

UPDATE 109

AE(EXHIBIT EDUCATIONAL PHILOSOPHY

The content of this exhibit has been moved with revisions to AE(LEGAL) Exhibit was deleted.

~~Public Education Mission, Goals, and Objectives~~

~~The mission of the Texas public education system is to ensure that all Texas children have access to a quality education that enables them to achieve their full potential and fully participate now and in the future in the social, economic, and educational opportunities in our state and nation. That mission is grounded on the conviction that a general diffusion of knowledge is essential for the welfare of Texas and for the preservation of the liberties and rights of Texas citizens. It is further grounded on the conviction that a successful public education system is directly related to a strong, dedicated, and supportive family and that parental involvement in the school is essential for the maximum educational achievement of a child. The objectives of public education are:~~

~~OBJECTIVE 1: Parents will be full partners with educators in the education of their children.~~

~~OBJECTIVE 2: Students will be encouraged and challenged to meet their full educational potential.~~

~~OBJECTIVE 3: Through enhanced dropout prevention efforts, all students will remain in school until they obtain a diploma.~~

~~OBJECTIVE 4: A well-balanced and appropriate curriculum will be provided to all students.~~

~~OBJECTIVE 5: Educators will prepare students to be thoughtful, active citizens who have an appreciation for the basic values of our state and national heritage and who can understand and productively function in a free enterprise society.~~

~~OBJECTIVE 6: Qualified and highly effective personnel will be recruited, developed, and retained.~~

~~OBJECTIVE 7: Texas students will demonstrate exemplary performance in comparison to national and international standards.~~

~~OBJECTIVE 8: School campuses will maintain a safe and disciplined environment conducive to student learning.~~

~~OBJECTIVE 9: Educators will keep abreast of the development of creative and innovative techniques in instruction and administration using those techniques as appropriate to improve student learning.~~

~~OBJECTIVE 10: Technology will be implemented and used to increase the effectiveness of student learning, instructional management, staff development, and administration.~~

~~The academic goals of public education are to serve as a foundation for a well-balanced and appropriate education. The students in the public education system will demonstrate exemplary performance in:~~

~~GOAL 1: The reading and writing of the English language.~~

~~GOAL 2: The understanding of mathematics.~~

~~GOAL 3: The understanding of science.~~

~~GOAL 4: The understanding of social studies.~~

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~~Education Code 4.001, 4.002~~

BBE BOARD MEMBERS: AUTHORITY

New text is recommended for this policy to:

- Explain that the District shall respond to a Board Member's requests for records within the time frames required by law, as described at BBE(LEGAL).

Request for Records:

An individual Board member shall seek access to records or request copies of records from the Superintendent or other designated custodian of records **who shall respond within the time frames required by law**. When a custodian of records other than the Superintendent provides access to records or copies of records to an individual Board member, the provider shall inform the Superintendent of the records provided.

- Satisfy the new requirement for a policy regarding Board member visits to a District Campus or other facility. The recommended language requires a Board member to follow any posted requirements for visitors and limits visits that interfere with the delivery of instruction or District operations.

Visits to District Facilities:

A Board member shall adhere to any posted requirements for visitors to first report to the main office of a District facility, including a school campus. Visits during the school or business day shall not be permitted if their duration or frequency interferes with the delivery of instruction or District operations. [See also GKC]

CDA: OTHER REVENUES: INVESTMENTS

A revision at Sellers of Investments is to align with changes from HB 17701 described at CDA(LEGAL) and requires a business organization, as defined by law, that engages in Investment transactions with a district to provide the district written documents required by law. The reference to brokers/dealers has been retained as a best practice.

Sellers of Investments~~Brokers/Dealers~~

Prior to handling investments on behalf of the District, a **broker/dealer or a qualified representative of a business organization**~~brokers/dealers~~ must submit required written documents in accordance with law. [See **Sellers of Investments**~~SELLERS OF INVESTMENTS~~, CDA(LEGAL)] Representatives of brokers/dealers shall be registered with the Texas State Securities Board and must have membership in the Securities Investor Protection Corporation (SIPC), and be in good standing with the Financial Industry Regulatory Authority (FINRA).

