

No. _____



UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

TOPIC: _____ Second Reading of Local Policies in TASB Update 86

SUBMITTED BY: Gloria S. Rendon OF Asst. to the Superintendent

APPROVED FOR TRANSMITTAL TO SCHOOL BOARD: _____

DATE ASSIGNED FOR BOARD CONSIDERATION: _____ December 16, 2009

RECOMMENDATION: It is recommended that the United ISD Board of Trustees approve Second Reading of LOCAL Policies in TASB Update 86:

- | | |
|-------------|---|
| CFD(LOCAL) | Accounting - Activity Funds Management |
| CLB(LOCAL) | Buildings, Grounds, and Equipment Management - Maintenance |
| CV(LOCAL) | Facilities Construction |
| DGBA(LOCAL) | Personnel-Management Relations - Employee Complaints/Grievances |
| EIA(LOCAL) | Academic Achievement - Grading/Progress Reports to Parents |
| EIE(LOCAL) | Academic Achievement - Retention and Promotion |
| EIF(LOCAL) | Academic Achievement - Graduation |
| FDE(LOCAL) | Admissions - School Safety Transfers |
| FEA(LOCAL) | Attendance - Compulsory Attendance |
| FEC(LOCAL) | Attendance - Attendance for Credit |

RATIONALE:

BUDGETARY INFORMATION:

BOARD POLICY REFERENCE AND COMPLIANCE:

(LOCAL) Policy Comparison Packet

Each marked-up (LOCAL) policy in this collection reflects an automated comparison of the updated policy with its precursor, as found in the TASB Policy Service records.

The comparison is generated by an automated process that shows changes as follows.

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

While the annotation software competently identifies simple changes, large or complicated changes—as in an extensive rewrite—may be more difficult to follow.

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

**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-approved accounting practices and procedures, and the *TEA Financial Accountability System Resource Guide*.

**PARTICIPATION
REQUIRED**

Each school shall have and maintain a student activities account to manage class funds, organization funds, and any other funds generated by students and held by the school. All school-sponsored student organizations approved to function at any school shall deposit their monies with the school office and manage their funds through the student activities account.

**STUDENT ACTIVITY
FUNDS**

**THE
SUPERINTENDENT
PROCEDURES AND
RECEIPT OF FUNDS
RESPONSIBILITY**

~~The principal of the school shall be responsible for the proper administration of student activity funds in accordance with state and local law, and District-approved accounting practices and procedures. (See *Student Activity Fund Procedures Manual*.)~~

All funds collected shall be received by the principal or designee **shall ensure that student activity accounts are maintained and deposited to manage all class funds, the appropriate activity account at the bank depositories.**

DISBURSEMENT

~~Monies collected by student organizations shall be expended for the benefit of the students. Student organization funds, and any other funds collected from students for a school-related purpose shall be disbursed only for purposes authorized by the student organization and with the approval of the sponsor. The principal or a designee shall issue receipts for all funds prior to their deposit into the appropriate District account at the District depository approve all disbursements. Deficit account balances are prohibited.~~

**AUDIT OF FUNDS
OF FUNDS**

Student activity funds are subject to audit by the District's internal auditor or accounting department at any time. **Student activity-** ~~These~~ funds shall **also** be included in the annual ~~external~~ audit of the District's **fiscal accounts** ~~financial operations~~. [See CFC]

**USE AND
EXPENDITURE**

Funds collected by student groups shall be used only for purposes authorized by the organization or upon approval of the sponsor. The principal or designee shall approve all disbursements. All funds raised by student organizations must be expended for the benefit of the students. Deficit account balances are prohibited.

INVESTMENT

Interest earned on school accounts (e.g., savings earnings accounts, certificates of deposit, N.O.W. accounts) which is attributa-

ble to student activity funds shall be placed in a single account and expended upon approval of the principal.

The Board delegates to the Superintendent the authority to determine maximum account balances for student activity funds and to direct the expenditure of excess funds or their transfer to the general operating fund.

**DISTRICT AND
CAMPUS ACTIVITY
FUNDS**

The Superintendent shall establish regulations governing 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.

~~DEPOSITION OF
FUNDS UPON
TERMINATION~~

~~When a class graduates, or when a school-sponsored club or organization is terminated, the officers and/or the membership shall properly expend any available monies in the activity fund account. Appropriate disposition of any surplus monies shall include, but not be limited to, the following:~~

- ~~1. The purchase of a memorial which is acceptable to the principal to commemorate the historical accomplishments or services rendered by the donor group.~~
- ~~2. The purchase of furnishings, equipment, or other capital items in the name of the donor group to benefit students in future years. Such purchase shall be coordinated with the purchasing office of the District.~~
- ~~3. A donation, in the name of the group and the school, to an established local nonprofit organization that serves children and youth or others in the community.~~

~~If an organization fails to properly dispose of its assets as specified, all monies remaining in the account at the beginning of the next school year shall be transferred to the general school activity account for that campus.~~

~~CAMPUS ACTIVITY
FUND~~

~~The principal shall be authorized to expend funds from the campus administrative activity fund to be used for activities of the students, faculty, staff, or campus.~~

**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

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ACCOUNTING
ACTIVITY FUNDS MANAGEMENT

CFD
(LOCAL)

an organization ceases to function or exist, the unexpended funds of the organization shall be credited to the appropriate administrative activity account.

