



# UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

**TOPIC** Second Reading of LOCAL Policies in Update 89

**SUBMITTED BY:** Gloria S. Rendon **OF:** Asst. Superintendent for Administration

**APPROVED FOR TRANSMITTAL TO SCHOOL BOARD:** \_\_\_\_\_

**DATE ASSIGNED FOR BOARD CONSIDERATION:** March 23, 2011

## **RECOMMENDATION:**

CKB(LOCAL): SAFETY PROGRAM/RISK MANAGEMENT - ACCIDENT PREVENTION AND REPORTS

EEJA(LOCAL): INDIVIDUALIZED LEARNING - CREDIT BY EXAMINATION WITH PRIOR INSTRUCTION - **DELETE**

EEJB(LOCAL): INDIVIDUALIZED LEARNING - CREDIT BY EXAMINATION WITHOUT PRIOR INSTRUCTION - **DELETE**

EEJC(LOCAL): INDIVIDUALIZED LEARNING - CORRESPONDENCE COURSES - **DELETE**

EFB(LOCAL): INSTRUCTIONAL RESOURCES - LIBRARY MEDIA PROGRAMS - **DELETE**

EHDB(LOCAL): ALTERNATIVE METHODS FOR EARNING CREDIT - CREDIT BY EXAMINATION WITH PRIOR INSTRUCTION

EHDC(LOCAL): ALTERNATIVE METHODS FOR EARNING CREDIT - CREDIT BY EXAMINATION WITHOUT PRIOR INSTRUCTION

EHDD(LOCAL): ALTERNATIVE METHODS FOR EARNING CREDIT - COLLEGE COURSE WORK/DUAL CREDIT

EHDE(LOCAL): ALTERNATIVE METHODS FOR EARNING CREDIT - DISTANCE LEARNING

FD(LOCAL): ADMISSIONS

## **RATIONALE:**

## **BUDGETARY INFORMATION:**

## **BOARD POLICY REFERENCE AND COMPLIANCE:**

United ISD  
240903

SAFETY PROGRAM/RISK MANAGEMENT  
ACCIDENT PREVENTION AND REPORTS

CKB  
(LOCAL)

EYE- AND FACE-  
PROTECTIVE DEVICES

In accordance with Texas Department of State Health Services (TDSHS) guidelines, eye- and face-protective devices meeting TDSHS standards shall be worn by every teacher, student, and visitor participating in shop or laboratory activities or programs identified in CKB(LEGAL), involving any of the following:

1. Hot molten metals
2. Milling, sawing, turning, shaping, cutting, or stamping of any solid materials
3. Heat treatment, tempering, or kiln firing of any metal or other materials
4. Gas or electric arc welding
5. Caustic or explosive materials
- 6.1. Caustic or explosive chemicals or hot liquids or solids

Delete

INDIVIDUALIZED LEARNING  
CREDIT BY EXAMINATION WITH PRIOR INSTRUCTION

EEJA  
(LOCAL)

CREDIT BY  
EXAMINATION

Students in grades 8–12 may use credit by examination with prior instruction to demonstrate mastery to earn or to regain credit in selected academic courses with the prior approval of the appropriate administrator. Such examinations shall assess the student's mastery of the essential knowledge and skills and shall be approved by the Superintendent or designee.

ELIGIBILITY

To be eligible to earn credit by examination, a student shall:

1. Obtain written approval from the principal;
2. Demonstrate he or she has had prior instruction in the course, as determined by the principal;
3. Obtain written approval from the parent or guardian; and
4. Earned a grade of at least 60 in the course failed in order to gain credit by such examination.

A student taking the examination to earn credit for English IV shall present evidence of having written a research paper.

A student may attempt to earn credit by examination only one time per course. Credit by examination with prior instruction must be completed within one calendar year from the end of the course in which credit is sought. The student's counselor shall be responsible for verifying that the criteria have been met.

