

PROPOSED REVISIONS

MISSION STATEMENT

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

PROPOSED REVISIONS

SCHEDULE OF
ELECTIONS

Board members ~~Trustees~~ shall be elected by place for three-year terms with the elections ~~held~~ conducted annually, as ~~follows~~ indicated below:

PLACES 1, 2, AND 3

The election for places 1, 2, and 3 shall be held in 2016, 2019, 2022, and in three-year intervals thereafter.

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

PLACES 4 AND 5

The election for places 4 and 5 shall be held in 2017, 2020, 2023, and in three-year intervals thereafter.

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

PLACES 6 AND 7

The election for places 6 and 7 shall be held in, 2018, 2021, 2024, and in three-year intervals thereafter.

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

TASB RECOMMENDED POLICY

EXPENSE
REIMBURSEMENT

An amount for Board member travel expenses shall be approved in the budget each year.

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

TRAVEL EXPENSES

Payment for authorized and documented travel expenses shall be made in accordance with legal requirements by either of the following two methods:

1. Reimbursement, not to exceed the allowable rates, for use of a personal car or commercial transportation plus parking, taxi fares, lodging, meals, and other incidental expenses.
2. Advancement of a set amount for use of a personal car or commercial transportation plus parking, taxi fares, lodging, meals, and other incidental expenses. Any excess over actual allowable expenses shall be refunded to the District.

Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.

DOCUMENTATION
REQUIRED

For any authorized expense incurred, the Board member shall submit a statement, with receipts to the extent feasible, documenting actual expenses and in accordance with procedures applicable to employee expense reimbursement.

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

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

- ~~1. Reimbursement for use of a personal car at the mileage rate currently allowed by the IRS, or the actual cost of commercial transportation, plus parking and taxi fares and expenses for lodging, meals, and other incidental expenses. Board members shall file a statement and, to the extent feasible, attach~~

BOARD MEMBERS
COMPENSATION AND EXPENSES

BBG
(LOCAL)

~~receipts documenting actual expenses for which reimbursement is requested.~~

- ~~2.1. A set amount approved in advance for reasonable expenditures to be incurred on a particular trip. This amount shall include travel, lodging, meals, and any other reasonably predictable expenditures. Board members shall file a statement, with receipts, accounting for amounts actually expended. Any excess shall be refunded to the District.~~

PROPOSED REVISIONS

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

OFFICERS AND OFFICIALS
DUTIES AND REQUIREMENTS OF BOARD OFFICERS

BDAA
(LOCAL)

SECRETARY

2. Become President only upon being elected to the position.

The Secretary of the Board shall:

1. Ensure that an accurate record is kept of the proceedings of each Board meeting.
2. Ensure that notices of Board meetings are posted and sent as required by law.
3. In the absence of the President and Vice President, call the meeting to order and act as presiding officer.
4. Sign or countersign documents as directed by action of the Board.

TASB STANDARD TEXT

LIMIT ON
PARTICIPATION

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

PUBLIC COMMENT

At regular meetings the Board shall allot ~~60~~30 minutes to hear persons who desire to make comments to the Board. Persons who wish to participate in this portion of the meeting shall sign up with the presiding officer or designee before the meeting begins and shall indicate the topic about which they wish to speak.

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

BOARD'S
RESPONSE

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

COMPLAINTS AND
CONCERNS

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

Employee complaints: DGBA

Student or parent complaints: FNG

Public complaints: GF

DISRUPTION

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

PROPOSED POLICY

DISTRICT EDUCATION IMPROVEMENT COUNCIL	In compliance with Education Code 11.251, the District-level committee shall advise the Board or its designee in establishing and reviewing the District's educational goals, objectives, and major Districtwide classroom instructional programs identified by the Board or its designee. The committee shall serve exclusively in an advisory role except that the committee shall approve staff development of a Districtwide nature.
CHAIRPERSON	The committee shall elect a cochair to serve with the Board's designee.
MEETINGS	The chairperson of the committee shall set its agenda and shall schedule at least six meetings per year; additional meetings may be held at the call of the chairperson.
COMMUNICATIONS	The Superintendent or designee shall ensure that the District-level committee obtains broad-based community, parent, and staff input and provides information to those persons on a systematic basis. <u>Methods of communication may include, but are not limited to posting minutes of the meeting on the District website.</u>
COMPOSITION	The committee shall be composed of members who shall represent campus-based professional staff, District-level professional staff, parents, businesses, and the community. For purposes of this policy, District-level professional staff shall be defined as professionals who have responsibilities at more than one campus, including, but not limited to, central office staff.
PROFESSIONAL STAFF	<p>Classroom teacher representatives shall be nominated and elected by professional staff assigned to each campus and shall comprise at least two-thirds of the total professional staff representation on the committee.</p> <p>At least one campus-based nonteaching professional representative shall be nominated and elected by all professional staff.</p> <p>At least one District-level professional staff member, other than the Superintendent, shall be nominated and elected by the District-level professional staff.</p>
PARENTS	The committee shall include at least two parents of students currently enrolled in the District, selected in accordance with administrative procedures. The Superintendent shall, through various channels, inform all parents of District students about the committee's duties and composition and shall solicit volunteers. [See BQA(LEGAL)]

PLANNING AND DECISION-MAKING PROCESS
DISTRICT-LEVEL

BQA
(LOCAL)

COMMUNITY MEMBERS	The committee shall include at least two community members selected by a process that provides for adequate representation of the community's diversity, in accordance with administrative procedures. The Superintendent shall use several methods of communication to ensure that community residents are informed of the committee and are provided the opportunity to participate and shall solicit volunteers. Community representatives must reside in the District.
BUSINESS REPRESENTATIVES	The committee shall include at least two business representatives selected by a process that provides for adequate representation of the community's diversity, in accordance with administrative procedures. The Superintendent shall use several methods of communication to ensure that area businesses are informed of the committee and are provided the opportunity to participate and shall solicit volunteers. Business representatives need not reside in nor operate businesses in the District.
ELECTIONS	<p>An employee's affiliation or lack of affiliation with any organization or association shall not be a factor in either the nomination or election of the employee to the committee. [See DGA]</p> <p>The consent of each nominee shall be obtained before the person's name may appear on the ballot. Election of the committee shall be held in the fall of each school year at a time determined by the Board or its designee. Nominations and elections shall be conducted in accordance with this policy and administrative regulations.</p>
TERMS	Representatives shall serve staggered three-year terms and shall be limited to two consecutive terms on the committee.
VACANCY	If a vacancy occurs among the representatives, nominations shall be solicited and an election held or selection made for the unexpired term in the same manner as for the annual election.
OTHER ADVISORY GROUPS	The existence of the District-level committee shall not affect the authority of the Board or its designee to appoint or establish other advisory groups or task forces to assist it in matters pertaining to District instruction.

PROPOSED POLICY

SITE-BASED DECISION MAKING COMMITTEE	<p>A campus-level committee shall be established on each campus to assist the principal. The committee shall meet for the purpose of implementing planning processes and site-based decision making in accordance with Board policy and administrative procedures and shall be chaired by the principal.</p> <p>The committee shall serve exclusively in an advisory role except that each campus committee shall approve staff development of a campus nature.</p>
CAMPUS PERFORMANCE OBJECTIVES	<p>Each principal shall be responsible for the development of campus performance objectives. These objectives shall be formulated annually in accordance with a schedule established by the District, shall support the District's educational goals and objectives, and shall be specific to the academic achievement of students served by the campus. The Board shall review and approve campus performance objectives.</p>
WAIVERS	<p>The principal shall be responsible for ensuring that no campus-initiated decision violates rule, law, or policy, unless the campus has obtained a waiver. [See BQB(LEGAL) and BF]</p> <p>Except as prohibited by law [see BF], a campus may apply to the Board for a waiver of a local policy. An application for a waiver must state the achievement objectives of the campus and the reasons for requesting the waiver.</p>
COMMUNICATIONS	<p>The principal or designee shall ensure that the campus-level committee obtains broad-based community, parent, and staff input and provides information to those persons on a systematic basis.</p>
COMPOSITION	<p>The committee shall be composed of members who shall represent District- and campus-based professional staff, parents, businesses, and the community. <u>At least two-thirds of the District and campus professional staff representatives shall be classroom teachers. The remaining employee representatives shall be professional non-teaching District- and campus-level staff. For purposes of this policy, District-level professional staff shall be defined as professionals who have responsibilities at more than one campus, including, but not limited to, central office staff.</u></p>
CLASSROOM TEACHERS	<p>Classroom teachers shall be nominated and elected by all professional staff assigned to that campus.</p>

PLANNING AND DECISION-MAKING PROCESS
CAMPUS-LEVEL

BQB
(LOCAL)

CAMPUS-BASED NONTEACHING PROFESSIONALS	Campus-based nonteaching professionals shall be nominated and elected by all professional staff assigned to that campus.
DISTRICT-LEVEL PROFESSIONALS	District-level professionals shall be nominated and <u>elected by District-level professional staff.</u>
PARENTS	The committee shall include at least two parents of students currently enrolled in the District selected in accordance with administrative procedures. The principal shall, through various channels, inform all parents of campus students about the committee's duties and composition and shall solicit volunteers. [See BQB(LEGAL)]
COMMUNITY MEMBERS	The committee shall include at least two community members selected by a process that provides for adequate representation of the community's diversity, in accordance with administrative procedures. The principal shall use several methods of communication to ensure that community residents are informed of the committee and are provided the opportunity to participate and shall solicit volunteers. Community representatives must reside in the District.
BUSINESS REPRESENTATIVES	The committee shall include at least two business representatives selected by a process that provides for adequate representation of the community's diversity, in accordance with administrative procedures. The principal shall use several methods of communication to ensure that area businesses are informed of the committee and are provided the opportunity to participate and shall solicit volunteers. Business representatives need not reside in nor operate businesses in the District.
ELECTIONS	An employee's affiliation or lack of affiliation with any organization or association shall not be a factor in either the nomination or election of the employee to the committee. [See DGA] Nominated employees shall give their consent to serve on the committee before they are eligible for election. Nominations and elections shall be conducted in accordance with this policy and administrative regulations.
TERMS	<u>Representatives shall be elected or selected annually</u> and shall not be limited as to the number of consecutive terms they may serve on the committee.
VACANCY	A vacancy during a term shall be filled for the remainder of the term by election or selection as appropriate for the category.
MEETINGS	The committee shall meet at the call of the principal. The principal shall set the agenda for each meeting.

ADD POLICY

DEBT MANAGEMENT

The Superintendent or designee shall develop administrative guidelines to address the District's debt management. The guidelines shall establish well-defined procedures for the issuance and management of debt that is payable from the interest and sinking fund.

The Superintendent shall recommend to the Board for its approval all proposed bond sales.

Debt management procedures shall incorporate prudent debt management practices that:

1. Maintain the District's financial stability;
2. Provide debt management flexibility;
3. Match debt to the estimated useful lives of the assets purchased with the corresponding debt;
4. Preserve public trust;
5. Minimize cost to taxpayers;
6. Preserve access to capital markets; and
7. Demonstrate administrative oversight of debt programs to credit rating agencies and taxpayers.

GUIDELINES

Debt management procedures shall include guidelines for the use, management, and issuance of debt obligations including, but not limited to:

1. Allowable purchases for the issuance of debt;
2. Repayment of debt obligations;
3. Refunding debt obligations;
4. Methods of sale the District may use;
5. Credit ratings and the use of credit enhancement;
6. Selection of consultants, underwriters, and remarketing agents;
7. Investment of debt proceeds;
8. Compliance with federal arbitrage rebate guidelines; and
9. Compliance with continuing disclosure requirements.