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BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT
MAINTENANCE

CLB
(LOCAL)

INTEGRATED PEST
MANAGEMENT
PROGRAM (IPMP)
STANDARDS
DEFINITION

The District is committed to following District's integrated pest management guidelines program, developed in all pest control activities that take place on District property.

As provided in accordance with the requirements of the Texas Administrative Code, integrated pest management (IPM) is a pest management strategy that relies on accurate identification Structural Pest Control Act and scientific knowledge of target pests, reliable monitoring methods to assess pest presence, preventative measures to limit pest problems, and thresholds to determine when corrective control measures are needed. Under IPM, whenever economical and practical, multiple control tactics shall be used to achieve best control with the assistance of pests. These tactics shall possibly include, but are not limited to, the judicious use an advisory committee of pesticides.

STANDARDS

In accordance with Part 4, Title 7 of the Administrative Code and Chapter 1951 of the Occupations Code, the District's IPM program knowledgeable persons, shall govern the District's use of pesticides, herbicides, and other chemical agents for the purpose of controlling pests, rodents, insects, and weeds in and around District facilities.

IPM COORDINATOR

The Superintendent shall designate the IPM coordinator(s), who shall be registered with the Texas Department of Agriculture. The IPM coordinator(s) shall receive training in accordance with law.

APPLICATION TIME
FRAME

The IPM coordinator(s), in addition to the responsibilities set out in CLB(LEGAL), shall coordinate with appropriate District administrators or other designated and trained employees regarding pesticide or herbicide applications in accordance with law. The IPM coordinator(s) shall determine when an emergency situation exists and an exception to the 48-hour notice requirement may be made.

NO UNAUTHORIZED
APPLICATION

No other employee or other person or entity shall be permitted to apply a pesticide or herbicide at a school facility without the prior approval of the IPM coordinator and other than in the manner prescribed by law and the District's IPM integrated pest management program.

FACILITIES CONSTRUCTION

CV
(LOCAL)

COMPLIANCE WITH
LAW

The Superintendent shall be responsible for establishing procedures that ensure that all school facilities within the District comply with applicable laws and local building codes.

CONSTRUCTION
CONTRACTS

Unless otherwise determined by the Board, the project delivery/contract award method to be used for each construction contract valued at or above ~~25,000~~ **\$50,000** in the aggregate for each 12-month period shall be the job order contract method set forth in Texas Education Code Sections 44.031(a)(2) and 44.039, Chapter 44, Subchapter B, as determined and approved by the Board to be the best value for the District. If another method is deemed by the Superintendent to be more appropriate for a particular construction project, the Superintendent or designee shall submit a recommendation for the Board's consideration, determination, and approval as a delivery method that provides the best value to the District. [See CV series]

For construction contracts valued at or above ~~\$25,000~~ **\$50,000**, the Superintendent shall be authorized to execute the resulting contract after the Board has approved the proposal/bid. Lesser expenditures for construction and construction-related materials or services shall be at the discretion of the Superintendent and consistent with law and policy. [See also CH]

PROJECT
ADMINISTRATION

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

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

EMERGENCY DAMAGE
OR DESTRUCTION

The Superintendent or designee shall notify the Board of any exceptions to competitive procurement requirements due to damage to school facilities or equipment, as noted in CH(LEGAL) and CV(LEGAL).

CHANGE ORDERS

The Superintendent or designee is authorized to approve a change order under \$25,000 without Board approval. A change order in excess of \$25,000 shall be approved by the Board or its designee prior to any changes being made in the plans or the actual construction of the project. The Superintendent or designee is authorized to approve any time extensions to construction contracts without Board approval.

FINAL PAYMENT

Final payments for construction work and/or the supervision of such work in the District shall not be made until the work has been completed and accepted by the Superintendent or designee.

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA
(LOCAL)

GUIDING PRINCIPLES	The Board encourages employees to discuss their concerns and complaints through informal conferences with their supervisor, principal, or other appropriate administrator.
INFORMAL PROCESS	Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.
DIRECT COMMUNICATION WITH BOARD MEMBERS	Employees shall not be prohibited from communicating with a member of the Board regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee.
FORMAL PROCESS	<p>If an informal mediation conference regarding a complaint fails to reach the outcome requested by the employee, he or she may initiate the formal process described below by timely filing a written complaint form.</p> <p>Even after initiating the formal complaint process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time.</p> <p>The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.</p>
NOTICE TO EMPLOYEES	The District shall inform employees of this policy.
FREEDOM FROM RETALIATION	Neither the Board nor any District employee shall unlawfully retaliate against an employee for bringing a concern or complaint.
WHISTLEBLOWER COMPLAINTS	<p>Whistleblower complaints shall be filed within the time specified by law and may be made to the Superintendent or designee beginning at Level Two. Time lines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within 60 calendar days of the initiation of the complaint. [See DG]</p> <p>Complaints that do not meet the elements of a whistleblower grievance by law shall be routed to begin at Level One.</p>
COMPLAINTS AGAINST SUPERVISORS	Complaints alleging a supervisor's violation of law or the supervisor's unlawful harassment of the employee may be made to the Superintendent who shall assign a hearing officer to hear such grievance, beginning at the mediation conference level. A complaint alleging a violation of law by the Superintendent or the Superintendent's unlawful harassment of an employee may be made directly to the Board.