LIMIT ON NUMBER OF  
CREDITS

An eligible student shall be allowed to obtain a total of the equivalent of two credits through credit by examination with prior instruction.

EXCESSIVE  
ABSENCES

On approval of the attendance committee, a student who has excessive absences may be permitted to earn or regain course credit through credit by examination. [See FEC]

EXTRACURRICULAR  
ACTIVITIES

Credit by examination shall not be used to gain eligibility for participation in extracurricular activities.

PASSING SCORE

To receive credit, students shall score a grade of 70 or above on the examination. Passing scores earned on credit by examination shall be recorded in the student's academic achievement record. The examination taken will be recorded as a course attempted and will count for grade point average (GPA) purposes.

COST

If the student elects to take a credit by examination in lieu of exercising the District credit recovery options, the cost of taking the examination with prior instruction to earn credit or to regain credit shall be the student's or the parent's responsibility.

PROCEDURES

Tests shall be administered according to procedures approved by the Superintendent or designee.



Delete

INDIVIDUALIZED LEARNING  
CREDIT BY EXAMINATION WITHOUT PRIOR INSTRUCTION

EEJB  
(LOCAL)

TEST SELECTION	The Superintendent or designee shall be responsible for development or selection of tests to be used to grant credit to students without prior instruction in a subject area or grade level. Whether tests are developed by the District or purchased from a source approved by the State Board of Education, each examination shall thoroughly test the essential knowledge and skills in the applicable grade level or subject area.
TEST DATES	The Superintendent or designee shall establish a schedule of dates when examinations for acceleration shall be administered to students in grades 1-12 and shall ensure that such dates are published in the student handbook and in other District publications, as appropriate.
REGISTRATION	A student planning to take an examination for acceleration shall be required to register with the principal or designee at least 30 days prior to the scheduled testing date on which the student wishes to take the test. Each student is required to complete and submit an Application of Intent to Test (UISD form 872-012).
FEEES	The District shall not charge for an examination for acceleration on the published dates provided by the District. If the parent or student requests an alternate examination, the District may administer a test purchased by the parent or student from a source approved by the State Board of Education.
CREDIT APPROVAL	Approval of credit or advancement on the basis of an examination for acceleration shall be by the Superintendent or designee, in accordance with State Board rules. A student must score a 90 or better on the examination to receive credit.
RECORDING CREDIT	Placement or credit granted based on the score obtained from the assessment shall be recorded on the permanent school record for students in grades 1-8, as indicated on the Application of Intent to Test (UISD form 872-012). If a student in grades 9-12 testing for credit passes the examination with a 90 or better, the course grade shall be used to compute the student's grade point average and the actual grade earned shall be recorded on the student's academic achievement record unless the parent/guardian declines the credit in writing within 30 days of being notified of the score.
KINDERGARTEN ACCELERATION	The Superintendent or designee shall develop procedures to allow a student not six years old at the beginning of the school year to be placed initially in first grade. Criteria for acceleration may include: <ol style="list-style-type: none"><li>1. Scores on District-approved readiness test(s) and/or achievement test(s) that may be administered by appropriate District personnel.</li></ol>

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**INDIVIDUALIZED LEARNING  
CREDIT BY EXAMINATION WITHOUT PRIOR INSTRUCTION**

**EEJB  
(LOCAL)**

2. Chronological age and observed social and emotional development of the student.
3. Other criteria deemed appropriate by the principal and Superintendent.

*Delete*

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INDIVIDUALIZED LEARNING  
CORRESPONDENCE COURSES

Delete

EEJC  
(LOCAL)

PRIOR APPROVAL

The Superintendent or designee shall establish and publish in the student handbook guidelines governing the use of correspondence courses as a means of earning graduation credit. Prior to enrollment in correspondence courses, students shall make written request to the principal or designee for approval to enroll in the course. If approval is not granted prior to enrollment, the student shall not be awarded credit toward graduation.