LOCAL REVENUE SOURCES
BOND ISSUES

CCA
(LOCAL)

COMPLIANCE WITH
LAW AND SOUND
MANAGEMENT
REQUIREMENTS

The District shall structure and manage its debt in compliance with all federal, state, and local requirements and shall manage its debt in compliance with governmental and industry-recommended debt management practices.

TASB RECOMMENDED POLICY

The Superintendent or designee is authorized to declare District materials, equipment, and supplies to be unnecessary and shall dispose of unnecessary materials, equipment, and supplies for fair market value ~~through public auction or bid~~. If the unnecessary property has no value, the Superintendent or designee may dispose of such property according to administrative discretion.

Items obtained as federal surplus shall be managed according to federal regulations.

DELETE POLICY

VEHICLE
REGULATIONS

The Superintendent or designee shall establish rules and regulations concerning the operation and parking of vehicles on District property. Such rules and regulations shall be reviewed regularly and published annually in the student handbook.

ALTERNATE TASB VERSION

ELIGIBILITY

The District shall permit students for whom the District does not receive state transportation funds to use District transportation, in accordance with time and space limitations and administrative regulations.

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

HAZARDOUS
CONDITIONS

The Board shall annually adopt a resolution to identify hazardous conditions within two miles of a school campus. The resolution shall describe the specific hazardous areas in which reside students who would otherwise be ineligible for transportation, but for whom the District shall provide transportation because of the hazardous conditions in those areas.

The District shall publish the locations of the routes with hazardous conditions.

ALTERNATE TASB VERSION

COMPLIANCE WITH LAW	The Superintendent shall establish procedures that ensure that all school facilities within the District comply with applicable laws and local building codes.
CONSTRUCTION CONTRACTS	<p>Prior to advertising, the Board shall determine the project delivery/contract award method to be used for each construction contract valued at or above \$50,000. To assist the Board, the Superintendent shall recommend the project delivery/contract award method that he or she determines provides the best value to the District. [See CV series]</p> <p>For construction contracts valued at or above \$50,000, the Superintendent shall also submit the resulting contract to the Board for approval. 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]</p>
CHANGE ORDERS	<p>Change orders permitted by law shall be approved by the Board or its designee prior to any changes being made in the approved plans or the actual construction of the facility.</p> <p><u>Change orders valued at or above \$50,000 shall require Board approval. The Superintendent shall be authorized to approve change orders of a lesser amount.</u></p>
PROJECT ADMINISTRATION	<p>All construction projects shall be administered by the Superintendent or designee.</p> <p>The Superintendent shall keep the Board informed concerning construction projects and also shall provide information to the general public.</p>
FINAL PAYMENT	The District shall not make final payments for construction or the supervision of construction until the work has been completed and the Board has accepted the work.

DELETE POLICY

All teachers who are new to the District and who have not been employed in public education for at least five of the last eight years shall be required to serve a minimum of three one-year probationary contract periods prior to being considered for term contracts.

In no way shall this policy alter the District's option regarding extension of probation. [See DCA(LEGAL)]

PROPOSED REVISIONS

After any applicable probationary contract period required by the District, term contracts governed by Chapter 21 of the Education Code (educator term contracts) shall be provided to any employees in positions required by law to receive such contracts, including:

1. SBEC-certified employees serving full-time as principals, assistant principals, teachers, school counselors, diagnosticians, librarians, and athletic directors; and
2. Full-time nurses.

Employees in positions for which the District requires current SBEC certification shall also receive term contracts.

NO CERTIFICATION
REQUIRED

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

ADD POLICY

NON-CHAPTER 21
CONTRACTS

Non-Chapter 21 contracts shall be provided for positions included on the list approved by the Board. A non-Chapter 21 contract shall not be governed by Chapter 21 of the Education Code.

APPEAL OF
EMPLOYMENT
ACTIONS

An employee may appeal discharge during the contract period in accordance with DCE(LEGAL).

An employee whose contract is not reissued at the end of the contract period may appeal to the Board in accordance with DGBA(LOCAL).

PROPOSED REVISIONS

Note: This policy addresses discrimination, harassment and retaliation involving District employees. In this policy, the term “employees” includes former employees and applicants for employment. For discrimination, harassment, and retaliation involving students, see FFH. For reporting requirements related to child abuse and neglect, see FFG.

STATEMENT OF
NONDISCRIMINATION

The District prohibits discrimination, including harassment, against any employee in any of its programs, activities, services, or other operations on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law. The District does not tolerate discriminatory behavior by its employees that may arise in any program or activity operated by the District. Retaliation against anyone involved in the complaint process is a violation of District policy.

DISCRIMINATION

Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, that adversely affects the employee’s employment.

HARASSMENT

Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee’s race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee’s work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or
3. Otherwise adversely affects the employee’s performance, environment or employment opportunities.

EXAMPLES

Examples of prohibited harassment may include offensive or derogatory language directed at another person’s religious beliefs or practices, accent, skin color, gender identity, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other stereotypes; or other types of aggressive conduct such as theft or damage to property.

EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA
(LOCAL)

SEXUAL HARASSMENT Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

EXAMPLES Examples of sexual harassment may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication, or contact.

RETALIATION The District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding harassment or discrimination is subject to appropriate discipline.

EXAMPLES Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.

PROHIBITED CONDUCT In this policy, the term "prohibited conduct" includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

REPORTING PROCEDURES An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor or campus principal.

Alternatively, the employee may report the alleged acts to one of the District officials below.

DEFINITION OF DISTRICT OFFICIALS For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.

EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA
(LOCAL)

TITLE IX COORDINATOR	<p>Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX coordinator. The District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:</p> <p>Name: Brad Hunt</p> <p>Position: Assistant Superintendent for Administration</p> <p>Address: 200 South Denton Tap Road, Coppell, TX 75019</p> <p>Telephone: _(214) 496-6090 (214) 496-6000</p>
ADA / SECTION 504 COORDINATOR	<p>Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:</p> <p>Name: Rhonda Carr</p> <p>Position: Executive Director of Intervention Services</p> <p>Address: 268 Southwestern Blvd., Coppell, TX 75019</p> <p>Telephone: (214) 496-6955 (214) 496-6000</p>
SUPERINTENDENT	<p>The Superintendent shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws.</p>
ALTERNATIVE REPORTING PROCEDURES	<p>An employee shall not be required to report prohibited conduct to the person alleged to have committed it. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.</p> <p>A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.</p>
TIMELY REPORTING	<p>Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct.</p>
NOTICE OF REPORT	<p>Any District supervisor who receives a report of prohibited conduct shall immediately notify the appropriate District official listed above and take any other steps required by this policy.</p>

EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA
(LOCAL)

COUNSELING

The District's campus-level counselor shall provide counseling for its employees who are either victims or offenders in incidents involving harassment.

INVESTIGATION OF
THE REPORT

The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form.

Upon receipt or notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

If appropriate, the District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal or supervisor shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

CONCLUDING THE
INVESTIGATION

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

DISTRICT ACTION

If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA
(LOCAL)

- CONFIDENTIALITY To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.
- APPEAL A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA(LOCAL), beginning at the appropriate level.
The complainant may have a right to file a complaint with appropriate state or federal agencies.
- RECORDS RETENTION Copies of reports alleging prohibited conduct, investigation reports, and related records shall be maintained by the District for a period of at least three years. [See CPC]
- ACCESS TO POLICY This policy shall be distributed annually to District employees. Copies of the policy shall be readily available at each campus and the District administrative office.

PROPOSED REVISIONS

APPRAISAL SYSTEM	<p>The formal appraisal of District teachers shall be in accordance with <u>an alternate appraisal system developed in compliance with statutory provisions and state rules.</u> the Professional Development and Appraisal System (PDAS) or an alternate campus appraisal system developed in compliance with statutory provisions and state rules.</p>
GENERAL REQUIREMENTS	<p>District teachers shall be appraised annually, except teachers who are eligible for less frequent evaluations in accordance with law [see DNA(LEGAL)] and the local criteria established in this policy.</p> <p>The District shall establish an appraisal calendar each year.</p> <p>The District's alternate campus appraisal process shall be developed in collaboration with the administration and the <u>District- and</u> campus-level decision-making committees and shall be detailed in administrative regulations.</p> <p>Components of the appraisal system shall ensure that teachers receive appropriate guidance and feedback and may include, but are not limited to, a written self-assessment, formal and informal observations, classroom walk-throughs, student learning indicators, and conferences. The appraisal process shall produce a written document to be presented to the teacher, signed by the teacher and supervisor, and maintained in the personnel file.</p>
PDAS FORMAL OBSERVATION	The formal observation for a teacher's appraisal shall be scheduled within a two-week window.
ALTERNATE APPRAISERS	The list of qualified appraisers who may appraise a teacher in place of the teacher's supervisor shall be approved by the Board.
SECOND APPRAISAL	Upon a teacher's request for a second appraiser, the Superintendent or designee shall select the second appraiser from a pre-established roster of trained appraisers.
	The formal observation for a second appraisal shall be scheduled within a two-week window.
SCORES	The Board shall ensure that the Superintendent or designee establishes procedures regarding how domain scores from first and second PDAS appraisals will be used.
LESS THAN ANNUAL EVALUATIONS ELIGIBILITY	To be eligible for less than annual evaluations under the PDAS or alternate appraisal system, a teacher shall: 1. Be employed on an educator term contract;

PERFORMANCE APPRAISAL
EVALUATION OF TEACHERS

DNA
(LOCAL)

~~2. Have been employed by the District for at least three years;
and~~

~~3. Have served on the current campus for at least one year.~~

~~4. _____~~

~~FREQUENCY~~

~~Eligible teachers shall be appraised every three years.~~

~~During any school year when a complete appraisal is not scheduled for an eligible teacher, either the teacher or the principal may require that an appraisal be conducted by providing written notice to the other party.~~

~~ANNUAL REVIEW
PROCESS~~

~~In the years that a PDAS or an alternate campus appraisal is not scheduled for an eligible teacher, the District shall conduct an annual review in accordance with a process detailed in guidelines developed by the administration in collaboration with the District and campus-level decision-making committees.~~

~~The annual review process shall produce a written document to be presented to the teacher, signed by the teacher and supervisor, and maintained in the personnel file.~~

~~The regular PDAS or alternate campus appraisal procedures and requirements shall not apply to the annual review process.~~

GRIEVANCES

Complaints regarding teacher appraisal shall be addressed in accordance with DGBA(LOCAL).