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE COMPLAINTS/GRIEVANCES

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(LOCAL)

COMPLAINTS

In this policy, the terms "complaint" and "grievance" shall have the same meaning. This policy shall apply to all employee complaints, except as provided below.

EXCEPTIONS

This policy shall not apply to:

1. Complaints alleging discrimination, including violations of Title IX (gender), Title VII (sex, race, color, religion, national origin), ADEA (age), or Section 504 (disability). [See DIA]
2. Complaints alleging certain forms of harassment, including harassment by a supervisor and violations of Title VII. [See DIA]
3. Complaints concerning retaliation relating to discrimination and harassment. [See DIA]
4. Complaints concerning instructional materials. [See EFA]
5. Complaints concerning a commissioned peace officer who is an employee of the District. [See CKE]
6. Complaints arising from the proposed nonrenewal of a term contract issued under Chapter 21 of the Education Code. [See DFBB]
7. Complaints arising from the proposed termination or suspension without pay of an employee on a probationary, term, or continuing contract issued under Chapter 21 of the Education Code during the contract term. [See DFAA, DFBA, or DFCA, respectively]

GENERAL
PROVISIONS

FILING

Complaints/Grievances shall be filed with the complainant's immediate supervisor on the District's complaint/grievance form within fifteen (15) days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance. Grievance forms may be obtained from the Department of Human Resources or on the District's Web site under the Department of Human Resources. In most circumstances, employees on a school campus shall file complaints/grievances with the campus principal.

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

Complaint forms and appeal notices may be filed by hand-delivery, fax, or 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. Fax filings shall be timely filed if they

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

RESPONSE

At Levels One and Two, "response" shall mean a written communication to the employee from the appropriate administrator. Responses may be hand-delivered or sent by U.S. Mail to the employee'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 time lines under this policy, the day a document is filed is "day zero." The following business day is "day one."

REPRESENTATIVE

"Representative" shall mean any person who or an organization that does not claim the right to strike and is designated by the employee to represent him or her in the complaint process.

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

CONSOLIDATING
COMPLAINTS

Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not bring separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint. If the employee submits a grievance that is a duplicate of a prior grievance, the Department of Human Resources may dismiss the complaint without the necessity of a hearing.

When two (2) or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the District may consolidate the complaints.

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 employee, at any point during the complaint process. The employee may appeal the dismissal by seeking review in writing within ten (10) days from the date of the written dismissal notice, starting at the level at which

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	<p>the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.</p>
COSTS INCURRED	<p>Each party shall pay its own costs incurred in the course of the complaint.</p>
COMPLAINT FORM	<p>Complaints under this policy shall be submitted in writing on a form provided by the District.</p> <p>Copies of any documents that support the complaint should be attached to the complaint form. If the employee does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the employee.</p> <p>A complaint form that is incomplete in any material aspect may be dismissed, but may be refiled with all the required information if the refiling is within the designated time for filing a complaint.</p>
STATEMENT OF PARTICULARS	<p>If a complaint is found to be too vague, general, or indefinite at any level of this policy, the time lines at the complaint level shall be held in abeyance, during which time the complainant shall be required to prepare a written statement of particulars, setting out with specificity the act(s) and/or omission(s) complained of in order to afford the respondent with fair notice and an opportunity to adequately respond in writing to each charge or offer a remedy.</p> <p>The Superintendent's designee may conduct a pre-hearing conference or make such other orders as may be deemed necessary or appropriate to clarify issues, afford the respondent with fair notice and an opportunity to respond and assist in the resolution process.</p>
DESIGNATED PARTIES	<p>For purposes of hearing a complaint at both the informal and formal complaint conference, the designated party shall be assigned by the Superintendent.</p>
PROCESSING A GRIEVANCE	<p>The procedure for processing a grievance is as follows:</p>
MEDIATION CONFERENCE	<p>At the time the employee files his or her complaint/grievance, the employee shall have an informal mediation conference with the immediate supervisor except that a District ombudsman may be in attendance herein to resolve the complaint, prior to entering the formal complaint process. The immediate supervisor shall schedule and conduct an informal mediation conference within five (5) days of receipt of the complaint or at a time mutually agreeable to the parties. At the informal conference, the following shall be discussed: (i) the concern, (ii) the justification or rationale for the concern, (iii) the harm sustained or being sustained by the employee, and (iv) the remedy sought for resolution.</p>

The employee(s), the immediate supervisor and/or the District ombudsman shall endeavor to reach an agreement resolution of the concern. If resolution is reached, the complaint is resolved. If resolution is not reached, the employee may invoke the formal complaint process.