CKC: SAFETY PROGRAM/RISK MANAGEMENT: EMERGENCY PLANS

New text recommended at this policy addresses the HB 332 requirement to include in the District's emergency operation plan (EOP) a policy addressing security of District property used as a polling place.

As required by law, the emergency operations plan shall include the District's procedures addressing reasonable security measures when District property is used as a polling place.

CAN: TRANSPORTATION MANAGEMENT: STUDENT TRANSPORTATION

Changes to this policy are a result of SB195, which expand the reasons for which a district may apply for an additional transportation allotment for students residing within two miles of a campus to include areas presenting a high risk of violence in addition to the existing factor of hazardous traffic conditions. The new recommended text provides that if the District applies for additional funding based on either or both factors, the Board must adopt an appropriate resolution describing the areas.

Areas for deletion are provisions addressing eligibility to participate in the District's transportation system by students for whom the District does not receive transportation funds.

~~Eligibility~~ Hazardous Traffic Conditions and High-Risk Areas

If the District applies for the additional transportation allotment provided by the state for students who live within two miles of a school campus, the Board shall adopt a resolution to identify hazardous traffic conditions or areas presenting a high risk of violence within two miles of the school campus. The resolution shall include the specific hazardous or high-risk areas in which transportation shall be provided, and the District shall publish the locations of these routes. The Board shall adopt a revised resolution when necessary to accurately reflect changes to the conditions or areas.

~~The District shall provide transportation for any student who meets the eligibility requirements established under Education Code 25.155. An exception to the eligibility requirements may be made by the Superintendent or designee when transportation is requested for a documented medical/hardship condition. Any student who voluntarily transfers from his or her assigned school campus to a school campus located in another attendance zone and who does not otherwise qualify under the provisions of the Education Code shall not be eligible for District transportation.~~

~~Applicable fees, if any, shall be approved by the Board and published in administrative regulations.~~

CO: FOOD SERVICES MANAGEMENT

Previous law allowed the administration to establish the grace period during which a student whose meal card or account balance was exhausted continue to purchase meals. SB 1566 now requires the Board to establish the length of grace period. The recommended policy text includes the grace period information provided by your district.

In addition, new provisions are recommended for inclusion in the district's policy manual to address U. S. Department of Agriculture policy requirements for students who have insufficient funds to purchase a meal. Although the USDA does not require Board approval of the meal charge policy, the recommended policy text will ensure development of district-level procedures as required by law.

FOOD DONATIONS

The Superintendent shall **be authorized** to develop regulations **for campuses to donate food in accordance with law.**

MEAL CHARGES STATE LAW

As established by ~~regarding~~ the Board, a student with an exhausted or insufficient balance on his or her ~~use of a prepaid~~ meal card or meal account shall be allowed to continue to purchase meals for up to three school days for a student in elementary school and one school day for a student in secondary school. The Superintendent shall develop administrative ~~to purchase meals served at school.~~ The regulations for this grace period to ~~shall~~ address:

1. The District's processes for parent notification ~~length of the grace period~~ during the grace period ~~which a student may continue to purchase meals with a meal card or account that is exhausted or insufficient; and~~
2. ~~Parent notification in the event of an exhausted card or account~~, including a schedule for repayment; and
3. Whether the student will be limited to certain foods or beverages during this grace period, and, if so, the District's efforts to minimize overt identification of the student.

No fees or interest shall be charged by the District for ~~in connection with~~ meals purchased during the grace period.

FEDERAL LAW

For each campus that participates in the federal school breakfast ~~with an exhausted card~~ or lunch programs under which students may incur a meal charge, the District's administrative regulations shall also address procedures for a student who has insufficient funds to purchase a meal following exhaustion of the grace period described above. The procedures shall address:

1. The parameters under which reimbursable or alternate meals shall be served to the student;
2. The District's efforts to minimize overt identification of the student; and
3. How the District will attempt to collect unpaid debt in order to maintain the financial integrity of the food service account.

CV(EXHIBIT): FACILITIES CONSTRUCTION

This exhibit is recommended for deletion as CV(LEGAL) has been adjusted where appropriate to refer to the Administrative Code provisions included in this exhibit.