PROPOSED REVISIONS

TEACHER JOB SHARING

The employment guidelines for teacher job sharing ~~are as follows~~ shall include the following:

1. The principal and the assistant superintendent for administration shall approve job share positions prior to the positions being posted. The job share position shall be established based on the needs of the campus and the best interest of the students.
2. Prospective job share teams comprised of current employees shall submit letters of interest and current resumes to the director of human resources in order to be considered for a position. Prospective job share teams comprised of applicants who have never been employed by the District shall complete the District's professional employee application.
3. ~~Employment in job share positions shall be on an at-will basis. Continued employment shall be conditioned in part on the job share teacher's satisfactorily providing the certification, service records, teaching credentials, and other records and information required by law, the Texas Education Agency, the State Board for Educator Certification, or by the District.~~
4. Determination of how the job share is to be divided (i.e., morning/afternoon, semester/semester, 2.5 days per week/2.5 days per week, and the like) shall be determined by the principal, based on which schedule will most benefit the students.
5. The job share team shall go through the District central office and campus interview process.
6. The employment of a job share team shall be contingent on the principal's recommendation of both applicants.
7. A job share teachers shall receive state personal leave in accordance with law. A job share teacher who works 20 or more hours per week shall be eligible for District insurance benefits, local sick days, ~~or~~ and the District Sick Leave Bank Program. ~~However, teachers who are employed in job share positions shall receive state personal leave days in accordance with DEC(LOCAL). Teachers who job share and do not use any state personal days in a school year shall receive one-half the amount awarded to full-time teachers who do not use any state personal days in a school year. [See DEC(LOCAL)]~~

PERSONNEL POSITIONS
SUBSTITUTE, TEMPORARY, AND PART-TIME POSITIONS

DPB
(LOCAL)

8. A job share teacher shall be eligible for the District's annual attendance incentive. The rate of pay shall be determined in accordance with administrative regulations and the number of hours per week the job share teacher regularly works. [See DEC(LOCAL)]

~~7.~~

~~8. Job share teachers shall receive one-half of the Board-approved salary schedule for full-time teachers based on the years of teaching experience documented on a Texas Education Agency Service Record. Job share teachers shall also receive one-half of any Board-approved salary increase for that school year.~~

~~9. Job share teachers shall attend all in-service/staff development meetings, campus staff/faculty meetings, team leader meetings, department meetings, and scheduled parent conferences throughout the school year. If the staff development meeting is a full day, the job share teacher shall attend the full day of staff development/in-service meeting and shall receive the full daily rate of pay for his or her experience level.~~

~~10. Job share teachers shall contribute to the Texas Teacher Retirement System.~~

11.9. Job share teachers shall be asked to substitute for their partners whenever possible. A job share teacher who substitutes for his or her partner shall be compensated in accordance with administrative regulations. ~~If there is a need to be absent from the classroom, the absent team member shall contact the principal and the other job share team member. The other job share team member shall be expected to assume classroom responsibilities during the absence and shall receive the full daily rate of pay for his or her experience level.~~

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

~~12. The principal shall be accountable for submitting to the District payroll department all job share teacher attendance records on a weekly basis.~~

~~13. Job share teachers, who live outside the District and wish to transfer a child to the District, shall complete and submit all~~

PERSONNEL POSITIONS
SUBSTITUTE, TEMPORARY, AND PART-TIME POSITIONS

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(LOCAL)

~~required documents to the Superintendent's office before the transfer approval can be confirmed.~~

PART-TIME
EMPLOYMENT FOR
TEACHERS AND
ADMINISTRATORS

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

1. Current District employees seeking part-time employment as a classroom teacher or administrator shall submit a letter of interest and current resume to the office of the assistant superintendent for administration. Applicants who have never been employed by the District and who are seeking part-time employment as a classroom teacher or administrator shall complete the District professional employee application.
2. Part-time classroom ~~teaching teacher~~ and ~~administrative administrator~~ positions shall be assigned on an as-needed basis. Such positions shall be reviewed annually based on the needs of the District and the best interests of students.
3. ~~All part-time classroom teaching and administrative positions shall be on an at-will basis. The District unconditionally retains the right to modify or cancel part-time employment with the classroom teacher or administrator at the end of any current school year for any reason or for no reason.~~
4. A Part-time classroom teachers or administrators shall receive state personal leave in accordance with law. A part-time classroom teacher and administrator who ~~do not~~ works at least 20 hours per week on a regularly scheduled basis shall ~~not~~ be eligible for District insurance plans, local sick leave, ~~or~~ and the District Sick Leave Bank Program. ~~However, part-time classroom teachers or administrators shall be eligible for state personal leave in accordance with [See DEC (LOCAL)].~~
- 4.5. A Part-time teachers or administrators shall be eligible for the District's annual attendance incentive. The rate of pay shall be determined in accordance with administrative regulations and the number of hours per week the part-time teacher or administrator regularly works. ~~who do not use any state personal leave days in a school year shall receive one-half the amount awarded to full-time teachers who do not use any state personal days in a school year.~~ [See DEC(LOCAL)]
- 5.6. A Part-time classroom teachers ~~and or~~ administrators who work a minimum of 90 days per school year shall be eligible to purchase service credit through the Teacher Retirement System of Texas. It shall be the part-time employee's respon-

PERSONNEL POSITIONS
SUBSTITUTE, TEMPORARY, AND PART-TIME POSITIONS

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(LOCAL)

sibility to notify the District payroll department if they desire to purchase service credit at the end of the school year.

- ~~6. Part-time classroom teachers and administrative staff shall be required to contribute FICA as follows:
 - ~~a. TRS retired — medicare tax only;~~
 - ~~b. Not TRS retired — social security and medicare taxes.~~~~
- ~~7. Part-time classroom teachers and administrative staff shall be paid on a monthly basis. The principal or the part-time administrator's supervisor shall be responsible for submitting time sheets to the District payroll department.~~
- ~~8. Part-time classroom teachers and administrators shall be required to attend all campus/department staff development meetings, campus faculty meetings, parent conferences. If the staff development meeting is a full day, the teacher or administrator shall attend the full day of staff development/in-service meeting and shall receive his or her full daily rate of pay.~~
- ~~9. The Board shall pay the part-time employee or administrator a part-time salary in 12 monthly installments. The part-time classroom teacher's salary shall be based on years of service documented on a Texas Education Agency Service Record and the number of hours worked on a daily basis. The part-time administrator's salary shall be based on the District salary schedule for the appropriate administrative position and adjusted as to the number of hours/days worked on a part-time basis.~~
- ~~10. Part-time classroom teachers and administrators shall be subject to assignment and reassignment of position or duties, additional duties, changes in responsibilities or work, transfers, or reclassification at any time during the contract term.~~
- ~~11. Part-time classroom teachers and administrators shall provide required certification, service records, teaching credentials required by law, the Texas Education Agency, the State Board of Certification, or the District. Failure by the part-time teacher or administrator to submit the records as stated above may be grounds for discharge.~~
- ~~12. Part-time teachers or part-time administrators who live outside the District school boundary and wish to transfer a child to the District shall complete and submit all required documents to the Superintendent's office before the transfer approval can be confirmed.~~

TASB RECOMMENDED POLICY

The District shall provide a wide range of instructional resources for students and faculty that present varying levels of difficulty, diversity of appeal, and a variety of points of view. Although trained professional staff [members](#) are afforded the freedom to select instructional resources for their use in accordance with this policy and the state-mandated curriculum, the ultimate authority for [approval](#) determining and approving the curriculum and instructional program of the District lies with the Board.

DEFINITIONS

RECONSIDERATION COMMITTEE

~~The District "reconsideration committee" referred to in this policy is a committee appointed annually by the Superintendent or designee to hear requests for reconsideration of instructional resources. The committee shall include but not necessarily be limited to an elementary or secondary campus administrator, an elementary or secondary librarian, and an elementary, middle, or high school teacher. Alternates shall be named to serve in place of appointed members whose campus is involved at the informal reconsideration level.~~

DAYS

~~The term "days" as used in this policy shall mean days when the District is open for business.~~

CONCERNED PARTY

~~The term "concerned party" as used in this policy shall mean any parent or legal guardian of a District student, 18-year-old student, an employee, or any resident of the District.~~

OBJECTIVES

In this policy, "instructional resources" refers to textbooks, library acquisitions, supplemental materials for classroom use, and any other instructional materials, including electronic resources, used for formal or informal teaching and learning purposes. The primary objectives of instructional resources are to deliver, support, enrich, and assist in implementing the District's educational program. [See EFAA for [the](#) selection and adoption process of state-adopted instructional materials.]

The Board shall rely on District professional staff to select and acquire instructional resources that:

1. Enrich and support the curriculum, taking into consideration students' varied interests, abilities, learning styles, and maturity levels.
2. Stimulate growth in factual knowledge, enjoyment of reading, literary appreciation, aesthetic values, and societal standards.

INSTRUCTIONAL RESOURCES
INSTRUCTIONAL MATERIALS

EFA
(LOCAL)

3. Present various sides of controversial issues so that students have an opportunity to develop, under guidance, skills in critical analysis and in making informed judgments in their daily lives.
4. Represent many ethnic, religious, and cultural groups and their contributions to the national heritage and world community.
5. Provide a wide range of background information that will enable students to make intelligent judgments in their daily lives.

SELECTION CRITERIA

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

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

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

Selection of materials is an ongoing process that includes the removal of resources no longer appropriate and the periodic replacement or repair of materials still of educational value.

CONTROVERSIAL
ISSUES

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

INSTRUCTIONAL RESOURCES
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garding instruction about controversial issues and EHA regarding human sexuality instruction^{1.1}

CHALLENGED
MATERIALS

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

INFORMAL
RECONSIDERATION

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

1. The principal or designee shall explain the school's selection process, the criteria for selection, and the qualifications of the professional staff who selected the questioned material.
2. The principal or designee shall explain the role the questioned material plays in the educational program, its intended educational usefulness, and any additional information regarding its use.
3. If appropriate, the principal or designee may offer a concerned parent other instructional material to be used by that parent's child in place of the challenged material.
4. If the complainant wishes to make a formal challenge, the principal or designee shall provide the complainant a copy of this policy and a Request for Reconsideration of Instructional Materials form [see EFA(EXHIBIT)].

FORMAL
RECONSIDERATION

~~For~~ All formal ~~reconsideration, the concerned party shall complete and sign~~ objections to instructional resources shall be made on the Request for Reconsideration of Instructional ~~Resources~~ Materials form. The form shall be completed and signed by the complainant and return it submitted to the principal. ~~The~~ or designee. Upon receipt of the request ~~procedures, the principal shall be as follows:~~ appoint a reconsideration committee.

- ~~1. Within five days of receipt of the Request of Reconsideration of Instructional Resources form, the principal shall notify the Superintendent or designee who shall then inform the District reconsideration committee of the challenge and send the members materials for review and study. The principal shall identify one or more professionals to present the campus's position to the District reconsideration committee.~~
- ~~2. Within five days of receipt of the request, the concerned party and the District professional selecting or using the instructional resource that represents the campus shall be notified of the~~

~~date for a hearing where they will be given the opportunity to present their reasons for requesting reconsideration orally or in writing.~~

- ~~3. Within 15 days of receipt of the request the committee shall conduct a hearing to consider the information presented by the concerned party and District professional selecting or using the instructional resource and determine whether the material meets the criteria and objectives for removal outlined in this policy.~~
- ~~4. Minutes of the committee's hearing reflecting the deliberations and decisions of the committee shall be kept on file. A copy of the minutes shall be sent to the concerned party, the District professional selecting the instructional resource, and members of the committee.~~
- ~~5. The chair of the committee shall notify the concerned party and the District professional selecting or using the instructional resource of the committee's decision within ten days following the hearing.~~

~~APPEAL TO THE
SUPERINTENDENT~~

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

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

~~APPEAL TO THE
BOARD~~

~~Either the concerned party or the District professional selecting or using the instructional resource may appeal any decision made at the Superintendent level to The reconsideration committee shall include at least one member of the instructional staff who either has experience teaching the challenged material or is familiar with the challenged material. Other members of the committee may~~

include District-level staff, library staff, secondary-level students, parents, and others deemed appropriate by the principal.

All members of the committee shall review the challenged material in its entirety. As soon as reasonably possible, the committee shall meet and determine whether the challenged material conforms to the principles of selection set out in this policy. The committee shall then prepare a written report. Copies of the report shall be provided to the principal, the Superintendent or designee, and the complainant.