OMBUDSMAN

The ombudsman shall be appointed by the Superintendent. The ombudsman shall be an employee who is responsible for serving as a resource to employees by assisting in preventing or eliminating conditions that are not conducive to a positive working environment. Although the ombudsman shall not mandate resolution, the ombudsman may make recommendations to the employee and or the immediate supervisor for resolution of concerns. Recommendations of the ombudsman are for the sole purpose of resolving controversial issues and may not be used by the party complaining or the party being complained against for any purpose.

At the conclusion of the informal mediation conference, a determination shall be finalized in which the ombudsman shall issue a mediation summary/agreement signed by all parties.

AUDIO RECORDING

As provided by law, an employee shall be permitted to make an audio recording of a conference or hearing under this policy at which the substance of the employee's complaint is discussed. The employee shall notify all attendees present that an audio recording is taking place.

LEVEL ONE

If resolution of the complaint is not reached at the informal mediation complaint/grievance level, the employee may enter the formal complaint process and request a formal meeting with the immediate supervisor within seven (7) days of the informal mediation conference, unless the time has been extended by written agreement.

A Level One conference shall be conducted within ten (10) days of notice by the employee requesting to enter the formal complaint process. The supervisor shall notify the employee of the date, time, and place of the conference at which time the complaint shall be reviewed with the employee. The administrator may set reasonable time limits for the conference.

The administrator shall provide the employee a written response within ~~fourteen (14)~~ 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 employee did not receive the relief requested at Level One or if the time for a response has expired, the employee may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within seven (7) days of the date of the written Level One response or, if no response was received, within seven (7) days of the Level One response deadline. The employee may not appeal any part of a complaint which said remedy has been granted at a prior level.

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 employee 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 employee at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall hold a conference within ten ~~(10)~~ days after the appeal notice is filed. The conference shall be limited to the issues, remedies, and documents presented by the employee at Level One and identified in the Level Two appeal notice. At the conference, the employee may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the employee a written response within fourteen (14) days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

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

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA
(LOCAL)

LEVEL THREE

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

The appeal notice must be filed in writing, on a form provided by the District, within seven ~~(7)~~ days of the date of the written Level Two response or, if no response was received, within seven ~~(7)~~ days of the Level Two response deadline. The employee may not appeal any part of a complaint which said remedy has been granted at a prior level.

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

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

The Level Two record shall include:

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

If at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the employee notice of the nature of the evidence at least three (3) days before the hearing. The Board shall consider only those issues, remedies, and documents presented at the preceding levels and identified in the appeal notice.

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 employee and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the employee or the employee's representative, any pres-

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entation 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 Two.

ACADEMIC ACHIEVEMENT
GRADING/PROGRESS REPORTS TO PARENTS

EIA
(LOCAL)

RELATION TO
ESSENTIAL
KNOWLEDGE AND
SKILLS

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

Assignments, tests, projects, classroom activities, and other instructional activities shall be designed so that the student's performance indicates the level of mastery of the designated District objectives. The student's mastery level shall be a major factor in determining the grade for a subject or course.

GUIDELINES FOR
GRADING

The Superintendent or designee shall ensure that each campus or instructional level develops guidelines for teachers to follow in determining grades for students. These guidelines shall ensure that grading reflects **a student's relative mastery** ~~academic performance and student achievement related to the instructional objectives of an assignment~~ ~~the course~~ and that a sufficient number of grades are taken to support the grade average assigned. ~~Grades shall not be reduced for disciplinary reasons except in the case of late assignments or academic dishonesty.~~ Guidelines for grading shall be clearly communicated to students and parents.

In accordance with grading guidelines, a student shall be permitted a reasonable opportunity to redo an assignment or retake a test for which the student received a failing grade.

PROGRESS
REPORTING

Grade reports shall be issued every ~~six~~ ~~six~~ weeks for **students in elementary school** and middle ~~schools~~ ~~schools~~ and every nine weeks for **students in** ~~the~~ high school on a form approved by the Superintendent or designee. Performance shall be measured in accordance with this policy and the standards established in EIE.

INTERIM REPORTS

Interim progress reports shall be issued for all students after the third week of each grading period. Supplemental progress reports may be issued at the teacher's discretion.

CONFERENCES

In addition to conferences recommended on report cards, conferences may be requested by a teacher or parent as needed.

ACADEMIC
DISHONESTY

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

ACADEMIC ACHIEVEMENT
GRADING/PROGRESS REPORTS TO PARENTS

EIA
(LOCAL)

employee, taking into consideration written materials, observation, or information from students.

~~RECORDING FAILING
GRADES~~

~~For any numerical average grade lower than a 50, the teacher shall record a 50 on the student's report card.~~

ACADEMIC ACHIEVEMENT
RETENTION AND PROMOTION

EIE
(LOCAL)

CURRICULUM
MASTERY

Promotion and course credit shall be based on mastery of the curriculum. Expectations and standards for promotion shall be established for each grade level, content area, and course and shall be coordinated with compensatory/accelerated services. [See EHBC]

STANDARDS FOR
MASTERY

In addition to the factors in law that must be considered for promotion, mastery shall be determined as follows:

1. Course assignments and unit evaluation shall be used to determine student grades in a subject. An average of 70 or higher shall be considered a passing grade.
2. Mastery of the skills necessary for success at the next level shall be validated by assessments that may either be incorporated into unit or final **examinations** or may be administered separately. Mastery of at least 70 percent of the objectives shall be required.