A student may earn a maximum of two required state credits through correspondence courses and may be enrolled in only one correspondence course at a time. Grades earned in correspondence courses shall be recorded on the student's academic achievement record and shall be used in the calculation of the student's grade point average.

ELIGIBILITY

All high school students shall be eligible to take correspondence courses and earn credit toward graduation.



*Delete*

**INSTRUCTIONAL RESOURCES  
LIBRARY MEDIA PROGRAMS**

**EFB  
(LOCAL)**

**LIBRARY SYSTEM**

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

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

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

**BUDGET**

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

**ALTERNATIVE METHODS FOR EARNING CREDIT  
CREDIT BY EXAMINATION WITH PRIOR INSTRUCTION**

**EHDB  
(LOCAL)**

The principal or designee or the attendance committee, as applicable, shall have authority to offer a student the opportunity to demonstrate mastery in a subject or to earn course credit by examination when the student has had prior instruction in a subject and when:

1. The student is enrolling in the District from a nonaccredited school [see FD];
2. The student has failed a subject or course; or
3. The student has earned a passing grade in a subject or course but has failed to earn credit because of excessive absences [see FEC].

Examinations shall assess the student's mastery of the essential knowledge and skills and shall be administered according to established District procedures.

Prior to offering a student an opportunity to demonstrate mastery or earn credit by this method, an appropriate District employee shall review the student's educational records to determine whether the student has had prior instruction in the subject or course.



ALTERNATIVE METHODS FOR EARNING CREDIT  
CREDIT BY EXAMINATION WITHOUT PRIOR INSTRUCTION

EHDC  
(LOCAL)

TEST SELECTION	The Superintendent or designee shall be responsible for the development or selection of tests a student may use to earn course credit or accelerate to the next grade level without prior instruction in a course or grade level. Each examination shall thoroughly test the essential knowledge and skills in the applicable course or grade level.
TEST DATES	The Superintendent or designee shall establish a schedule of dates, in accordance with law, when examinations for acceleration shall be administered and shall ensure that the dates are published in appropriate District publications or on the District's Web site.
SPECIAL REQUESTS	The District may deny a parent's or student's request for an alternative examination or alternative date.
FEES	<p>The District shall not charge for an examination for acceleration administered on the published dates or alternative dates.</p> <p>However, the student's parent shall pay for an alternative examination approved by the District.</p>
CREDIT APPROVAL	<p>The Superintendent or designee shall award course credit or approve acceleration on the basis of an examination for acceleration, in accordance with State Board rules.</p> <p>A student in grades 9–12 may decline the credit earned by submitting a written request, signed by the student's parent or guardian, within 30 days of being notified of the student's score.</p>
KINDERGARTEN ACCELERATION	<p>The Board shall approve procedures developed by the Superintendent or designee to allow a child who is five years old at the beginning of the school year to be assigned initially to grade 1 rather than kindergarten. Criteria for acceleration may include:</p> <ol style="list-style-type: none"><li>1. Scores on District-approved readiness tests or achievement tests that may be administered by appropriate District personnel.</li><li>2. Chronological age and observed social and emotional development of the student.</li><li>3. Other criteria deemed appropriate by the principal and Superintendent.</li></ol>

**ALTERNATIVE METHODS FOR EARNING CREDIT EXTENDED IN-  
STRUCTIONAL PROGRAMS  
COLLEGE COURSE WORK/DUAL CREDIT**

EHDD

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(LOCAL)

**PARTNERSHIP  
PROGRAMS**

~~An eligible student~~ Eligible students may enroll in a partnership program with a Texas college or university in accordance with the agreement between the District and the college or university. ~~These partnership programs may include:~~

- ~~1. The District shall award Award of high school credit only.~~
- ~~2. Award of concurrent course credit at community colleges.~~
- ~~3. Award of dual credit at universities.~~
- ~~4. Tech Prep Program.~~
- ~~5. Remedial or developmental instruction to pass state-mandated assessments or higher education entrance exams.~~