APPEAL

The complainant may appeal the decision of the reconsideration committee in accordance with appropriate complaint policies, starting with the appropriate administrator. [See DGBA, FNG, and GF] The appeal shall contain documentation of the informal reconsideration process, if any, the Request for Reconsideration of Instructional Materials form, the reconsideration committee's report, and dates of conferences with the principal or designee.

GUIDING PRINCIPLES

~~The following principles shall guide the Board by filing a written request with the Superintendent within seven days of the decision. The appeal procedures shall be as follows:~~

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

GUIDELINES

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

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

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

- ~~1. Access to challenged material shall not be restricted during the reconsideration process.~~
2. A complainant may raise an objection to an instructional resource used in a school's educational program, despite the fact that the professional staff selecting the resources were qualified to make the selection, followed the proper procedure, and adhered to the objectives and criteria for instructional resources set out in this policy.
- ~~2.3.~~ 3. A parent's ability to exercise control over reading, listening, or viewing matter extends only to his or her own children.
- ~~3.4.~~ 4. When instructional resources are challenged, the principles of the freedom to read, listen, and view must be defended as well.
- ~~4.5.~~ 5. Access to challenged material shall not be restricted during the reconsideration process.
- ~~5. It is important when considering material in a challenge that the entire instructional resource is read by all parties concerned.~~

CRITERIA FOR
REMOVING OR
LIMITING ACCESS

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

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

~~motivating reason(s) to remove or limit the use of or access to instructional resources.~~

DELETE POLICY

All field trips shall contribute to the educational program of the school and shall be approved by the principal.

Sponsors shall request field trips on the appropriate form obtained through the principal's office. Requests shall be made as far in advance as possible.

Buses for field trips may be used only if qualified drivers are available.

DELETE POLICY

CURRICULUM DEVELOPMENT AND REVIEW

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

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

CURRICULUM PHILOSOPHY

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

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

THE PLANNED AND WRITTEN CURRICULUM

The District expects that learning will be enhanced by adherence to a curriculum that promotes continuity and cumulative acquisition of skills and knowledge from grade to grade and from school to school. The curriculum is designed to provide teachers and students with the District's expectations of what students must learn. Teachers are expected to follow the curriculum of the District.

Written curriculum shall be developed and provided according to the following expectations:

1. The curriculum shall be reviewed and updated as needed;

2. Teachers shall have access to the District curriculum documents and use them to develop unit and daily lesson plans; and
3. Administrators shall work with teachers to maintain consistency between the written curriculum and the objectives actually taught.

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

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

THE TAUGHT
CURRICULUM

The District has several expectations of the teaching process. Teachers have a right to expect that their teaching efforts are part of a broad plan of quality education. There must be assurance that teachers and their colleagues are working toward common goals. All faculty members have a responsibility not only to contribute to the refinements of the written curriculum, but also to teach the standards. Teachers are required to use the curriculum standards as their primary source of instructional direction. The principal shall ensure optimum use is made of available written curriculum materials and instructional time.

Written curriculum instruction and assessment shall be aligned to bring about a high degree of consistency.

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

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

1. Reflect alignment to state assessment objectives; and
2. Include scope and sequence, standards to be taught, assessments in acceptable format, aligned resources, time frame, and instructional strategies.

In addition to the consistent delivery of the curriculum, instruction shall be based on sound teaching principles grounded in educa-

tional research. Instructional supervision efforts shall focus on these principles, and shall establish a process for:

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

Staff development shall be provided for teachers on research-based approaches to teaching and learning.

THE TESTED
CURRICULUM-
EVALUATION

The District shall establish assessment approaches for determining the effectiveness of instructional programming at District, school, and classroom levels. Evaluations will focus on determining the extent to which students are achieving and maintaining mastery of curriculum standards and the effectiveness of instructional strategies.

District staff shall design and use a variety of assessment approaches in determining the effectiveness of the planned and written curriculum, the taught curriculum, and instructional programs. Teachers shall conduct frequent assessments of students on the curriculum standards. Teachers and supervisors shall use test results to assess the status of individual student achievement, to continuously regroup students for instruction, to identify general achievement trends of various groups of students, and to modify curriculum and/or instruction as warranted by assessment results.

CURRICULUM DEVELOPMENT

EG
(LOCAL)

	<p>Principals shall review tests to help teachers ensure that tests are congruent with the written curriculum and with what is being taught.</p>
<p>ROLES AND RESPONSIBILITIES BOARD</p>	<p>The Board shall adopt policy that provides:</p> <ol style="list-style-type: none">1. The framework for governing the design and implementation of curriculum in the school system.2. The expectation for alignment of the written, taught, and tested curriculum.3. Authorization for the Board to approve curriculum and adopt instructional resources for the District within the constraints of state laws and State Board rules.4. Staff development to improve the instructional programs and assess increased student achievement.5. Direction that classroom instruction be tied to the belief, mission, and goals of the District.
<p>SUPERINTENDENT AND DISTRICT STAFF</p>	<p>The Superintendent shall implement the policy and annually report to the Board concerning implementation. Appropriate District staff members shall serve as technical advisors during the implementation, assisting principals in development and implementation processes related to curriculum and instruction. The curriculum administrator shall ensure that a strategic long-range plan is in place for District curriculum development/revisions, program assessment, and student assessment.</p>
<p>PRINCIPALS</p>	<p>The building principal shall be the key to monitoring the implementation of the curriculum. The principal shall observe classes, monitor lessons, and evaluate assessment materials utilized on his or her campus. The principal shall use, as a minimum, the following basic strategies to monitor curriculum:</p> <ol style="list-style-type: none">1. Conduct walk-through observation.2. Conduct or review minutes of curriculum planning and meetings.3. Conduct periodic review of lesson plans. <p>Part of the principal's evaluation shall be a review of records of classroom monitoring of instruction.</p>
<p>TEACHERS</p>	<p>Teachers shall participate in curriculum development revision activities and teach the District curriculum. Departmental and/or grade level meetings shall center around instructional issues to promote student achievement and alignment of instructional strategies. Teachers shall frequently assess and document student</p>

CURRICULUM DEVELOPMENT

EG
(LOCAL)

achievement of curriculum standards and modify instruction to ensure student success.

BUDGET

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

PROPOSED REVISIONS

CERTIFICATE OF
COURSEWORK
COMPLETION

The District shall not issue a certificate of coursework completion to a student who fails to meet all state and local requirements for graduation. [See EIF, FMH]

PARTIAL CREDIT

When a student earns a passing grade in only one semester of a two-semester course and the combined grade for the two semesters is lower than 70, the District shall award the student credit for the semester with the passing grade. The student shall be required to retake only the semester in which he or she earned the failing grade.

WITHDRAWAL OR
LATE ENROLLMENT

Any student, including a migrant or homeless student, who enrolls after the first day of instruction or who withdraws early shall be provided opportunities to achieve mastery of the essential knowledge and skills to meet course requirements. Teachers and counselors shall consider the student's particular circumstances in determining appropriate opportunities, which may include, but are not limited to:

1. Individualized work.
2. Tutorial sessions.
3. Testing to verify mastery of the essential knowledge and skills.
4. Early final examinations.

PROPOSED REVISIONS

COURSE REQUIREMENTS	<p>To graduate, a student must complete the courses <u>and specific criteria</u> required by the District in addition to the courses mandated by the state. Additionally, students who entered grade 9 after the 2009–10 school year shall be required to demonstrate technology proficiency as designated by the District.</p> <p>The list of courses required for each of the programs may be found in the District's course catalog.</p>
<u>GRADUATION PROGRAMS INSTITUTED PRIOR TO 2014–15</u>	<p><u>Students enrolled in high school prior to the 2014–15 school year may graduate under state programs other than the foundation program, including the Minimum Program, the Recommended Program, and the Advanced/Distinguished Achievement Program. The courses required for each of these programs shall be listed in appropriate publications. The District credit requirements under these programs are listed below.</u></p>
MINIMUM PROGRAM	<p>The District requires completion of <u>24</u> credits in addition to the number required by the state for graduation under the Minimum Program. The additional credits shall be electives.</p> <p>All students who entered grade 9 prior to the 2009–10 school year shall take Teen Leadership. Beginning with students who enter grade 9 in the 2009–10 school year, Teen Leadership shall be an elective but shall no longer be a requirement for graduation.</p>
RECOMMENDED PROGRAM	<p>The District requires no additional credits for graduation under the Recommended Program beyond the number mandated by the state.</p>
ADVANCED / DISTINGUISHED ACHIEVEMENT PROGRAM	<p><u>The District requires completion of 2 credits in addition to the number required by the state for graduation under the Advanced/ Distinguished Achievement Program.</u></p> <p>The District requires no additional credits for graduation under the Advanced/Distinguished Achievement Program beyond the number mandated by the state.</p>
NEW TECH HIGH	<p>Beginning with students entering grades 9 and 10 during the 2008–09 school year, the District shall require completion of additional criteria for graduation under the Recommended Program or Advanced/Distinguished Achievement Program beyond the number mandated by the state for students enrolled in the District's New Tech High. These requirements shall include:</p> <ol style="list-style-type: none">1. Twelve hours of dual credit courses;2. Forty hours of community service;

- ~~3. A digital portfolio;~~
- ~~4. Career experience; and~~
- ~~5. Senior capstone experience.~~

NO READING
CREDITS

The District shall not offer state graduation credit for reading.

~~READING CREDITS~~

~~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:~~

- ~~1. Recommendation by a teacher or counselor.~~
- ~~2. Scores on assessment instruments and/or achievement tests.~~

FOUNDATION
PROGRAM

A student shall enroll in courses specified by the District to complete the distinguished level of achievement under the foundation program.

A student may graduate under the foundation program without earning the distinguished level of achievement if:

1. The student and the student's parent or person standing in parental relation to the student are advised by the school counselor of the specific benefits of graduating from high school under the distinguished level of achievement; and
2. The student's parent or person standing in parental relation to the student files with a school counselor written permission, on a form provided by the District, allowing the student to graduate with an endorsement without earning the distinguished level of achievement.

The courses that satisfy District requirements under the foundation program, including courses for the distinguished level of achievement and courses for endorsements offered by the District, shall be listed in appropriate District publications.

WITHOUT AN
ENDORSEMENT

The District requires no additional credits beyond the number mandated by the state to graduate under the foundation program without an endorsement. Graduation under the foundation program without an endorsement shall be permitted only as authorized under state law and rules.

ACADEMIC ACHIEVEMENT
GRADUATION

EIF
(LOCAL)

<u>WITH AN ENDORSEMENT</u>	<u>The District requires no additional credits beyond the number mandated by the state to graduate under the foundation program with an endorsement.</u>
<u>DISTINGUISHED LEVEL OF ACHIEVEMENT</u>	<u>The District requires no additional credits beyond the number mandated by the state to graduate under the foundation program with the distinguished level of achievement.</u>
<u>NO FINE ARTS SUBSTITUTIONS</u>	<u>The District shall not award state graduation credit in fine arts for participation in a community-based fine arts program.</u>
PHYSICAL EDUCATION SUBSTITUTIONS <u>ACTIVITIES AND COURSES</u>	<u>To the extent permitted by state rules applicable to the student's graduation program, the District shall award state graduation credit in physical education for participation in approved activities and elective courses.</u>
OTHER PHYSICAL ACTIVITY-PRIVATE OR COMMERCIAL PROGRAMS	The District shall allow students to substitute certain physical activities for the required credits of physical education. Such substitution shall be based on the physical activity involved in the courses listed for this purpose in state rules. [See EIF(LEGAL)] 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 District-level approval and with approval by the Commissioner of Education. <u>[See also EHAC]</u>

PROPOSED REVISIONS

GUIDANCE AND COUNSELING SERVICES

The District's guidance and counseling services shall be designed primarily to provide ongoing assistance to enhance the educational development of all students and shall be included in and monitored through the District and campus planning process. [See BQ series]

AREAS OF STUDENT NEED

The services may assist individuals or groups of students in:

1. Improving academic achievement.
2. Improving school attendance.
3. Improving school attitudes.
4. Developing self-confidence.
5. Developing healthy interpersonal relationships.
6. Developing life satisfaction.
7. Obtaining information to assist in choosing a potential career.