GRADES 1–8

In grades 1–8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in three of the following areas: language arts, mathematics, science, and social studies.

GRADES 9–12

Grade-level advancement for students in grades 9–12 shall be earned by course credits. [See EI]

Changes in grade-level classification shall be made at the beginning of the fall semester. Juniors who are graduation candidates shall declare in the fall their intent to graduate early for purposes of class ranking and all other senior activities. These students shall be classified as seniors at the beginning of the spring semester. [See EI]

STUDENTS WITH
DISABILITIES

Promotion standards and appropriate assessment and acceleration options, as established by individualized education programs (IEP) or grade-level classification of students eligible for special education, shall be determined by the ARD committee.

LIMITED ENGLISH
PROFICIENCY
STUDENTS

In assessing students of limited English proficiency for mastery of the essential knowledge and skills, the District shall be flexible in determining methods to allow the students to demonstrate knowledge or competency independent of their English language skills in the following ways:

1. Assessment in the primary language.
2. Assessment using ESL methodologies.
3. Assessment with multiple varied instruments. [See EHBE]

ACADEMIC ACHIEVEMENT
RETENTION AND PROMOTION

EIE
(LOCAL)

STUDENT SUCCESS
INITIATIVE

In addition to local standards for mastery and promotion, students in grades 3, 5 and 8 must meet the passing standard established by the State Board on an applicable assessment instrument in the subjects required under state law in order to be promoted to the next grade.

DEFINITION OF
'PARENT'

For purposes of this policy and decisions related to the student success initiative, a student's "parent" shall be defined to include either of the student's parents or guardians; a person designated by the parent, by means of a Power of Attorney, to have responsibility for the student in all school-related matters (see FD); a surrogate parent acting on behalf of a student with a disability; a person designated by the parent or guardian to serve on the grade placement committee (GPC) for all purposes; or in the event that a parent, guardian, or designee cannot be located, a person designated by the Superintendent or designee to act on behalf of the student. [See EIE(LEGAL)]

ALTERNATE
ASSESSMENT
INSTRUMENT

The Superintendent or designee shall select from the state-approved list for each applicable subject an alternate assessment instrument that may be used for the third testing opportunity. Each student's GPC shall decide whether he or she shall be given the statewide assessment instrument or the applicable alternate instrument for the third testing opportunity. The committee's decision shall be based on a review of the student's performance in the previous testing opportunities, local assessments, and any other circumstances it deems appropriate.

STANDARDS FOR
PROMOTION UPON
APPEAL

If a parent initiates an appeal of his or her child's retention, the GPC shall review all facts and circumstances in accordance with law and shall apply the following standards in deciding to promote or retain the student:

1. Evidence of satisfactory student performance, including grades, portfolios, work samples, local assessments, previous state assessments, or individual reading or mathematics diagnostic tests or inventories, as appropriate;
2. Improvement in student test performance over the three testing opportunities;
3. Extenuating circumstances that may have adversely affected the student's participation in instruction, required assessments, or accelerated instruction; and
4. Consideration of whether a student was not enrolled in a Texas public school for part of the school year.

The student shall not be promoted unless:

1. **All** ~~if all~~ members of the GPC agree that the student is likely to perform on grade level if given additional accelerated instruction during the following school year **in accordance with the educational plan developed by the GPC; and**
2. **The** student **completes accelerated instruction in the subject area for which the student failed to demonstrate proficiency before placement in the next grade level.** ~~shall be promoted.~~
3. **The student completes any required accelerated instruction provided through summer school, with a minimum of 90% attendance in the subject area for which the student failed to demonstrate proficiency before consideration for placement in the next grade level.**

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

TRANSFER
STUDENTS

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

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

ASSIGNMENT OF
RETAINED STUDENTS

In the event a student is not promoted to the next grade level, the District shall assign the student nevertheless to an age-appropriate campus. Criteria to be considered for this decision may include:

1. Recommendations from the student's teachers.
2. Observed social and emotional development of the student.

REDUCING STUDENT
RETENTION

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

ACADEMIC ACHIEVEMENT
RETENTION AND PROMOTION

EIE
(LOCAL)

PARENT REQUEST

Parental requests to retain students who have met promotion requirements shall be denied unless a recommendation for retention is made by the student's ARD committee in accordance with federal requirements.