~~Credit toward high school graduation for completed courses shall be earned in accordance with the agreement between the District regulations and guidelines.~~

**OTHER COLLEGE-  
LEVEL COURSES  
OTHER COLLEGE-  
LEVEL COURSES**

~~According to District criteria and the college or university.~~

~~The District guidelines, students may award a student be awarded credit toward high school graduation for completing a college-level course at an accredited college or university that is not in a partnership program with the District. Award of credit shall be based on administrator approval in accordance with District guidelines.~~

**TEXAS VIRTUAL  
SCHOOL NETWORK**

~~According to guidelines established by the Texas Virtual School Network (TxVSN) and the course provider, the District may enroll a student in college-level courses through the TxVSN. When the student successfully completes a course, credit shall be applied toward graduation requirements. [See EHDE].~~

ALTERNATIVE METHODS FOR EARNING CREDIT  
DISTANCE LEARNING

EHDE  
(LOCAL)

TEXAS VIRTUAL  
SCHOOL NETWORK

The Superintendent or designee shall establish procedures for students to enroll in courses provided by the Texas Virtual School Network (TxVSN).

Enrollment in courses through the TxVSN shall not be subject to limitations the District may impose for other distance learning courses.

OTHER DISTANCE  
LEARNING

The Superintendent or designee shall establish procedures governing the use of other distance learning courses, including correspondence courses, as a means of earning credit in a subject or course. In order to receive credit, a student shall obtain approval from the principal or designee prior to enrollment in the course.



In fairness to taxpayers and as required or excepted in policy and law [see FDA(LOCAL)], nonresidents shall not be permitted to attend school in the District. The Board makes every effort to distinguish between residents and nonresidents and encourages patrons to report suspected violations.

FALSE INFORMATION

The District shall include on its registration forms notice, in both English and Spanish, of criminal and civil penalties and liabilities for intentionally or knowingly falsifying information on the form. A person who knowingly falsifies information on a form required for a student's enrollment in the District shall be liable to the District if the student is not eligible for enrollment, but is enrolled on the basis of false information. For the period during which the ineligible student is enrolled, the person is liable for the maximum tuition fee the District may charge or the amount the District has budgeted per student as maintenance and operating expenses, whichever is greater.

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 appropriate registration forms shall be completed annually and signed by the~~ student's parent, legal guardian, or other person having lawful control under a court order **shall annually complete and sign registration forms.** ~~A student—~~Students who **has** have reached age 18 shall be permitted to complete and sign these forms ~~themselves~~.

BIRTH CERTIFICATE

All students entering District schools for the first time shall submit a birth certificate or its equivalent.

STUDENT  
RECORDS

The minimum student records data that must be submitted within 30 days includes the following::

1. Student enrollment information — District ID, statewide student ID (social security number or state-assigned alternative number), local student ID, course credits, promotions, discipline-expelled students, attendance, and enrollment and withdrawal dates.
2. Student demographic information — first, middle, and last name, sex, ethnicity, date of birth, special education handicapping condition, special education instructional setting, home language, and migrant information.
3. Student achievement information — exit-level TAKS, most recent TAKS scores.
4. Student immunization/health information.

ADMISSIONS

FD  
(LOCAL)

Based on the above criteria and other factual inquiries, the principal or designee shall make an initial determination of residence and thereafter advise. The District may verify residence prior to enrollment.

PROOF OF  
RESIDENCY

Proof of residency within the District attendance boundaries shall be presented prior to a student being initially enrolled in the District. [See FD(REGULATION)]

AUTHORITY OF  
SUPERINTENDENT

The Board delegates to the Superintendent or designee the authority to develop and modify regulations, forms, and processes for determining student residency as required to carry out the intent of this policy.

AUTHORITIES AND  
SOURCES

The determination of residence is a question of fact and law. In determining residence, the District shall consider information furnished by the applicant and may consider all relevant information, including, but not limited to, that provided by the administration and its agents, statements of third parties, court decisions, Commissioner's decisions, Attorney General opinions, Board policy, laws, and regulations.