Guidance services shall be coordinated with the regular instructional program so that they contribute to a unified educational program. Guidance services shall operate with central coordination and shall be a cooperative project of the entire professional staff. Teachers shall use opportunities in the classroom, in extracurricular activities, and in contacts with parents to achieve guidance objectives. Each principal shall designate a campus coordinator to oversee the standardized ~~for~~ testing program for the campus. Qualified counselors shall provide personal, academic, and career guidance to students who need such services. [See FFE]

PROPOSED REVISIONS

The District shall not discriminate in any of its programs, activities, services, and other operations on the basis of race, color, or national origin. The District shall not tolerate discriminatory behavior by its students, including racial slurs, or racial harassment that may arise in any program or activity operated by the District.

The District's campus-level counselor shall provide counseling for students who are either victims or offenders in incidents involving racial harassment.

TITLE IX
COORDINATOR

The District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: Brad Hunt

Position: Assistant Superintendent for Administration

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

Telephone: [\(214\) 496-6000](tel:2144966000)~~(214) 496-6090~~

ADA / SECTION 504
COORDINATOR

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Name: Rhonda Carr

Position: Executive Director Intervention Services

Address: 268 Southwestern Blvd., Coppell, TX 75019

Telephone: [\(214\) 496-6000](tel:2144966000)~~(214) 496-6955~~

SUPERINTENDENT

The Superintendent shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws.

COMPLAINTS

Allegations of unlawful discrimination, prohibited harassment, including sexual harassment, or retaliation shall be made according to FFH(LOCAL).

RECORDS
RETENTION

Copies of reports alleging discrimination, prohibited harassment, including sexual harassment, and retaliation; investigation reports; and related records shall be maintained by the District for a period of at least three years. If the person alleged to have experienced discrimination, prohibited harassment, or retaliation was a minor,

the records shall be maintained until the person reaches the age of 21.

SECTION 504
COMMITTEE

The Section 504 coordinator and members of the Section 504 committee shall receive training in the procedures and requirements for identifying and providing educational and related services to those students who have disabilities, but who are not in need of special education in accordance with the Individuals with Disabilities Education Act (IDEA). [See EHBA]

The Section 504 committee shall be composed of at least two persons, including persons knowledgeable about the student, the meaning of the evaluation data, the placement options, and the legal requirements regarding least restrictive environment and comparable facilities for students with disabilities.

REFERRALS

A student may be referred by parents, teachers, counselors, administrators, or any other District employee for evaluation to determine if the student has disabilities and is in need of special instruction or services.

PARENTAL
CONSENT

The Section 504 coordinator shall notify parents prior to any individual evaluation conducted to determine if their child has disabilities or to determine what educational or related services should be provided to the student. Parental consent shall be obtained before the initial student evaluation procedures for the identification, diagnosis, and prescription of specific education services.

NOTICE TO
PARENTS

Parents shall be given written notice of the District's refusal to evaluate a student or to provide specific aids and services the parents have requested.

PREPLACEMENT
EVALUATION

The results of the evaluation shall be considered before any action is taken to place a student with disabilities or make a significant change in placement in an instructional program. The evaluation shall include consideration of adaptive behavior. Adaptive behavior is the effectiveness with which the individual meets the standards of personal independence and social responsibility expected of his or her age and cultural group.

IMPARTIAL
HEARING

Parents shall be given written notice of their due process right to an impartial hearing if they have a concern or complaint about the District's actions regarding the identification, evaluation, or educational placement of a student with disabilities. The impartial hearing shall be conducted by a person who is knowledgeable about the issues involved in Section 504 and who is not employed by the District or related to a member of the Board in a degree that would be prohibited under the nepotism statute [see DBE]. The impartial hearing officer is not required to be an attorney.

EQUAL EDUCATIONAL OPPORTUNITY

FB
(LOCAL)

STATE-MANDATED
ASSESSMENTS

Modifications in taking the state-mandated assessments may be made for a Section 504 student when the modifications have been determined not to destroy the validity of the test, are necessary for the student to take the test, are consistent with modifications provided the student in the classroom, and are approved by TEA.
[See EKB]

DELETE EXHIBIT

AFFIDAVIT

STATE OF TEXAS §

COUNTY OF DALLAS §

I, _____, hereby swear that I have acquired or contracted to buy a home and lot, or have rented a home or apartment in the Coppell Independent School District, and in so doing, have acquired or rented same for the purpose of it immediately becoming my residence. The property which I have purchased is described in the contract attached hereto and marked as Exhibit "A", and made a part hereof for all purposes. I furthermore swear that the house will be completed and we will occupy it within eight weeks from the date hereof. I furthermore swear that if the house is not occupied by my family and me within eight weeks from this date, I hereby withdraw my child/children enrolled in this school district unless I have acquired or rented another residence in the District by that date and I further swear and affirm that if I do not move into said residence and occupy same, the failure to do so shall constitute the abandonment of said premises as my residence.

I have made this Affidavit in order to induce the school officials to permit my child/children to be enrolled in the Coppell Independent School District. If my residence is terminated, as stated hereinabove, I agree that my child/children shall be immediately dropped from the rolls of the Coppell Independent School District, without further notice to me; provided, however, I do request that the school notify me when and if said enrollment is terminated. I hereby especially waive any hearing prior to the termination of enrollment if the enrollment is terminated under the circumstances set forth in this affidavit.

Parent/Guardian _____

SUBSCRIBED AND SWORN TO before me by the said _____

_____, on this the _____ day of _____, _____

to certify which witness my hand and seal of office.

NOTARY PUBLIC in and for the State of Texas:

My Commission Expires _____

PROPOSED REVISIONS

NO INTERDISTRICT TRANSFERS	A nonresident student shall not be permitted to attend District schools except as provided below.
EXCEPTIONS	A resident student who becomes nonresident during the course of a semester shall be permitted to continue in attendance for the remainder of the semester. A resident student who becomes a nonresident and is classified as a senior may remain enrolled through graduation. In both situations, the student shall be required to follow the terms of the TRANSFER AGREEMENT, as noted below.
RESIDENTS WHO BECOME NONRESIDENTS	
SPECIAL ENROLLMENT STUDENTS	A "special enrollment student" shall be defined as a student living with a legal guardian other than a natural or adoptive parent, or a student living with a family, including one or both natural or adoptive parents, who is living in a temporary location within District boundaries, such as but not limited to a hotel or the home of a relative. A special enrollment student living in the District who has completed a special enrollment application and has been granted admittance to the District through the special enrollment process, but no longer lives within the District's boundaries, shall be withdrawn at the end of the current six or nine-week grading period, as applicable.
CHILDREN OF EMPLOYEES	A nonresident District employee may request that his or her child be admitted into District schools by filing an application with the Superintendent or designee. Transfers shall be granted for one regular school year at a time, on a tuition-free basis, provided the student is not serving a suspension or expulsion from the sending district.
OPEN ENROLLMENT STUDENTS	A nonresident student living within the boundaries of the city of Coppell, but outside the boundaries of the District, shall be permitted to apply to attend designated District elementary schools. The Superintendent or designee shall have the authority to approve or deny all open enrollment transfer requests. Transfers approved under this provision shall be granted for one regular school year at a time. Each student must reapply annually and receive approval to continue in attendance as an open enrollment transfer student. An open enrollment transfer student no longer living within the boundaries of the city of Coppell shall be withdrawn at the end of the current grading period, as applicable.
FACTORS	In approving transfers, the Superintendent or designee shall consider availability of space and instructional staff, the student's disciplinary history, and attendance records.

ADMISSIONS
INTERDISTRICT TRANSFERS

FDA
(LOCAL)

PRIORITY	The consideration for admittance of the children of nonresident District employees shall take precedence over the open enrollment process.
TRANSFER AGREEMENTS	A transfer student shall be notified in the written transfer agreement that he or she must follow all rules and regulations of the District. Violation of the terms of the agreement may result in a transfer request not being approved the following year.
FUTURE DISTRICT RESIDENTS	<p>A student who will be moving into the District and who has entered into an agreement with the Superintendent and/or designee shall be allowed to transfer under the following circumstances:</p> <ol style="list-style-type: none">1. The administration has received an affidavit as to residency intent signed by the parent, guardian, or other person having lawful control of the student. [See FDA(EXHIBIT)]2. The administration has received a contract of sale fully executed by all parties on a home and lot wherein the transaction will be closed and the proposed resident will occupy the residence in the District within eight weeks from the date of the affidavit as to residency intent for admission to the District.3. The administration has received any other fully executed form of contract, including builder's contracts, signed by all parties, for a home and lot wherein the transaction will be closed and the proposed resident will occupy the home in the District within eight weeks from the date of the affidavit as to residency intent for admission to the District.4. The administration has received a lease agreement fully executed by all parties for a home or apartment wherein the proposed resident will occupy the residence in the District within eight weeks from the date of the affidavit as to residency intent for admission to the District. <p>If the documents are acceptable to the District and a transfer agreement is entered into, the student shall be allowed to enroll and attend until the actual date of residency in the District. If the affidavit or contract of sale or lease agreement is not fulfilled within the said eight weeks, the student shall be withdrawn from the school within five school days after demand by the District. However, the Superintendent and/or designee may consider extenuating circumstances and may modify the eight-week requirement in a situation deemed appropriate for modification.</p>
TRANSPORTATION	The District shall not provide transportation for transfer students, except as required by law.
APPEALS	Any appeals shall be made in accordance with FNG(LOCAL) and GF(LOCAL), as appropriate.

PROPOSED REVISIONS

	<p>A student shall be assigned to a school in the attendance area in which he or she resides.</p>
CLASS CHANGES	<p>The campus principal shall be authorized to investigate and approve the transfer of a student from one classroom to another on that campus.</p>
TRANSFERS BETWEEN SCHOOLS HIGH SCHOOLS	<p>Beginning with the students who entered grade 9 in the 2010–11 school year, a <u>A</u> student may <u>shall be permitted to</u> transfer from one District high school to another District high school after grade 9 or after grade 10, space permitting. The written transfer request must be submitted no later than April 30 prior to the start of the student's sophomore or junior year. The Superintendent or designee shall establish the transfer procedures. A student shall be eligible to transfer from one District high school to another only once during his or her high school career.</p>
ELEMENTARY AND MIDDLE SCHOOLS	<p>The Superintendent or designee shall be authorized to investigate and approve transfers between elementary and middle schools under the following guidelines:</p> <ol style="list-style-type: none">1. Applications for transfers shall be accepted after March 1 and shall be considered on a space-available basis.2. Each transfer request is subject to the approval of the receiving school's principal, who may consider the student's attendance and citizenship records.3. A student who is a resident of the District shall have priority over a student who requests an interdistrict transfer from another district.4. A resident District employee may request that his or her child be transferred to the school in which he or she works or to a District campus that is geographically close to the work assignment. If the work assignment changes, however, the student must remain in the assigned school through the end of the school year. A child who is serving a suspension or expulsion from the sending campus, however, shall not be eligible for a transfer. <p>The employee must arrange for before- and/or after-school care, since the child shall not be permitted to wait at the work station or in the employee's classroom during this time.</p>

ADMISSIONS
INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS

FDB
(LOCAL)

5. Transfers shall be limited by the maximum enrollment levels appropriate for the administration of an effective and efficient educational program.
6. An approved transfer remains in effect for the entire school year, except under the revocation conditions noted below.
7. Grounds for immediate revocation of a transfer agreement shall include:
 - a. A student's failure to be punctual; maintain good attendance; adhere to school rules, requests, and policies; maintain acceptable academic progress; or exemplify acceptable citizenship and conduct.
 - b. Over-crowded conditions.
 - c. Termination of a District employee whose child was granted a transfer based on the employee's work assignment.
8. The District shall not provide transportation for intradistrict transfer students.