~~Required Workers' Compensation Coverages 28 TAC 110.110(c)(7), adopted to implement Texas Labor Code 406.096~~

~~The District shall use the following language for bid specifications and contracts for building or construction, without any additional words or changes, except those required to accommodate the specific document in which they are contained or to impose stricter standards of documentation.~~

~~A copy of a certificate of insurance, a certificate of authority to self insure issued by the Texas Department of Insurance (TDI), or a coverage agreement (DWC 81, DWC 82, DWC 83, or DWC 84), showing statutory workers' compensation insurance coverage for the person's or entity's employees providing services on a project is required for the duration of the project.~~

~~Duration of the project includes the time from the beginning of the work on the project until the contractor's/person's work on the project has been completed and accepted by the governmental entity. Persons providing services on the project ("subcontractor" in Texas Labor Code 406.096) include all persons or entities performing all or part of the services the contractor has undertaken to perform on the project, regardless of whether that person contracted directly with the contractor and regardless of whether that person has employees. This includes, without limitation, independent contractors, subcontractors, leasing companies, motor carriers, owner operators, employees of any such entity, or employees of any entity that furnishes persons to provide services on the project.~~

~~Services include, without limitation, providing, hauling, or delivering equipment or materials, or providing labor, transportation, or other service related to a project. Services do not include activities unrelated to the project, such as food/beverage vendors, office supply deliveries, and delivery of portable toilets. The contractor shall provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, which meets the statutory requirements of Texas Labor Code 401.011(44) for all employees of the contractor providing services on the project for the duration of the project.~~

~~The contractor must provide a certificate of coverage to the governmental entity prior to being awarded the contract.~~

~~If the coverage period shown on the contractor's current certificate of coverage ends during the duration of the project, the contractor must, prior to the end of the coverage period, file a new certificate of coverage with the governmental entity showing that coverage has been extended.~~

~~The contractor shall obtain from each person providing services on a project, and provide to the governmental entity:~~

- ~~1. A certificate of coverage, prior to that person beginning work on the project, so the governmental entity will have on file certificates of coverage showing coverage for all persons providing services on the project; and~~
- ~~2. No later than seven days after receipt by the contractor, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project.~~

~~The contractor shall retain all required certificates of coverage for the duration of the project and for one year thereafter.~~

~~The contractor shall notify the governmental entity in writing by certified mail or personal delivery, within ten days after the contractor knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project.~~

~~The contractor shall post on each project site a notice, in the text, form, and manner prescribed by the TDI, informing all persons providing services on the project that they are required to be covered, and stating how a person may verify coverage and report lack of coverage.~~

~~The contractor shall contractually require each person with whom it contracts to provide services on a project, to:~~

- ~~1. Provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, which meets the statutory requirements of Texas Labor Code 401.011(44) for all of its employees providing services on the project for the duration of the project;~~
- ~~2. Provide to the contractor, prior to that person beginning work on the project, a certificate of coverage showing that coverage is being provided for all employees of the person providing services on the project for the duration of the project;~~
- ~~3. Provide the contractor, prior to the end of the coverage period, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project.~~

4. ~~Obtain from each other person with whom it contracts, and provide to the contractor:
 - a. ~~A certificate of coverage, prior to the other person beginning work on the project; and~~
 - b. ~~A new certificate of coverage showing extension of coverage, prior to the end of the coverage period, if the coverage period shown on the current certificate of coverage ends during the duration of the project;~~~~
5. ~~Retain all required certificates of coverage on file for the duration of the project and for one year thereafter;~~
6. ~~Notify the governmental entity in writing by certified mail or personal delivery, within ten days after the person knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project; and~~
7. ~~Contractually require each person with whom it contracts to perform as required by items 1–6, with the certificates of coverage to be provided to the person for whom they are providing services.~~

~~By signing this contract or providing or causing to be provided a certificate of coverage, the contractor is representing to the governmental entity that all employees of the contractor who will provide services on the project will be covered by workers' compensation coverage for the duration of the project, that the coverage will be based on proper reporting of classification codes and payroll amounts, and that all coverage agreements will be filed with the appropriate insurance carrier or, in the case of a self-insured, with the TDI's Division of Self-Insurance Regulation. Providing false or misleading information may subject the contractor to administrative penalties, criminal penalties, civil penalties, or other civil actions.~~