ANNUAL  
CONFIRMATION OF  
RESIDENCY

A parent, legal guardian, or person having custody of the student shall submit proof of residency to campus administrators at the beginning of each school year. The following documents shall be accepted and must include the parent's/guardian's name, and address located in the District: a current water, gas, or electric bill; an unexpired lease/contract; a current rent receipt. Additionally, the parent/guardian shall show a current Texas driver's license, military identification card, or Texas Department of Public Safety identification card with the same address as the other type of proof of residency.

Proof of residency at the beginning of the year is subject to continual verification. Any exceptions to the required documentation shall be determined on a case-by-case basis with the understanding that some documented evidence demonstrating that the student lives within the boundaries of the District and has a present intent to remain in the District shall be provided upon enrollment and whenever requested.

HOST FAMILY

When the child's parent(s), together with the child, reside on a full-time permanent basis within the District in the home of another family, the parent(s) and the hosting representative shall follow procedures outlined in FD(REGULATION). Additionally, the following documentation shall be provided:

1. Notarized host family enrollment application form; and
2. Other documents required for initial registration.



“Host family” status is valid only for the current school year and must be renewed on an annual basis. As deemed necessary by the principal, the “host family” status shall be reviewed and confirmed.

MINOR LIVING APART  
PERSON STANDING  
IN PARENTAL  
RELATION

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 the District's ~~power~~ **Power of attorney** form, ~~or~~ provide a ~~power~~ **Power of attorney** executed by the student's parent, guardian, or other person having lawful control of the student under a court order, **or present an authorization agreement as provided in Chapter 34 of the Family Code** ~~and~~ assigning responsibility for the student in all school-related matters to an adult resident of the District. All other documents required for initial registration shall also be provided.

The District's ~~power~~ **Power of attorney** form shall only be valid for the current school year and must be renewed on an annual basis. The ~~power~~ **Power of attorney** status for an adult resident of the District with responsibility for a student shall ~~be have that status~~ reviewed and confirmed as deemed necessary by the principal.

MISCONDUCT

~~A minor~~ **Any such** 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** ~~admitted into the District school.~~ **—{See FD(LEGAL)}**

EXCEPTIONS

**Based on** ~~In the event that~~ an individual **student's circumstance is unable to provide a Power of Attorney form for a minor living apart**, the principal or designee **shall have authority to grant exceptions to the** ~~may waive this~~ requirement **for a power of attorney or authorization agreement** after:

1. Documenting the existence of the extenuating circumstance(s) **that make providing a power** ~~making completion of attorney or authorization agreement~~ **a Power of Attorney** impossible; and
2. Conducting an independent verification of the student's residency within the District.

**EXTRACURRICULAR  
ACTIVITIES  
RESIDENCY  
REVIEW**

The Superintendent **or designee** shall determine whether a minor student **living** ~~residing in the District separate and apart from a parent, guardian, or other person having lawful control under a court order~~ is present in the District for the primary purpose of participating in extracurricular activities.



ADMISSIONS

FD  
(LOCAL)

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's designee the following forms:

1. A notarized copy of the District's **grandparent care**~~Grandparent Care~~ affidavit form describing the extent of after-school care to be provided by the grandparent; and
2. Acceptable documentation confirming the residency of the nonresident student's grandparent.

The Superintendent's designee shall have authority to approve or deny admissions requests in accordance with criteria approved by the Board, including consideration of the availability of space and instructional staff.

SUBSTANTIAL  
AFTER-SCHOOL  
CARE

For the purpose of admission under this provision, a substantial amount of after-school care **shall consist**~~consists~~ of at least three hours per school day for four days during the regular school week.

The District shall only provide transportation at the end of the school day for a nonresident student admitted under this provision. The grandparent must reside in an area already designated for transportation services. No new transportation routes shall be created.