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

DELETE POLICY

LEAVING CAMPUS
DURING LUNCH TIME

No student shall be permitted to leave campus during lunch except as approved by the principal, on a case-by-case basis in response to a parent's written request.

ALL STUDENTS

Students who leave campus during lunch or at any other time without administrative approval shall be subject to disciplinary action in accordance with the Student Code of Conduct.

DELETE POLICY

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

PRIVATE LESSONS Students may be excused during school hours for attendance at private lessons, in accordance with District procedures.

COLLEGE COURSES Students may be released to attend approved college courses in accordance with District procedures. [See EHDD(LOCAL)]

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

PROPOSED REVISIONS

WELLNESS	The District shall follow nutrition guidelines that advance student health and reduce childhood obesity and shall promote the general wellness of all students through nutrition education, physical activity, and other school-based activities.
DEVELOPMENT OF GUIDELINES AND GOALS	The District shall develop nutrition guidelines and wellness goals in consultation with the local school health advisory council and with involvement from representatives of the student body, school food service, school administration, the Board, parents, and the public. [See BDF and EHAA]
NUTRITION GUIDELINES	<p>The District shall ensure that nutrition guidelines for reimbursable school meals shall be at least as restrictive as federal regulations and guidance and that all foods available on the elementary and middle school campuses are in accordance with the Texas Public School Nutrition Policy. [See CO]</p> <p>In addition to legal requirements, the District shall provide teachers with education and guidelines on the use of food as a reward in the classroom.</p>
WELLNESS GOALS NUTRITION EDUCATION	<p>The District shall implement, in accordance with law, a coordinated health program with a nutrition education component [see EHAB and EHAC] and shall use health course curriculum that emphasizes the importance of proper nutrition [see EHAA].</p> <ol style="list-style-type: none"><li data-bbox="560 1228 1442 1291">1. Students will <u>shall</u> receive nutrition education that fosters the adoption and maintenance of healthy eating behaviors.<li data-bbox="560 1312 1442 1417">2. Staff responsible for nutrition education will <u>shall</u> be adequately prepared and will participate in professional development activities to effectively deliver the program as planned. <p>In addition, the District establishes the following goal for nutrition education: students will receive nutrition education that fosters the adoption and maintenance of healthy eating behaviors.</p>
PHYSICAL ACTIVITY	<p>The District shall implement, in accordance with law, a coordinated health program with physical education and physical activity components and shall offer at least the required amount of physical activity for all grades [see EHAB, and EHAC].</p> <p>In addition, the District establishes the following goals for physical activity:</p>

STUDENT WELFARE
WELLNESS AND HEALTH SERVICES

FFA
(LOCAL)

1. The District ~~will~~ shall provide an environment that fosters safe and enjoyable fitness activities for all students, including those who are not participating in competitive sports.
2. Physical education classes ~~will~~ shall regularly emphasize moderate to vigorous activity.
3. The District ~~will~~ shall encourage teachers to integrate physical activity into the academic curriculum where appropriate.
4. Before-school and after-school physical activity programs ~~will~~ shall be offered and students will be encouraged to participate.
5. The District ~~will~~ shall encourage parents to support their children's participation, to be active role models, and to include physical activity in family events.
6. The District ~~will~~ shall encourage students, parents, staff, and community members to use the District's recreational facilities that are available outside of the school day. [See GKD]

SCHOOL-BASED
ACTIVITIES

The District establishes the following goal to create an environment conducive to healthful eating and physical activity and to express a consistent wellness message through other school-based activities: sufficient time ~~will~~ shall be allowed for students to eat meals in lunchroom facilities that are clean, safe, and comfortable.

IMPLEMENTATION

The director of enrichment programs ~~director of student services~~ shall oversee the implementation of this policy and shall develop administrative procedures for periodically measuring the implementation of the wellness policy.

PROPOSED REVISIONS

STUDENT ILLNESS	Procedures shall be established by the administration to ensure that proper attention is given to any student who becomes ill during the course of a school day.
ACCIDENTS INVOLVING STUDENTS	Emergency procedures shall be established by the administration to ensure proper attention for any student injured at school. Records shall be maintained on all accidents that require the attention of a medical doctor.
EMERGENCY TREATMENT FORMS	Each year, students and parents shall complete and sign a form that provides emergency information and authorizes school officials to obtain emergency medical treatment, as provided by law.
PURCHASING MEDICATION	<u>Except as provided in this policy at ADMINISTRATION OF MEDICATION TO ATHLETES,</u> the District shall not purchase nonprescription medication to administer to a student.
ADMINISTERING MEDICATION	No employee shall give any student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements of any type, except as provided below.
PROVIDED BY PARENT	Employees authorized by the Superintendent or designee may administer to students: <ol style="list-style-type: none">1. Prescription medication in accordance with legal requirements. [See FFAC(LEGAL)]2. Nonprescription medication, upon a parent's written request, when properly labeled and in the original container.3. <u>Herbal substances or dietary supplements provided by the parent and only if required by the individualized education program or Section 504 plan of a student with disabilities,</u> which shall only be administered if accompanied by a health-care provider's written instructions requiring administration of the supplement while at school or during a school-related activity. <u>The parent shall provide a written request from the prescribing physician or other health-care professional with prescriptive authority who is licensed to practice in Texas. The request shall include the following:</u><ol style="list-style-type: none">a. <u>Identification of the condition for which the product is being prescribed;</u>b. <u>Verification that the product and requested dosage are safe for the student; and</u>

3.c. Reasonable information about therapeutic and untoward effects and interactions.

ADMINISTRATION OF
MEDICATION TO
ATHLETES

The District shall purchase nonprescription medication that may be used to prevent or treat illness or injury in the District's athletic program. Only a licensed athletic trainer or a physician licensed to practice medicine in the state of Texas may administer this medication and may do so only if:

1. The student's parent has given prior written consent for medication to be administered; and
2. The administration of a medication by an athletic trainer is in accordance with a standing order or procedures approved by a physician licensed to practice medicine in the state of Texas.

PSYCHOTROPICS

Except as permitted by Education Code 38.016, an employee shall not:

1. Recommend to a student or a parent that the student use a psychotropic drug;
2. Suggest a particular diagnosis; or
3. Exclude the student from a class or a school-related activity because of the parent's refusal to consent to psychiatric evaluation or examination or treatment of the student.

PROPOSED REVISIONS

LIAISON FOR
HOMELESS
STUDENTS

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

Name: Penny Trammel ~~Brad A. Hunt~~

Position: Executive Director of Curriculum and Instruction
~~Assistant Superintendent for Administration~~

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

Telephone: (214) 496-6000~~6090~~

PROPOSED REVISIONS

Notice of Employee Responsibilities for Reporting Child Abuse and Neglect

What are the District's policies addressing child abuse or neglect and my responsibilities for reporting suspected child abuse or neglect?

The applicable District policies—FFG(LEGAL) and (LOCAL), GRA(LEGAL) and (LOCAL), and DH(LOCAL) and (EXHIBIT)—are enclosed in this packet. This distribution is required by state law. At regular intervals, these policies will be addressed in staff development as well. If you have any questions about these policies, please contact [the Director of Advanced Academics, Tabitha Branum](#) at (214) 496-6007.

What are my legal responsibilities for reporting if I suspect that a child has been or may be abused or neglected?

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Any District employee, agent, or contractor has an additional legal obligation to submit the oral or written report within 48 hours of learning of the facts giving rise to the suspicion.

An employee will make a report if the employee has cause to believe that an adult was a victim of abuse or neglect as a child and the employee determines in good faith that disclosure of the information is necessary to protect the health and safety of another child or an elderly or disabled person.

Are there any restrictions on reporting?

Under state law, an employee is prohibited from using or threatening to use a parent's refusal to consent to administration of a psychotropic drug or to any other psychiatric or psychological testing or treatment of a child as the sole basis for making a report of neglect, unless the employee has cause to believe that the refusal:

- Presents a substantial risk of death, disfigurement, or bodily injury to the child; or
- Has resulted in an observable and material impairment to the growth, development, or functioning of the child.

To whom do I make a report?

Reports may be made to any of the following:

- A law enforcement agency: The Coppell Police Department, at (972) 304-3610; ~~or~~ the Irving Police Department, at (972) 721-2518; [or the Dallas Police Department at \(214\) 671-3001](#);
- The CPS division of the Texas Department of Family and Protective Services, at (800) 252-5400 or on the web at www.txabusehotline.org; or
- If applicable, the state agency operating, licensing, certifying, or registering the facility in which the suspected abuse or neglect occurred.

However, if the suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child, the report must be made to CPS, unless the report is to the state agency that operates, licenses, certifies, or registers the facility where the suspected abuse or neglect took place; or the report is to the Texas Juvenile Justice Department as a report of suspected abuse or neglect in a juvenile justice program or facility.

Reporting your suspicion to a school counselor, a principal, or another school staff member does NOT fulfill your responsibilities under the law. Furthermore, the District cannot require you to report your suspicion first to a school administrator.

Will my report be kept confidential?

State law requires that the identity of a person making a report of suspected child abuse or neglect be kept confidential.

Will I be liable in any way for making a report?

A person who in good faith reports or assists in the investigation of a report of child abuse or neglect is immune from civil or criminal liability.

What will happen if I don't report suspected child abuse or neglect?

By failing to report a suspicion of child abuse or neglect:

- You may be placing a child at risk of continued abuse or neglect;
- You are violating the law and may be subject to legal penalties, including criminal sanctions;
- You are violating Board policy and may be subject to disciplinary action, including possible termination of your employment; and
- Your certification from the State Board for Educator Certification may be suspended, revoked, or canceled.

What are my responsibilities regarding investigations of abuse or neglect?

State law specifically prohibits school officials from:

- Denying an investigator's request to interview a child at school in connection with an investigation of child abuse or neglect; or

- Requiring that a parent or school employee be present during the interview.

School personnel must cooperate fully and may not interfere with an investigation of reported child abuse or neglect.

PROPOSED REVISIONS

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

STATEMENT OF
NONDISCRIMINATION

The District prohibits discrimination, including harassment, in any of its programs, activities, services, or other operations, against any student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law. The District shall not tolerate discriminatory behavior by its students that may arise in any program or activity operated by the District. The District prohibits dating violence, as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy.

DISCRIMINATION

Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or on any other basis prohibited by law, that adversely affects the student.

PROHIBITED
HARASSMENT

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, gender, national origin, disability, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Prohibited harassment includes dating violence as defined by this policy.

EXAMPLES

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name call-

STUDENT WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

FFH
(LOCAL)

ing, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

SEXUAL HARASSMENT
BY AN EMPLOYEE

Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it:
 - a. Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
 - b. Creates an intimidating, threatening, hostile, or abusive educational environment.