~~The contractor's failure to comply with any of these provisions is a breach of contract by the contractor that entitles the governmental entity to declare the contract void if the contractor does not remedy the breach within ten days after receipt of notice of breach from the governmental entity.~~

~~The coverage requirement recited above does not apply to sole proprietors, partners, and corporate officers who are excluded from coverage in an insurance policy or certificate of authority to self-insure that is delivered, issued for delivery, or renewed on or after January 1, 1996.~~

~~28 TAC 110.110(i)~~

DF: TERMINATION OF EMPLOYMENT

SB 7 authorizes the Board to delegate to a designee the authority to take certain termination actions without further Board action when a contract employee has engaged in serious criminal conduct. This delegation would allow a faster response in these situations. The recommended policy designates the Superintendent as the Board's designee. **If the board does not wish to identify a designee through Board policy, contact the District's policy consultant for an adjustment to this policy.**

BOARD'S DESIGNEE FOR CERTAIN TERMINATION ACTIONS

The Superintendent shall serve as the Board's designee to suspend a contract employee without pay, provide written no-tice that the person's contract is void, and terminate employment as soon as practicable when the District:

1. **Receives notice that an individual’s certificate has been revoked by the State Board for Educator Certification (SBEC) for reasons that require immediate action by the District; or**
2. **Becomes aware that a contract employee has been convicted of or has received deferred adjudication for a felony offense.**

[See also DFAA, DFBA, and DFCA, as appropriate.]

DH: EMPLOYEE STANDARDS OF CONDUCT

Recommended revisions to this local policy on employee standards of conduct include:

- Clarification the policy makes all District employees subject to the Educators’ Code of Ethics;

Each District employee shall **perform his or her duties in accordance with state and federal law. District policy, and ethical** ~~expected to adhere to the~~ standards. **The District holds all employees accountable to the** ~~of conduct set out in the~~ “Educators’ Code of Ethics.” [See DH(EXHIBIT)]

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

- Change in terminology from “illegal knife” to “location-restricted knife” at Weapons Prohibited;

WEAPONS PROHIBITED

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

- Clarification that a District may not prohibit an employee with a handgun license from storing an unloaded gun that is not in plain view in a locked vehicle in a District parking area at Weapons Prohibited – Exceptions

EXCEPTIONS

2. **A District employee who holds a Texas handgun license stores a handgun or other firearm in a locked vehicle in a parking lot, parking garage, or other parking area provided by the District, provided the handgun or other firearm is not loaded and not in plain view; or**
- Clarification at Electronic Communication regarding when an employee may use personal electronic platforms, applications, or accounts to communicate with students; to emphasize that electronic communications must comply with the ethical standards in the Educators' Code of Ethics; and to state that employees do not have an expectation of privacy in communications with students;

ELECTRONIC COMMUNICATION ~~MEDIA~~

~~Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), web logs (blogs), electronic forums (chat rooms), video sharing websites, editorial comments posted on the Internet, and social network sites. Electronic media also includes all forms of telecommunication, such as landlines, cell phones, and web-based applications.~~

USE WITH STUDENTS

~~A~~ ~~In accordance with administrative regulations,~~ a certified **employee**, ~~or~~ licensed employee, or any other employee designated in writing by the Superintendent or a campus principal, may use electronic **communication, as this term is defined by law** ~~media to communicate~~ with currently enrolled students **only** about matters within the scope of the employee's professional responsibilities. ~~All other employees are prohibited from using electronic media to communicate directly with students who are currently enrolled in the District. The regulations shall address:~~

Unless an exception has been made in accordance with the employee handbook or other administrative regulations, an employee shall not use a personal electronic communication platform, application, or account to communicate with currently enrolled students.

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

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

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

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

PERSONAL USE

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

- Additional provisions at Electronic Communication to require an employee to report improper electronic communications by a student and allow employees to choose whether to disclose a personal e-mail address or phone number to a student

REPORTING IMPROPER COMMUNICATION

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

DISCLOSING PERSONAL INFORMATION

An employee shall not be required to disclose his or her personal e-mail address or personal phone number to a student.

