities bulletin board or public address system, or handing out leaflets, school authorities shall not discriminate against groups that meet for prayer or other religious speech. School authorities may disclaim sponsorship of noncurricular groups and events, provided the disclaimer is administered in a manner that does not favor or disfavor groups that meet to engage in prayer or other religious speech.

PROPOSED REVISIONS

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

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

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

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

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

Limitations on Content

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

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

STUDENT EXPRESSION
DISTRIBUTION OF NONSCHOOL LITERATURE

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(LOCAL)

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

Prior Review

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

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

Exceptions to Prior Review

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

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

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

Time, Place, and Manner Restrictions

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

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

Violations of Policy

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

Appeals

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

PROPOSED REVISIONS

Note: For searches of personal telecommunications devices or other personal electronic devices, see FNF.

Personal Use

Telecommuni- cations Devices

An authorized District employee may confiscate a personal telecommunications device, including a mobile telephone, used in violation of the District's Responsible Use of Technology Resources.

A confiscated personal telecommunications device shall be released for a fee determined by the Board. In accordance with the student handbook, the student or the student's parents may retrieve the device after paying the fee.

If a personal telecommunications device is not retrieved, the District shall dispose of the device after providing notice required by law.

Other Electronic Devices

Guidelines regarding other personal electronic devices shall be addressed in the student handbook.

Instructional Use

A student shall obtain prior approval before using personal telecommunications or other personal electronic devices for on-campus instructional purposes. The student shall also acknowledge receipt and understanding of applicable regulations and shall adhere to guidelines set forth in the District's Responsible Use of Technology Resources for ongoing use of personal devices. [See CQ]

Student-Tracking Safety Devices

A parent shall obtain approval from the principal before operating a student-tracking safety device with recording or listen-in capability at ~~school~~ [District facilities](#) or at a ~~school~~ [District](#)-sponsored event. Because of student privacy concerns, the District requires listen-in technology to be disabled while the device is on [District property](#) ~~the campus~~. The District prohibits unauthorized audio or visual recordings or transmission of audio or images of ~~other~~ [staff or](#) students.

PROPOSED REVISIONS

Complaints

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

Other Complaint Processes

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

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

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STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

11. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with CKE.
12. Complaints concerning intradistrict transfers or campus assignment shall be submitted in accordance with FDB.
13. Complaints concerning admission, placement, or services provided for a homeless student shall be submitted in accordance with FDC.
14. Complaints concerning disputes regarding a student's eligibility for free or reduced-priced meal programs shall be submitted in accordance with COB.

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

Extracurricular
Activity Complaints

[For a complaint concerning a student's participation in an extracurricular activity that does not involve a violation of a right guaranteed by Education Code Chapter 26, the Level Two decision is final and may not be appealed to the Board.](#)

**Notice to Students
and Parents**

The District shall inform students and parents of this policy through appropriate District publications.

Guiding Principles

Informal Process

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

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

Formal Process

A student or parent may initiate the formal process described below by timely filing a written complaint form.

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

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board

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policy, nor to require a full evidentiary hearing or “mini-trial” at any level.

Freedom from Retaliation

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

General Provisions

Filing

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

Scheduling Conferences

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

Response

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

Days

“Days” shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is “day zero.” The following business day is “day one.”

Representative

“Representative” shall mean any person who or organization that is designated by the student or parent to represent the student or parent in the complaint process. A student may be represented by an adult at any level of the complaint.

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

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

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

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

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

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

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

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

Level One

Complaint forms must be filed:

1. Within 15 days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, students and parents shall file Level One complaints with the campus principal.

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

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

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

Absent extenuating circumstances, the administrator shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

Level Two

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

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

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

The Level One record shall include:

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

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

the Level One decision. The Level Two administrator may set reasonable time limits for the conference.

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

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

Level Three

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

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

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

The Level Two record shall include:

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

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

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

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

Level Four

With the exception of complaints regarding extracurricular activities, described above, if the student or parent did not receive the relief requested at Level Three or if the time for a response has expired, the student or parent may appeal the decision to the Board.

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

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

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

The Level Three record shall include:

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

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

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

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

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Four presentation. The Level Four presentation, including the presentation by the student or parent or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

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

PROPOSED REVISIONS

Note: This local policy has been revised in accordance with the District's [innovation plan](#).¹

Campus Behavior Coordinator

In accordance with the District's innovation plan, the District is exempt from the state law requiring that a single person at each campus be designated to serve as the campus behavior coordinator (CBC).

Student Code of Conduct

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

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

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

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

Revisions

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

Extracurricular Standards of Behavior

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

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

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

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

“Parent” Defined

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

General Discipline Guidelines

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

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

Corporal Punishment

The Board prohibits the use of corporal punishment in the District. Students shall not be spanked, paddled, or subjected to other physical force as a means of discipline for violations of the Student Code of Conduct.