ACADEMIC ACHIEVEMENT
GRADUATION

EIF
(LOCAL)

MINIMUM PROGRAM	The District requires no additional credits for graduation under the Minimum Program beyond those mandated by the state.
RECOMMENDED PROGRAM	The District requires no additional credits for graduation under the Recommended Program beyond those mandated by the state.
ADVANCED / DISTINGUISHED ACHIEVEMENT PROGRAM	The District requires no additional credits for graduation under the Advanced/Distinguished Achievement Program beyond those mandated by the state with the exception of the districts magnet schools.
J. B. ALEXANDER HIGH SCHOOL MAGNET FOR HEALTH & SCIENCE	<p>The Health Science Magnet Program recommends requires that all students follow the Advanced/Distinguished Achievement Program. All core subject areas are Pre-AP and AP (College Board Advanced Placement) courses. The curriculum emphasizes health and science components. The Health and Science Magnet Program is as follows:</p> <ul style="list-style-type: none">4.0 English I, II, III, IV 4.0 Mathematics<ul style="list-style-type: none">Algebra IAlgebra IIGeometryPre-calculus and/or Calculus 4.0 Science<ul style="list-style-type: none">Biology IChemistry IPhysics IBiology II, Chemistry II, or Physics II 3.5 Social Studies<ul style="list-style-type: none">World GeographyWorld HistoryU.S. HistoryAmerican Government (0.5) 3.0 Foreign Language<ul style="list-style-type: none">Spanish I, II, III or AP Spanish IV orFrench I, II, III

1.0 ~~BCIS**~~ **Business Information Management I**

1.0 Fine Arts

0.5 Speech

0.5 Economics

6.0 Health Professions

~~Health Science Tech. I**~~ (1.0) **Principles of
Health Science**

~~Health Science Tech. II**~~ (2.0)

Clinical Rotations

Dental

Advanced Dental

Anatomy/Physiology** (1.0)

Scientific Research & Design** (1.0)

Medical Microbiology (0.5)

Pharmacology (0.5)

27.5 Total Credits

**** Advanced Measure**

Other advanced measures could include a score of 3 or better on College Board Advanced Placement tests, college courses, tech prep articulated college courses, or an original research project evaluated by a panel of professional judges.

UNITED SOUTH HIGH
SCHOOL **ACADEMY**
OF **GLOBALBUSINESS**
AND **ADVANCED**
TECHNOLOGY
MAGNET

The ~~Business and Technology~~ **Academy of Global Business and
Advanced Technology** Magnet Program ~~recommends~~ **requires**
that all students follow the Advanced/Distinguished Achievement
Program. All core subject areas are Pre-AP and AP (College
Board Advanced Placement) courses. The curriculum emphasizes
business and technology components. The **Global Business and
Advanced** Technology Magnet Program is as follows:

4.0 English I, II, III, IV

4.0 Mathematics

Algebra I

- Geometry
- Algebra II
- Pre-calculus and/or Calculus

- 4.0 Science
 - Biology I
 - Chemistry I
 - Physics I
 - Biology II, Chemistry II, Physics II, or Anatomy and Physiology

- 3.5 Social Studies
 - World Geography
 - World History
 - U.S. History
 - American Government (0.5)

- 3.0 Foreign Language
 - Spanish I, II, III or AP Spanish IV or **French I, II, III**

- 1.0 Computer Art (Fine Arts)
- 0.5 Speech
- 0.5 Health
- 0.5 Economics
- 1.5 Physical Education (Administrative Procedures**)
- 1.0 ~~BCIS I~~ **Business Information Management I**
- 0.5 ~~College-Prep~~

- ~~BUSINESS- FREE ENTERPRISE PATHWAY~~
- ~~1.0 BIMM**(Business Image Management & Multimedia)~~
- 1.0 **Accounting I**
- 1.0 **Business Management**
- 1.0 **E-Commerce**
- ~~1.0 BCIS** or A+ Certification**~~
- 1.0 ~~International~~ **Global Business****
- 1.0 ~~Virtual Finance~~ **Problems and Solutions**
- 1.0 **Principles of Business, Marketing and Finance**
- 1.0 **Graphic Design and Illustration**
- 1.0 **Practicum in Business Management**

INFORMATION TECHNOLOGY PATHWAY

- 1.0 Business Management**
- 2.0 ~~A+ Certification~~ **** Principles of Information Technology and Computer Maintenance**
- 2.0 ~~CISCO~~ **** Internetworking Technologies**
- 2.0 Practicum in Business Management**

~~28.0~~ Total Credits
31.0

**** Advanced Measure**

Other advanced measures could include a score of 3 or better on College Board Advanced Placement tests, college courses, or tech prep articulated college courses, or an original research project evaluated by a panel of professional judges.

UNITED HIGH SCHOOL
ENGINEERING AND
TECHNOLOGIES
MAGNET

The Engineering and Technologies Magnet Program ~~recommends~~ **requires** that all students follow the Advanced/Distinguished Achievement Program. All core subject areas are Pre-AP and AP (College Board Advanced Placement) courses. The curriculum emphasizes engineering components. The Engineering and Technologies Magnet Program is as follows:

- 4.0 English I, II, III, IV

- 4.0 Mathematics
 - Algebra I
 - Geometry
 - Algebra II
 - Pre-calculus and/or Calculus

- 4.0 Science
 - Biology I
 - Chemistry I
 - Physics I
 - Biology II, Chemistry II, Physics II, or Anatomy & Physiology

- 3.5 Social Studies
 - World Geography
 - World History
 - U.S. History
 - American Government (0.5)

- 3.0 Foreign Language
 - Spanish I, II, III or AP Spanish IV or **French I, II, III**

- 1.0 Fine Arts
- 0.5 Speech
- 0.5 Health
- 0.5 Economics
- 1.5 Physical Education

- 1.0 Technology: Computer Science
- 7.0 Engineering Electives
 - ~~Technology Systems~~ **Principles of Manufacturing**
 - ~~Introduction to Technical CAD**~~
 - Engineering Design and Presentation**
 - ~~Engineering Principles~~ **Concepts of Engineering and Technology**
 - ~~Engineering CAD 1**~~ **Engineering Design and Problem Solving**
 - ~~Engineering CAD 11**~~ **Advanced Engineering and Presentation**
 - ~~Internship~~ **Practicum in Manufacturing**

- 1.0 **Scientific Research & Design****

- 31.5 Total Credits

**Advanced Measure

Other advanced measures could include a score of 3 or better on College Board Advanced Placement tests, college courses, tech prep articulated college courses, or an original research project evaluated by a panel of professional judges.