- Acknowledgement that the District will notify a parent if an educator has engaged in certain misconduct with the student at Relationships With Students;

Relationships with Students

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

ALCOHOL AND DRUGS/NOTICE OF DRUG-FREE WORKPLACE

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

~~SANCTIONS~~NOTICE

~~An~~Each employee who violates these shall be given a copy of the District's notice regarding drug-free schools. ~~[See DI(EXHIBIT)]~~

~~A copy of this policy, a purpose of which is to eliminate drug abuse from the~~ workplace provisions shall be subject to disciplinary sanctions. Sanctions may include; ~~shall be provided to each employee at the beginning of each year or upon employment.~~

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

NOTICE

Employees shall receive a copy of this policy.

DI(EXHIBIT) EMPLOYEE WELFARE

As explained at DH(LOCAL), the required notice of a drug-free workplace is not included in local policy. This exhibit is recommended for deletion.

~~Drug-Free Workplace Notice~~

~~The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants, and alcohol in the workplace.~~

~~Employees who violate this prohibition shall be subject to disciplinary sanctions. Sanctions may include:~~

- ~~• Referral to drug and alcohol counseling or rehabilitation programs;~~
- ~~• Referral to employee assistance programs;~~
- ~~• Termination from employment with the District; and~~
- ~~• Referral to appropriate law enforcement officials for prosecution.~~

~~As a condition of employment, an employee shall:~~

- ~~• Abide by the terms of this notice; and~~
- ~~• Notify the Superintendent, in writing, if the employee is convicted for a violation of a criminal drug statute occurring in the workplace. The employee must provide the notice in accordance with DH(LOCAL).~~

~~[This notice complies with the requirements of the federal Drug-Free Workplace Act (41 U.S.C. 702).]~~

EHBAF: SPECIAL EDUCATION: VIDEO/AUDIO MONITORING

This policy has been extensively revised in accordance with SB 1398 to include:

- The identification of the Superintendent as the administrator responsible for coordinating the provision of equipment to campuses (contact the District policy consultant if someone other than the Superintendent will be the coordinator);
- New Provisions regarding when a parent may request that a video camera be placed in a classroom for the following year;

The Superintendent is responsible for coordinating the provision of equipment to campuses in compliance with the law.

The Superintendent shall ensure that administrative regulations are developed to implement this policy.

Requests ~~and Notice~~ **For Following Year**

A parent of a student receiving special education services and whose placement for the following school year will be in a self-contained classroom eligible ~~A parent, Trustee, or staff member making a request~~ for video surveillance may request that a video camera be placed in the classroom by the end of the current school year or by the tenth business day after the student's admission, review, and dismissal (ARD) committee determines the student's placement whichever is later. If such a ~~under this policy shall submit the~~ request is made, ~~to~~ the campus shall begin operation of the camera by the deadlines in law.

- For Current year requests, reference to the specific procedures in law that must be followed;

FOR CURRENT YEAR

Written requests from a parent, assistant principal, ~~on a form provided by the District,~~ principal, staff member, or the Board shall be submitted and processed in accordance with the procedures in law.

- The new requirement that the District must provide a response to a request within seven business days;

RESPONSE

As required by law, the District shall provide a response to the requestor **not later than the seventh business day after receipt of the request.**

NOTICE

Before a camera is activated, the ~~within ten District business days. The~~ principal shall provide advance written notice to staff on the campus and to parents of the students assigned to **or engaging in school activities in** the classroom ~~or setting~~ that video and audio surveillance will be conducted in the classroom ~~or setting. The Superintendent shall develop administrative regulations as necessary to implement these request, response, and notice provisions.~~

- Reference to the time frames in law for installation and operation of a video camera and details on when operation of a camera may be discontinued during the school year;

INSTALLATION AND OPERATION

The classroom subject to the request shall begin operation of video surveillance not later than the time frames required in law, except when the District is granted an extension of time.