Physical Restraint

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

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

1. Protect a person, including the person using physical restraint, from physical injury.
2. Obtain possession of a weapon or other dangerous object.
3. Protect property from serious damage.
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.

Video and Audio Monitoring

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

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

Use of Recordings

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

Access to Recordings

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

¹ Innovation Plan: [\[https://www.coppellisd.com\]](https://www.coppellisd.com)

DELETE POLICY

News Releases

News releases concerning political or controversial issues or the overall operation of District schools, or involving more than one campus, shall be made only by the Superintendent or designee.

Other news releases concerning athletic events, programs, and activities at an individual campus shall be made by the principal or designee.

**Communications
During a Crisis**

In any crisis situation affecting the District or an individual campus, the Superintendent or designee shall be the official District spokesperson and shall be responsible for all communication with the news media.

PROPOSED REVISIONS

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

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

Scope of Use

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

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

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

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

Nonprofit Fund-Raising

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

For-Profit Use

The District shall permit individuals ~~or~~and for-profit organizations to use its facilities for financial gain when the use provides a direct benefit to the children of the District and the community and do not conflict with District use or with this policy.

Campaign-Related Use

Except to the extent that a District facility is used as an official polling place, District facilities shall not be available for use by individuals or groups for political advertising, campaign communications, or electioneering, as those terms are used in state law.

Scheduling

Requests for nonschool use of District facilities shall be considered on a first-come, first-served basis. ~~Use shall be limited to organizations that have at least three-fourths of their membership residing within the District. An organization may be required to submit an official roster of members. Any organization in good standing using District facilities prior to June 1, 2015, shall be grandfathered from~~

~~having at least three-fourths of its membership residing within the District.~~

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

Approval of Use

The Superintendent ~~or designee~~ is authorized to approve [any nonschool](#) use of any District facility.

Exception

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

~~The exception does not include repetitive or frequent unapproved use by organized sports teams, such as, but not limited to, youth football, soccer, lacrosse, and baseball. The Superintendent or designee may prohibit use by anyone or any group that causes damage to the District's facilities, such as, but not limited to, the track, playgrounds, tennis courts, and playing fields.~~

Emergency Use

In case of emergencies or disasters, the Superintendent ~~or designee~~ may authorize the use of ~~school~~ [District](#) facilities by civil defense, health, or emergency service authorities.

Use Agreement

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

Fees for Use

Nonschool users shall be charged a fee for the use of designated [District](#) facilities.

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

[Exceptions](#)

[Fees shall not be charged when District facilities are used:](#)

- [1. For public meetings sponsored by state or local governmental agencies; or](#)
- [2. By District employee professional organizations \[see DGA\].](#)

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(LOCAL)

Required Conduct

Persons or groups using ~~school~~District facilities shall:

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

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

The District reserves the right to request the services of a police officer if there is a safety concern with the event. The cost of the police officer shall be included in the facility usage fee.

PROPOSED REVISIONS

Distribution of Nonschool Literature Permitted

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

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

[See CPAB regarding use of the District's internal mail system and FNAA regarding distribution of nonschool literature by students.]

Limitations on Content

Nonschool literature shall not be distributed on District property if:

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

Prior Review

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

NONSCHOOL USE OF SCHOOL FACILITIES
DISTRIBUTION OF NONSCHOOL LITERATURE

GKDA
(LOCAL)

1. Materials shall include the name of the person or organization sponsoring the distribution.
2. Using the standards found in this policy at Limitations on Content, the communications department shall approve or reject submitted materials within two school days of the time the materials were received.

Exceptions to Prior Review

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

1. Distribution of materials by an attendee to other attendees at a school-sponsored meeting intended for adults and held after school hours;
2. Distribution of materials by an attendee to other attendees at a community group meeting held in accordance with GKD(LOCAL) or a noncurriculum-related student group meeting held in accordance with FNAB(LOCAL); or
3. Distribution for electioneering purposes during the time a school facility is being used as a polling place in accordance with state law [see BBBA].

All nonschool literature distributed under these exceptions shall be removed from District property immediately following the event at which the materials were distributed.

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

Time, Place, and Manner Restrictions

The communications department shall designate times, locations, and means for distribution of nonschool literature [on the District's website](#), ~~at District facilities~~, in accordance with this policy.

Violations of Policy

Failure to comply with this policy regarding distribution of nonschool literature shall result in appropriate administrative action, including but not limited to confiscation of nonconforming materials and/or suspension of use of District facilities. Appropriate law enforcement officials may be called if a person refuses to comply with this policy or fails to leave the premises when asked. [See GKA]

Appeals

Decisions made by the administration in accordance with this policy may be appealed in accordance with the appropriate District complaint policy. [See DGBA or GF]