Romantic or inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See DF]

BY OTHERS

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

EXAMPLES

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Necessary or permissible physical contact such as assisting a child by taking the child's hand, comforting a child with a hug, or other physical contact not reasonably construed as sexual in nature is not sexual harassment.

GENDER-BASED
HARASSMENT

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

EXAMPLES

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

DATING VIOLENCE

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense.

For purposes of this policy, dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or

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3. Otherwise adversely affects the student's educational opportunities.

EXAMPLES	Examples of dating violence against a student may include physical or sexual assaults; name-calling; put-downs; or threats directed at the student, the student's family members, or members of the student's household. Additional examples may include destroying property belonging to the student, threatening to commit suicide or homicide if the student ends the relationship, attempting to isolate the student from friends and family, stalking, threatening a student's spouse or current dating partner, or encouraging others to engage in these behaviors.
RETALIATION	The District prohibits retaliation by a student or District employee against a student alleged to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report of harassment or discrimination, serves as a witness, or participates in an investigation.
EXAMPLES	Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.
FALSE CLAIM	A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding discrimination or harassment, including dating violence, shall be subject to appropriate disciplinary action.
PROHIBITED CONDUCT	In this policy, the term "prohibited conduct" includes discrimination, harassment, dating violence, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.
REPORTING PROCEDURES	Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a teacher, counselor, principal, other District employee, or the appropriate District official listed in this policy.
STUDENT REPORT	
EMPLOYEE REPORT	Any District employee who suspects or receives notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate District official listed in this policy and take any other steps required by this policy.
DEFINITION OF DISTRICT OFFICIALS	For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.

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TITLE IX COORDINATOR	<p>Reports of discrimination based on sex, including sexual harassment or gender-based harassment, may be directed to the Title IX coordinator. The District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:</p> <p>Name: Brad Hunt</p> <p>Position: Assistant Superintendent for Administration</p> <p>Address: 200 South Denton Tap Road, Coppell, TX 75019</p> <p>Telephone: (214) 496-6000 (214) 496-6090</p>
ADA / SECTION 504 COORDINATOR	<p>Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:</p> <p>Name: Rhonda Carr</p> <p>Position: Executive Director, Intervention Services</p> <p>Address: 268 Southwestern Blvd., Coppell, TX 75019</p> <p>Telephone: (214) 496-6000 (214) 496-6955</p>
SUPERINTENDENT	<p>The Superintendent shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws.</p>
ALTERNATIVE REPORTING PROCEDURES	<p>A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.</p> <p>A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.</p>
TIMELY REPORTING	<p>Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.</p>
NOTICE TO PARENTS	<p>The District official or designee shall promptly notify the parents of any student alleged to have experienced prohibited conduct by a District employee or another adult.</p>

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INVESTIGATION OF THE REPORT	The District may request, but shall not require, a written report. If a report is made orally, the District official shall reduce the report to written form.
INITIAL ASSESSMENT	<p>Upon receipt or notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District shall immediately undertake an investigation, except as provided below at CRIMINAL INVESTIGATION.</p> <p>If the District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy, the District official shall refer the complaint for consideration under FFI.</p>
INTERIM ACTION	If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the District shall promptly take interim action calculated to address prohibited conduct or bullying prior to the completion of the District's investigation.
DISTRICT INVESTIGATION	<p>The investigation may be conducted by the District official or a designee, such as the principal, or by a third party designated by the District, such as an attorney. When appropriate, the principal shall be involved in or informed of the investigation.</p> <p>The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.</p>
CRIMINAL INVESTIGATION	If a law enforcement or regulatory agency notifies the District that a criminal or regulatory investigation has been initiated, the District shall confer with the agency to determine if the District investigation would impede the criminal or regulatory investigation. The District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has finished gathering its evidence, the District shall promptly resume its investigation.
CONCLUDING THE INVESTIGATION	Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the District to delay its investigation, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

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	<p>The investigator shall prepare a written report of the investigation. The report shall include a determination of whether prohibited conduct or bullying occurred. The report shall be filed with the District official overseeing the investigation.</p>
NOTIFICATION OF OUTCOME	<p>Notification of the outcome of the investigation shall be provided to both parties in compliance with FERPA.</p>
DISTRICT ACTION PROHIBITED CONDUCT	<p>If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.</p>
CORRECTIVE ACTION	<p>Examples of corrective action may include a training program for those involved in the complaint, a comprehensive education program for the school community, counseling to the victim and the student who engaged in prohibited conduct, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where prohibited conduct has occurred, and reaffirming the District's policy against discrimination and harassment.</p>
BULLYING	<p>If the results of an investigation indicate that bullying occurred, as defined by FFI, the District official shall refer to FFI for appropriate notice to parents and District action. The District official shall refer to FDB for transfer provisions.</p>
IMPROPER CONDUCT	<p>If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take disciplinary action in accordance with the Student Code of Conduct or other corrective action reasonably calculated to address the conduct.</p>
COUNSELING	<p>The District's campus-level counselor^s shall provide counseling for its students who are either victims or offenders in incidents involving harassment. [See DH and DIA for employees]</p>
CONFIDENTIALITY	<p>To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.</p>
APPEAL	<p>A student or parent who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level. A student or parent shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.</p>

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RECORDS RETENTION Retention of records shall be in accordance with FB(LOCAL) and CPC(LOCAL).

ACCESS TO POLICY
AND PROCEDURES Information regarding this policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and readily available at each campus and the District's administrative offices.

PROPOSED REVISIONS

SCHOOL-
SPONSORED

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

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

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

FOR OUTSIDE
ORGANIZATIONS

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

BY OUTSIDE
ORGANIZATIONS

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

LOSS OF CLASS TIME

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

PROPOSED REVISIONS

EXTRACURRICULAR
ACTIVITY ABSENCES

The District shall make no distinction between absences for UIL activities and absences for other extracurricular activities approved by the Board. ~~A student shall be allowed in a school year a maximum of ten extracurricular absences not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of two absences for state competition.~~

USE OF DISTRICT
FACILITIES

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

PROPOSED REVISIONS

TRANSPORTATION
FOR STUDENT
TRAVEL

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

IN-STATE OVERNIGHT
TRIPS

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

OUT-OF-STATE TRIPS

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

INTERNATIONAL TRIPS

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

~~PARENTAL
PERMISSION / SIGNED
DISCLAIMERS~~

~~Written permission from a student's parent/guardian shall be obtained before a student may participate in any field trip or other activity away from school and under District sponsorship. The written permission shall be on a form provided by the District.~~

~~A disclaimer form signed by the parent/guardian, relieving the Board, administrators, and staff of the District of any responsibility for financial losses or personal injury, including death, or damages arising from incidents associated with the trip, shall be on file in the principal's office at least ten days before the trip.~~

~~A signed release of liability of student participation in school-sponsored trip(s) via alternative transportation shall be submitted by a student's parent/guardian for each different organization or group in which a student is involved (band, choir, athletics, and the like). The form shall be valid for each group for the entire school year.~~

~~TRANSPORTATION~~

~~A student who participates in school-sponsored trips shall be required to ride in transportation provided by the school to and from the event. An exception may be made if the student's parent/guardian submits a written request on the District-provided form to the principal or designee before the scheduled trip requesting the student be allowed to ride with the parent/guardian, a person designated by the parent/guardian, or be allowed to drive him or herself. Unless there is an extenuating circumstance, the written request shall be submitted to the principal or designee at least 24 hours prior to the event. The District shall not be liable for any injuries that occur to students riding in vehicles that are not provided by the school.~~

~~STUDENT CONDUCT~~

~~Students involved in school-sponsored trips shall be under the same guidelines, rules, and expectations as if they were on cam-~~

STUDENT ACTIVITIES
TRAVEL

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~~pus. A sponsor reserves the right to send any student home at the expense of the student's parent/guardian for inappropriate behavior or misconduct that violates the District's Student Code of Conduct.~~

~~ABOVE-DISTRICT
TRAVEL~~

~~For purposes of this policy, above-district competition shall be defined as any competition that occurs after the end of the regular season when an individual or team qualifies for post-district competition. Optional or invitational competitions shall not be designated as above-district events. The Superintendent or designee shall make the final determination as to whether or not an event is classified as an above-district event.~~

~~SCHOOL-SPONSORED
TRIPS~~

~~No student shall be allowed to miss more than two consecutive class days for any school-sponsored trip; nor shall a student be allowed to miss more than a maximum of ten school days for all school-sponsored trips combined during the school year for trips that are not considered UIL-sponsored trips or trips that are above the district level. These trips shall include but not be limited to day field trips, overnight trips, out-of-state trips, and international trips.~~

~~DAY TRIPS~~

~~Students shall be allowed to take school-sponsored day trips with prior approval from the principal.~~

~~OVERNIGHT TRIPS~~

~~Students shall be allowed to take school-sponsored overnight trips with prior approval from the principal, the assistant superintendent for business and support services, and with knowledge and concurrence of the Superintendent.~~

~~OUT-OF-STATE-
TRIPS~~

~~Students shall be allowed to take out-of-state, school-sponsored trips if they are members of a performing group or team at the secondary level. Out-of-state trips shall require the approval of the principal, the assistant superintendent for business and support services, and the Superintendent.~~

~~Out-of-state travel shall be defined as any travel outside of Texas within the contiguous 48 states.~~

~~INTERNATIONAL
TRIPS~~

~~Students shall be allowed to take international school-sponsored trips if they are members of a performing group or team at the high school level. International trips shall require the approval of the principal, the assistant superintendent for business and support services, the Superintendent, and the Board. Trips shall not be permitted to any country that is currently or was in the previous month included on the United States Department of State travel advisory list.~~

~~International travel shall be defined as travel outside the 48 contiguous states. Trips to Hawaii and Alaska shall be considered international travel.~~

~~LIMITS ON TRIPS~~

~~A student may take up to one international trip every two school years, not exceed one out-of-state trip or one international trip per single school year. Exceptions may be made by the Superintendent or designee for a student who is in more than one organization or group. A student may also be allowed two additional out-of-town trips if he or she as progressively advanced to a level of academic competition that cannot be reasonably conducted within the state of Texas and the District administration deems the competition necessary for the academic success of the student.~~

~~Sponsors of District organizations and groups shall collaborate with each other and shall schedule out-of-state and international trips in such a way so as to avoid a student having to choose one organizational travel event over another.~~

~~TRIP APPROVAL~~

~~Requests for overnight, out-of-state, or international trips shall be submitted to the principal by the end of the third week of school for the school year the travel is planned. Exceptions shall be made in the case of above-district competitions.~~

~~Upon approval of the principal, a copy of the trip request and all related documentation shall be sent to the assistant superintendent for business and support services for further review. Sponsors shall avoid any conflict of interest when selecting travel agencies, vendors, and chaperones. All trip requests shall include the following:~~

- ~~1. A detail of clearly defined educational goals, including a detail of educational experiences while in transit.~~
- ~~2. A proposed itinerary including dates of school days involved in the trip.~~
- ~~3. A list of all overnight, out-of-state, and international trips taken by the organization or group in the past four years.~~
- ~~4. A minimum of two bids from travel agencies for trip arrangements including transportation, meals, lodging, and other necessary expenses, unless waived by one of the assistant superintendents.~~
- ~~5. A financial breakdown of trip costs, including the amount of money needed and the estimated cost per student.~~
- ~~6. The total number of free or complimentary tickets to be provided by the travel agency for the trip and a list of names of people who shall use the tickets. The following shall apply:~~