When the District has installed video cameras in a classroom ~~or other setting~~ as required by law, the District shall operate the cameras during the instructional day at all times when students are in the classroom ~~or other setting~~. For purposes of this policy, the instructional day shall be defined as the portion of a school day during which instruction is taking place in the classroom ~~or other setting~~

For the school year in which a campus receives a request for video and audio surveillance, the~~A~~ campus shall continue to operate and maintain any video cameras placed in the classroom ~~or other setting~~ for as long as the classroom ~~or other setting~~ continues to satisfy the requirements in Education Code 29.022(a). **However, the campus may discontinue operation of the video camera during the year if the requestor withdraws the request in writing and no request is submitted to continue the surveillance.**

Video cameras must be capable of recording video and audio of all areas of the classroom, **including a room attached to the classroom for time out as defined by law. No visual monitoring, other than incidental coverage, or setting, except that no video surveillance** shall be conducted of the inside of a bathroom or other area used for toileting or diapering a student or removing or changing a student's clothes.

- Additional details on retention and confidentiality of recordings; and

RETENTION OF RECORDINGS

Video recordings shall be retained for at least ~~three~~**six** months after the date of the recording but may be retained for a longer period in accordance with the District's records management program or as required by law. [See CPC]

CONFIDENTIALITY OF RECORDINGS

Video recordings made in accordance with this policy shall be confidential and shall only be accessed or viewed by the individuals and in the limited circumstances permitted by law. ~~Contractors and District personnel with job duties related to the installation, operation, or maintenance of video equipment, or the retention of video recordings, who incidentally view recordings when performing regular job duties such as ensuring the proper functioning of the equipment or pulling specific footage shall not be considered in violation of the confidentiality provisions.~~

- A new provision referring to an appeal to the commissioner of education.

COMPLAINTS

Complaints related to video and audio recordings under this policy shall be filed in accordance with DGBA, FNG, or GF, as applicable. **A complainant who is dissatisfied with the outcome of the District's complaint process may appeal in writing to the commissioner of education in accordance with Education Code 7.057, including requesting an expedited review.**

EJ: ACADEMIC GUIDANCE PROGRAM

This local policy is recommended for deletion as it no longer aligns with current state guidance regarding student graduation programs and the type of information that must be shared with students.

~~ACADEMIC INFORMATION~~

~~Guidance counselors shall provide information to students, parents, and teachers concerning educational opportunities at the secondary schools as well as institutions of higher education. Sources of information shall include purchased reference guides, Internet resources, TEA pamphlets, and locally developed District and campus publications. Such information shall be disseminated in a variety of methods including, but not limited to, bulk mail outs, open meetings, classroom settings, and individual conferences.~~

~~EDUCATIONAL PLANNING~~

~~Educational planning shall be conducted on an annual basis with students entering grades 7–12. Students shall be given information on course offerings, course selection processes, and graduation requirements. Students shall be expected to complete the Recommended Program or the Distinguished Achievement Program in order to meet requirements as specified in the Toward Excellence, Access, and Success (TEXAS) grant program as well as entrance requirements for many colleges and universities. Students choosing to complete the Minimum High School Program shall be advised that they will not be eligible for TEXAS grant funds and may not meet college entrance criteria. By the end of the junior year of high school, each student's Academic Achievement Record (AAR) shall designate the projected graduation program.~~

FEA: ATTENDANCE: COMPULSORY ATTENDANCE

Recommended revisions are to satisfy SB1152, which requires a District policy to excuse a student who is 17 years of age or older to pursue military enlistment.

ARMED SERVICES ENLISTMENT

The District shall excuse a student 17 years of age or older for up to four days during a school year for activities related to pursuing enlistment in a branch of U. S. Armed Services or Texas National Guard. A student shall be required to submit verification of such activities in accordance with administrative regulations.

FFAA: WELLNESS AND HEALTH SERVICES: PHYSICAL EXAMINATIONS

Pursuant to SB 1566, the Board must adopt a policy requiring a school nurse to provide parents with notice that a child enrolled in a District elementary school has lice. The notice must be provided within 48 hours to the parent of a child with lice and within five school days to the parent of a child assigned to the same classroom as the child with lice.

NOTICE OF LICE

A school nurse or administrator who discovers or becomes aware that a child enrolled in a District elementary school has lice shall provide written or electronic notice to parents within the time frames prescribed in law.