District attendance officers shall verify the after-school care provided by grandparents of nonresident students.

The **grandparent care**~~Grandparent Care~~ affidavit shall only be valid for the current school year and must be renewed annually. The substantial amount of after-school care provided by a grandparent shall be reviewed and confirmed as deemed necessary by the principal.

DOCUMENTED  
NON-RESIDENCY

Any investigation resulting in credible documentation that a student does not reside within the boundaries of the District or resides outside the boundaries of his or her attendance zone shall result in a due process conference with campus administration prior to any decision being made related to withdrawal of the student. For a list of exceptions, see FDA(LOCAL).

APPEALS

If the student's parent, guardian, or other person having lawful control of the student under court order, or the person(s) with whom the student resides in the District disagrees with the initial determination of residence by the principal or designee, an appeal of that decision may be taken to the Superintendent's designee by making a written request within ten school days of the decision. The Superintendent's designee shall take one of the following actions:

ADMISSIONS

FD  
(LOCAL)

1. Affirm the initial decision of the principal.
2. Send the matter back to the principal for further factual inquiry.
3. Reverse the initial decision and make an independent finding of residency. If the independent finding of residency confirms that the student's presence in the District is not for the primary purpose of participation in extracurricular activities, the student may be enrolled in the District.

Further appeals may be filed in accordance with FNG(LOCAL), beginning at Level Two.

ADMISSION PENDING

Pending a decision from the Superintendent's designee or in response to an appeal filed under policy FNG, the student who is the subject of an appeal shall attend the school in his or her attendance area within the District.

STUDENTS NOT  
ENROLLED

Students enrolled in private school, including homeschools, shall not be eligible for concurrent enrollment in District schools nor for participation in curricular or extracurricular activities, except as required by law in the following circumstances:

1. Special education students participating in extracurricular activities.
2. Special education students and students identified under Title I, Part A, NCLBA participating in academic programs.

PLACEMENT

ACCREDITED  
SCHOOLS

**The parent, guardian, or other person having lawful control of a student enrolling in** ~~Students entering~~ a District school from an accredited public, private, or parochial ~~schools after grade 4~~ shall provide evidence of **the** prior schooling outside the District. **The student** ~~They~~ 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.

~~STUDENTS  
UNDER AGE SIX~~

~~A student who is not six years old at the beginning of the current school year shall be eligible for the first grade if the student has completed kindergarten in an accredited educational institute.~~

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.~~



NONACCREDITED  
SCHOOLS

**A student enrolling in a** ~~Students entering~~ District ~~schools~~ **schools** from ~~a~~ nonaccredited public, private, or parochial ~~schools~~ **schools**, including ~~a homeschool~~ **homeschools**, 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.—District-developed assessment instruments.~~

~~6.5.~~ Other criteria deemed appropriate by the principal.

TRANSFER  
CREDIT

**Before granting credit, the** ~~The~~ District shall validate, **by testing or other evidence, that any course taken by a student at a high school credit for courses of transfer students from nonaccredited public, private, or parochial school meets schools by testing or by other evidence that the courses meet** State Board requirements. **[See EHDB] and standards.**

CREDIT VALIDATION

~~If a student transferring into a District high school from an accredited school has successfully completed the second and/or third year of a foreign language course that is in a sequence of courses, but there is no record of completion of the first course in the sequence, credit shall be awarded for the first and/or second course based on the successful completion of the second and/or third course in the sequence.—Credit shall be awarded but no grade posted.~~

WITHDRAWAL

**A parent or guardian wishing** ~~Prior~~ **to withdraw a minor student shall present a signed request stating the reason for the** ~~with-~~ ~~drawal and from school, the student and parent/guardian~~ shall meet with the school principal or designee to complete the proper withdrawal documentation. **A student who is 18** ~~The principal or older designee~~ **may request withdrawal without a parent's or guardian's signature** ~~waive this requirement in the event of extenuating circumstances.~~

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