ACADEMIC ACHIEVEMENT
GRADUATION

EIF
(LOCAL)

PHYSICAL EDUCATION SUBSTITUTIONS	<p>The District shall allow students to substitute certain physical activities for the 1.5 required credits of physical education. Such substitutions shall be based on the physical activity involved in:</p> <ol style="list-style-type: none">1. Drill team, marching band, and cheerleading during the fall semester.2. Junior Reserve Officer Training Corps (JROTC).3. Athletics.4. Dance I-IV.5. Two- or three-credit career and technology work-based training courses.
OTHER PHYSICAL ACTIVITY PROGRAMS	<p>The District shall award state graduation credit for physical education for appropriate private or commercially sponsored physical activity programs conducted either on or off campus, upon approval by the Commissioner of Education. [See also EHAC]</p>
READING CREDITS	<p>The District shall offer up to 3 credits of reading for state graduation credit. The Superintendent or designee shall be responsible for establishing procedures to assess individual student needs and evaluate student progress and shall monitor instructional activities to ensure that student needs are met. Students shall be identified as eligible to earn reading credit based on:</p> <ol style="list-style-type: none">1. Recommendation by a teacher or counselor.2. Scores on assessment instruments and/or achievement tests.
TRANSFER STUDENTS	<p>Transfer students shall complete all state graduation requirements to be eligible for a Texas diploma. Units required for graduation that are not complete prior to enrolling in the District may be satisfied through credit by examination, by completing the course, or by demonstrating achievement by meeting the standard requirements of the course.</p>

SAFE SCHOOLS DATA	<p>The Superintendent or designee shall ensure that the District complies with TEA guidelines for the collection and maintenance of data regarding:</p> <ol style="list-style-type: none">1. Mandatory expellable offenses committed at school or at a school-related or school-sponsored activity, on or off school property [see FOD], and2. Any student who becomes a victim of one of the following violent criminal offenses, as defined by the Penal Code, while in or on the grounds of the school the student attends:<ol style="list-style-type: none">a. Attempted murder;b. Indecency with a child;c. Aggravated kidnapping;d. Assault resulting in bodily injury or aggravated assault;e. Sexual assault or aggravated sexual assault; orf. Aggravated robbery.
SCHOOL SAFETY TRANSFERS	<p>The parent of a student who becomes a victim of a violent criminal offense as described above or who is assigned to a campus identified by TEA as persistently dangerous shall be offered a transfer to a safe public or charter school within the District.</p> <p>For each transfer requested, the District shall explore transfer options, as appropriate. Options may include a transfer agreement with another school district.</p>
FROM A PERSISTENTLY DANGEROUS SCHOOL	<p>The parent of a student attending a school identified as persistently dangerous shall be provided notification of his or her right to request a transfer. Notification shall occur at least 14 days prior to the start of the school year or, for a student enrolling subsequently, upon the student's enrollment.</p> <p>The parent must submit to the Superintendent or designee an application for transfer. The Superintendent or designee shall complete the transfer prior to the beginning of the school year, if applicable, or within 14 calendar days of the request for a subsequently enrolling student.</p> <p>Any transfer arranged for a student from a campus identified by TEA as persistently dangerous shall be renewed so long as the campus from which the student transferred retains that designation.</p>

ADMISSIONS
SCHOOL SAFETY TRANSFERS

FDE
(LOCAL)

The District shall maintain, in accordance with the District's record retention schedule, documentation of notification to parents of the transfer option, transfer applications submitted, and action taken.

FOR A VICTIM OF A
VIOLENT CRIMINAL
OFFENSE

Within 14 calendar days after a violent criminal offense described above occurs in or on the grounds of the school the student attends, the District shall notify the parent of a student who is a victim of the offense of the parent's right to request a transfer. The parent must submit to the Superintendent or designee an application for transfer. The Superintendent or designee shall approve or disapprove the request within 14 calendar days of its submission.

Any transfer arranged for a student who was a victim of a violent crime as described above shall be renewed so long as the threat to the student exists at the campus to which the student would typically be assigned.

For each offense, the District shall maintain for at least five years documentation of the nature and date of the offense, notification to the parent of the transfer option, transfer applications submitted, action taken, and other relevant information regarding the offense.