FFF: STUDENT WELFARE: STUDENT SAFETY

Based on SB 7, the District must have a policy to notify the parent of a student with whom an educator is alleged to have engaged in certain misconduct:

- As soon as feasible, that the alleged misconduct may have occurred;
- Whether the educator was terminated or resigned; and
- Whether the District submitted a report to the State Board for Educator Certification.

The recommended policy provides the definition of misconduct, along with cross-reference to FFG for child abuse reporting requirements and to FFH for parental notification requirements if the misconduct meets the definition of prohibited conduct.

The District shall notify a parent of a student with whom an educator is alleged to have engaged in misconduct, informing the parent:

- 1. As soon as feasible that the alleged misconduct may have occurred;**
- 2. Whether the educator was terminated following an investigation of the alleged misconduct or resigned before completion of the investigation; and**
- 3. Whether a report was submitted to the State Board for Educator Certification (SBEC) concerning the alleged misconduct.**

For purposes of this policy, misconduct is defined as an educator's alleged abuse or commission of an otherwise unlawful act with the student or involvement in a romantic relationship, or soliciting or engaging in sexual contact with the student.

[See also FFG for reporting requirements related to child abuse and FFH for parental notification requirements regarding prohibited conduct as defined by that policy.]

FFI: STUDENT WELFARE: FREEDOM FROM BULLYING

Changes in state law from SB 179 promoted several recommended revisions to this local policy on student bullying, including:

- Removal of the definition of bullying in lieu of a pointer to the revised statutory definition;

Note: *This policy addresses bullying of District students. For purposes of this policy, the term bullying includes cyber-bullying.*

For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.

~~**Note:** This policy addresses bullying of District students. For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.~~

BULLYING PROHIBITED

The District prohibits bullying, **including cyberbullying**, as defined by **state law**~~this policy~~. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

DEFINITION

~~Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school sponsored or school related activity, or in a vehicle operated by the District and that:~~

- ~~1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or~~
- ~~2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.~~

~~This conduct is considered bullying if it:~~

- ~~1. Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and~~
- ~~2. Interferes with a student's education or substantially disrupts the operation of a school.~~

- Emphasis, at Example, that bullying can occur through electronic means;

EXAMPLES

Bullying of a student **could occur by physical contact or through electronic means and** may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

- New provisions addressing anonymous reporting procedures for students;

REPORTING PROCEDURES

STUDENT REPORT

To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, **school** counselor, principal, or other District employee. **The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.**

- New provisions requiring the District to notify, within the time frames in law, parents of students who are alleged victims or are alleged to have engaged in bullying (See Notice of Report)

REPORT FORMAT

A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.

When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.

- Acknowledgement that the District may notify law enforcement of the conduct in certain circumstances.

DISTRICT ACTION – BULLYING

If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. **The District may notify law enforcement in certain circumstances.**

GBAA: INFORMATION ACCESS: REQUESTS FOR INFORMATION

- HB 3107 allows a Board to establish reasonable yearly and monthly limits on the personnel time spent to produce public information for a requestor, after which the District may begin charging the requestor for the time. In addition to the 36-hour yearly limit, the Board may establish a monthly limit of not less than 15 hours, after which the District shall begin charging the personnel time.

CHARGING FOR PERSONNEL TIME

As authorized by law ~~After personnel of the District collectively have spent 36 hours of time producing public information for a requestor during the District's fiscal year,~~ the District shall charge the requestor for any additional personnel time spent producing information for the requestor **after personnel of the District have collectively spent:**

1. **36 hours of time during the District's fiscal year; or**
2. **15 hours of time during a one-month period;** ~~in accordance with law.~~

GKA: COMMUNITY RELATIONS: CONDUCT ON SCHOOL PREMISES

- SB 1553 authorizes administrators, school resource officers, and District police officers to refuse entry to or eject a person from property under the District's control under certain circumstances. Recommended text has been added to this policy to address the new law, along with clarification that District personnel may request assistance from law enforcement in an emergency or when a person is engaging in criminal conduct. We recommend this text to replace the District's previous locally developed text since this process is now prescribed by state law.