ADDITIONAL
TRANSFER OPTIONS

In circumstances described by Education Code 25.0341, a parent of a student who has been the victim of a sexual assault, regardless of whether the offense occurred on or off school property, may request a transfer of the parent's child or the student assailant from the same campus. [See also FDA and FDB]

ATTENDANCE
COMPULSORY ATTENDANCE

FEA
(LOCAL)

Students in violation of the compulsory attendance law shall be reported to the District attendance officer, who may institute court action as provided by law.

STUDENTS AGE 18
AND OVER

A student who voluntarily attends school after the student's eighteenth birthday shall be required to attend school until the end of the school year.

**HIGHER EDUCATION
VISITS**

A student shall be excused for up to two days during the student's junior year and up to two days during the student's senior year to visit an accredited institution of higher education. A student shall be required to submit verification of such visits in accordance with administrative regulations.

WITHDRAWAL FOR
NONATTENDANCE

The District may initiate withdrawal of a student under the age of 18 for nonattendance under the following conditions:

1. The student has been absent ten consecutive school days; and
2. Repeated efforts by the attendance officer and/or principal to locate the student have been unsuccessful.

For withdrawal of students 18 or older, see FEA(LEGAL). Each case shall be reviewed on an individual basis by the campus Attendance Review Committee (ARC) and the student may be withdrawn upon recommendation of the ARC and/or principal.

STUDENTS IN
HOMESCHOOLS

When the District becomes aware that a student is being or will be homeschooled, the Superintendent or designee may request in writing a letter of notification from the parents of their intention to homeschool using a curriculum designed to meet basic education goals of reading, spelling, grammar, mathematics, and a study of good citizenship.

If the parents refuse to submit a letter of notification or if the District has evidence that the school-age child is not being homeschooled within legal requirements, the District may investigate further and, if warranted, shall pursue legal action to enforce the compulsory attendance law.

ATTENDANCE
ATTENDANCE FOR CREDIT

FEC
(LOCAL)

ATTENDANCE
COMMITTEES

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

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

PARENTAL NOTICE
OF EXCESSIVE
ABSENCES

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

METHODS FOR
REGAINING CREDIT

After a student loses credit, he or she must still attend class and do any required work. Failure to attend class after loss of credit may result in court action and/or disciplinary action. [See FEA]

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

The attendance committee shall review the student's entire attendance record and the reasons for absences and shall determine whether to award credit. The 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.

Students who have lost credit because of excessive absences may regain credit by fulfilling the requirements established by the attendance committee.

PERSONAL ILLNESS

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

GUIDELINES ON
EXTENUATING
CIRCUMSTANCES

The attendance committee shall adhere to the following guidelines to determine attendance for credit:

DAYS OF
ATTENDANCE

1. All absences shall be considered in determining whether a student has attended the required percentage of days. If ~~makeup~~ **make-up** work is completed **satisfactorily**, absences for **the following reasons** ~~religious holy days, required court appearances, and health care appointments~~ shall be considered days of attendance for this purpose:
 - a. **Religious holy days;**
 - b. **Required court appearances;**

	<ul style="list-style-type: none">c. Activities related to obtaining U.S. citizenship;d. Serving as an election clerk;e. Visiting an institution of higher education [see FEA]; andf. Health-care appointments.
	<p>4.2. —[See FEB]</p>
TRANSFERS / MIGRANT STUDENTS	<p>2.3. A transfer or migrant student incurs absences only after his or her enrollment in the District.</p>
BEST INTEREST STANDARD	<p>3.4. In reaching consensus regarding a student's absences, the committee shall attempt to ensure that its decision is in the best interest of the student.</p> <p>4.5. The Superintendent or designee shall develop administrative regulations addressing the committee's documentation of the decision.</p>
DOCUMENTATION	<p>5.6. The committee shall consider the acceptability and authenticity of documented reasons for the student's absences.</p>
CONSIDERATION OF CONTROL	<p>6.7. The committee shall consider whether the absences were for reasons out of the student's or parent's control.</p>
STUDENT'S ACADEMIC RECORD	<p>7.8. The committee shall consider whether or not the student has completed assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.</p>
INFORMATION FROM STUDENT OR PARENT	<p>8.9. 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.</p>
IMPOSING CONDITIONS FOR AWARDING CREDIT	<p>The committee may impose any of the following conditions for receiving credit lost because of excessive absences:</p> <p>Absences for which a student has shown extenuating circumstances shall be considered as days of attendance for computing the 90 percent of days of attendance required for a class, and credit shall be granted as long as all make-up work has satisfactorily been completed. However, the ARC may determine that additional work is required. This might include imposing one or more of the following conditions:</p> <p>1. Satisfying time on-task requirements before and/or after school.</p>

- ~~2.~~ Attending tutorial sessions as scheduled, **which may include**
- ~~3.1.~~ ~~Attending~~ Saturday classes **or before- and after-school programs.**
- ~~4.2.~~ Maintaining the attendance standards for the rest of the semester.
- ~~5.3.~~ Taking an examination to earn credit. **[See EEJA]**
- 4. Attending a flexible school day program.**
- 5. Attending summer school.**
6. Completing independent study projects.
7. Attending computer-assisted instruction.
8. Completing the provisions of student contracts.
- ~~9.~~ ~~Completing summer school.~~

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

APPEAL PROCESS

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