PRINCIPAL'S AUTHORITY

Campus and District administrators, as well as ~~Principals are authorized to refuse entry onto~~ school resource officers and District police officers if applicable, may refuse to allow a person ~~grounds~~ to enter or may eject a person from property under ~~persons who do not have legitimate business at~~ the District's control in accordance with law.

District personnel may ~~school and to~~ request assistance from law enforcement in an emergency or when a person is ~~any unauthorized person or person~~ engaging in behavior rising to the level of criminal ~~unacceptable~~ conduct ~~to leave the school grounds or any extracurricular activity on or off school premises.~~

OFF-CAMPUS ACTIVITIES CROWD CONTROL

Employees ~~Designated administrators~~ shall be ~~designated~~ authorized to ensure appropriate conduct of participants ~~students, teachers, coaches, sponsors,~~ and others attending a school-related activity at non-District or out-of-District facilities. Those so designated ~~an activity on school premises or elsewhere.~~ ~~Designated administrators may use verbal warnings, request assistance from District peace officers, and/or remove offending persons from school premises.~~

~~Any person who engages in criminal activity including, but not necessarily limited to, disorderly conduct or any assaultive offense, as those terms are defined by the Texas Penal Code, may be ejected from school premises.~~

~~Any person who engages in disruptive or unacceptable conduct shall~~ coordinate their ~~be warned that such conduct is unacceptable. If the person continues to engage in disruptive or unacceptable conduct, then that person may be ejected from the school premises~~

~~RESTRICTION FROM ACTIVITIES FOR REMAINDER OF SCHOOL YEAR~~

~~Any person who has previously been ejected from a school activity for conduct referred to in the prior paragraphs and who subsequently engages in the same conduct may be ejected a second time and thereafter given written notice that he or she is banned from attendance at any extracurricular activities on or off the school campus for the remainder of the school year.~~

~~ACTIVITIES HELD IN OTHER COMMUNITIES~~

~~Crowd control~~ efforts **with persons** in other communities and facilities shall be coordinated through the officials or administrators in charge of those locations.

~~LAW ENFORCEMENT~~

~~The Superintendent or designee is authorized to request the assistance of law enforcement officers in cases of emergency and to seek prosecution to the full extent of the law when persons violate the provisions of GKA regarding trespassing on school grounds, damage to school property, loitering, and disruptive activity.~~

- At Weapons – Exceptions, a recommended revision clarifies that the District's policy prohibiting unlawful possession of a firearm on District property is not violated when an individual with a handgun license stores an unloaded gun that is not in plain view in a locked vehicle.

WEAPONS – EXCEPTIONS

No violation of this policy occurs when:

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

GKC: COMMUNITY RELATIONS: VISITORS TO THE SCHOOLS

Recommended Revisions to this policy regarding visitors are to reflect that board member visits to District facilities are now addressed at BBE(LOCAL). Revisions have also been made to better align text addressing registered sex offenders on campus with statutory provisions.

[See BBE(LOCAL) for visits to District facilities by board members]

Registered Sex Offenders on **School Campus** ~~District Premises~~

The Superintendent **and**, ~~working with~~ campus administrators, shall develop and implement procedures regarding **a** campus visitor who **is registered** ~~are identified~~ as **a** sex offenders. These procedures shall address:

GKE: COMMUNITY RELATIONS: BUSINESS, CIVIC, AND YOUTH GROUPS

Recommended for revision to satisfy the requirement in SB 1566 for a Board policy allowing a principal to provide a representative of a patriotic society an opportunity to speak to students during the school day. The policy must give the principal discretion over the date and time and allow the principal to limit the opportunity to a single school day and limit the presentation to ten minutes. The statute requires the Board to adopt the policy by the beginning of each school year, and it is our understanding that continuing implementation of a previously adopted policy would meet that requirement.

We have retained unchanged the District's locally developed text, dating from 1997, regarding Partners in Education. Please confirm this text continues to be reflective of District practice.

PATRIOTIC SOCIETY ACCESS

A campus principal shall have the authority to offer a representative of a patriotic society an opportunity to speak to students during regular school hours about membership in the society.

The principal shall have discretion over the date and time of such visits and is authorized to limit this opportunity to a single school day and to limit a presentation by a patriotic society to ten minutes in length.

{For more information about patriotic societies, see GKD(LEGAL).}