- ~~a.— Only full-time District employees and parents/guardians of District students attending the trip and serving as chaperones shall use any free or complimentary tickets.~~
- ~~b.— Every consideration shall be made to minimize the cost for students; therefore, if possible, free or complimentary tickets shall be used as a means of reducing the cost for students.~~
- ~~c.— District employees and/or sponsors shall not accept compensation of any kind, including free or complimentary tickets for personal use, from travel agencies or other vendors unless the tickets fall under the guidelines in this policy.~~
- ~~d.— Exceptions shall require the approval of the Superintendent or designee.~~

~~7.— A financial accounting of money available for trip costs from the appropriate activity fund and booster club donations, and an estimate of any funds to be raised for the trip.~~

~~8.— A detailed fund-raising plan that includes an explanation of activities and proposed dates.~~

CHAPERONES

~~The District shall require a minimum of two adult chaperones for every overnight trip. For groups with less than 30 participants, the chaperones shall include at least one coach or sponsor of the student group plus one adult for every ten students. For groups of 30 or more participants, the chaperones shall include, but not be limited to, at least one coach or sponsor of the student group, one campus-level administrator, and one additional adult chaperone for every ten students.~~

~~All travel arrangements for sponsors, administrators, and chaperones shall be made in the same manner and at the same time as the arrangements for the students.~~

~~All administrator travel expenses shall be paid for by the organization sponsoring the trip. Travel expenses for parent/guardian chaperones may be paid for by the organization sponsoring the trip.~~

APPEALS

~~Any appeal regarding student travel as it relates to this policy shall begin at Level Two.~~

PROPOSED REVISIONS

COMMENCEMENT EXERCISES

A student who has satisfactorily completed all coursework requirements for graduation but has failed to meet applicable state testing requirements shall be allowed to participate in commencement activities and ceremonies. ~~To be eligible to participate in commencement activities and ceremonies, a student shall meet all state and local graduation requirements, including all applicable state testing. [See EI, EIF]~~

~~A student who has satisfactorily completed all coursework requirements for graduation but failed to meet applicable state testing requirements may be allowed to participate in commencement activities and ceremonies if the following requirements are met:~~

- ~~1. Recommendation from the student's personal graduation plan (PGP) committee;~~
- ~~2. Participation in campus mandatory tutoring program for state testing;~~
- ~~3. Concurrent enrollment or successful completion of a remediation course for state testing when offered;~~
- ~~4. Completion of all scheduled meeting requirements with counselors, administrators, and parents;~~
- ~~5. Attendance at a summer state testing session; and~~
- 6.1. Attendance at a summer state testing retest session.

ALTERNATE TASB VERSION

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

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

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

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

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

LIMITATIONS ON CONTENT

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

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

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DISTRIBUTION OF NONSCHOOL LITERATURE

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(LOCAL)

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

PRIOR REVIEW

All nonschool literature intended for distribution by students on District premises shall be submitted to the principal for prior review in accordance with the following:

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

EXCEPTIONS TO
PRIOR REVIEW

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

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

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

TIME, PLACE, AND
MANNER
RESTRICTIONS

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

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

~~The director of student services shall designate times, locations, and means for distribution of nonschool literature by students at District facilities, in accordance with this policy.~~

VIOLATIONS OF
POLICY

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

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DISTRIBUTION OF NONSCHOOL LITERATURE

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APPEALS

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

PROPOSED REVISIONS

For purposes of the Equal Access Act, the District has established a limited open forum for secondary school students enrolled in the District. Each District secondary school campus shall offer an opportunity for noncurriculum-related student groups to meet on school premises during noninstructional time.

The District has not established a limited public forum for elementary school students to meet as noncurriculum-related student groups on school premises during noninstructional time. [See GKD for community access]

SPONSORSHIP

Noncurriculum-related student groups shall not be sponsored by the District and shall in no way imply to students or to the public that they are school-sponsored. All letterheads, flyers, posters, or other communications that identify the group shall contain a disclaimer of such sponsorship.

District personnel shall not promote, lead, or participate in the meetings of noncurriculum-related student groups.

[For student activities sponsored by the District and having subject matter and purposes directly related to the school's curriculum, see FM]

REQUESTS

To receive permission to meet on school premises during noninstructional time, interested students shall file a written request with the principal ~~Superintendent or designee~~ on a form provided by the District.

The students making the request shall indicate that they have read and understand the policies and rules governing nonsponsored, noncurriculum-related student groups and that the group will abide by those rules.

APPROVAL

The principal ~~Superintendent or designee~~ shall approve or reject the request within seven school days, subject to the availability of suitable meeting space and without regard to the religious, political, philosophical, or other content of the speech likely to be associated with the group's meetings.

Approval to meet as a nonsponsored, noncurriculum-related group shall be granted for one school year at a time, subject to the provisions of this policy.

MEETINGS

The principal ~~Superintendent or designee~~ shall designate noninstructional time for meetings of nonsponsored,

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USE OF SCHOOL FACILITIES FOR NONSCHOOL PURPOSES

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noncurriculum-related student groups and shall assign each approved group an appropriate location and time.

EMPLOYEE MONITOR

The principal shall assign a District employee to attend and monitor each student group meeting. Monitors shall be present at meetings and activities in a nonparticipatory capacity to maintain order and protect school property.

No employee shall be required to monitor meetings at which the content of the speech would be objectionable to the employee.

ANNOUNCEMENTS
AND PUBLICITY

All nonsponsored, noncurriculum-related student groups shall be given access on the same basis for making announcements and publicizing their meetings and activities, in accordance with guidelines developed by the campus principal.

[For distribution of nonschool materials, see FNAA]

VIOLATIONS

Failure of a student group to comply with applicable rules may result in loss of the right to meet on school premises.

In addition, students who violate applicable rules are subject to disciplinary action in accordance with the Student Code of Conduct.

APPEALS

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

PROPOSED REVISIONS

INTERROGATIONS
BY SCHOOL OFFICIALS

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

BY POLICE OR OTHER AUTHORITIES

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

SEARCHES

DESKS AND LOCKERS

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

VEHICLES

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

If there is reasonable cause to believe that a vehicle on school property contains contraband, it may be searched by school officials or by personnel whose services have been engaged by the District to conduct such searches. Students shall be held responsible for any prohibited items found in their vehicles on school property.

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

USE OF TRAINED DOGS

The District shall use specially trained nonaggressive dogs to sniff out and alert officials to the current presence of concealed prohibited items, illicit substances defined in FNCF(LEGAL), and alcohol. This program is implemented in response to drug- and alcohol-

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INTERROGATIONS AND SEARCHES

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related problems in District schools, with the objective of maintaining a safe school environment conducive to education.

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

NOTICE

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

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

NOTICE OF METAL
DETECTOR
SEARCHES

In order to maintain a safe and disciplined learning environment in the District's DAEP, Sstudents shall be notified at the beginning of each school year and when assigned to DAEP that they are subject to metal detector searches when entering each day. ~~on a random basis.~~

~~EQUITABLE USE~~

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

- ~~1. Minimize student inconvenience and interference with the educational process;~~
- ~~2. Maximize detection and deterrent value by regularly searching significant numbers of students;~~
- ~~3. Ensure that patterns are not established that would allow students to avoid searches by predicting the time and location of a search; and~~
- ~~4. Avoid the appearance that a particular student or group of students is either being favored or targeted by adopting schemes, well in advance of the search, that leave the operator of the metal detector an absolute minimum of discretion.~~

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PARENT
NOTIFICATION

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

PROPOSED REVISIONS

See pages 5 and 6

COMPLAINTS	In this policy, the terms “complaint” and “grievance” shall have the same meaning.
OTHER COMPLAINT PROCESSES	<p>Student or parent complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with FNG after the relevant complaint process:</p> <ol style="list-style-type: none">1. Complaints alleging discrimination or harassment based on race, color, gender, national origin, disability, or religion shall be submitted in accordance with FFH.2. Complaints concerning dating violence shall be submitted in accordance with FFH.3. Complaints concerning retaliation related to discrimination and harassment shall be submitted in accordance with FFH.4. Complaints concerning bullying or retaliation related to bullying shall be submitted in accordance with FFI.5. Complaints concerning failure to award credit or a final grade on the basis of attendance shall be submitted in accordance with FEC.6. Complaints concerning expulsion shall be submitted in accordance with FOD and the Student Code of Conduct.7. Complaints concerning any final decisions of the gifted and talented selection committee regarding selection for or exit from the gifted program shall be submitted in accordance with EHBB.8. Complaints concerning identification, evaluation, or educational placement of a student with a disability within the scope of Section 504 shall be submitted in accordance with FB and the procedural safeguards handbook.9. Complaints concerning identification, evaluation, educational placement, or discipline of a student with a disability within the scope of the Individuals with Disabilities Education Act shall be submitted in accordance with EHBAE, FOF, and the procedural safeguards handbook provided to parents of all students referred to special education.

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10. Complaints concerning instructional materials shall be submitted in accordance with EFA.
11. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with CKE.
12. Complaints concerning intradistrict transfers or campus assignment shall be submitted in accordance with FDB.
13. Complaints concerning admission, placement, or services provided for a homeless student shall be submitted in accordance with FDC.

NOTICE TO STUDENTS
AND PARENTS

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

GUIDING PRINCIPLES
INFORMAL
PROCESS

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

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

FORMAL PROCESS

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

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

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

FREEDOM FROM
RETALIATION

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

GENERAL
PROVISIONS
FILING

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including e-mail and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-

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	marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.
SCHEDULING CONFERENCES	The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If a student or parent fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the student's or parent's absence.
RESPONSE	At Levels One and Two, "response" shall mean a written communication to the student or parent from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the student's or parent's e-mail address of record, or sent by U.S. Mail to the student's or parent's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.
DAYS	"Days" shall mean District business days. 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 organization that is designated by the student or parent to represent the student or parent in the complaint process. A student may be represented by an adult at any level of the complaint. The student or parent may designate a representative through written notice to the District at any level of this process. If the student or parent designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.
CONSOLIDATING COMPLAINTS	Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student or parent shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.
UNTIMELY FILINGS	All time limits shall be strictly followed unless modified by mutual written consent. If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student or parent, at any point during the complaint process. The student or parent may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

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COSTS INCURRED	Each party shall pay its own costs incurred in the course of the complaint.
COMPLAINT AND APPEAL FORMS	<p>Complaints and appeals 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 student or parent does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student or parent unless the student or parent did not know the documents existed before the Level One conference.</p> <p>A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing.</p>
LEVEL ONE	<p>Complaint forms must be filed:</p> <ol style="list-style-type: none"><li data-bbox="560 911 1422 1010">1. Within 15 days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and<li data-bbox="560 1037 1393 1104">2. With the lowest level administrator who has the authority to remedy the alleged problem. <p>In most circumstances, students and parents shall file Level One complaints with the campus principal.</p> <p>If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.</p> <p>If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.</p> <p>The appropriate administrator shall investigate as necessary and schedule a conference with the student or parent within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.</p> <p>Absent extenuating circumstances, the administrator shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any</p>

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other relevant documents or information the administrator believes will help resolve the complaint.

LEVEL TWO

If the student or parent did not receive the relief requested at Level One or if the time for a response has expired, the student or parent may request a conference with the 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 ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

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

The Level One record shall include:

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

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

The Superintendent or designee shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the 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.

~~Recordings of the Level Two conference shall be maintained with the Level One and Level Two records.~~

LEVEL THREE

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

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

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

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

The Level Two record shall include:

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

The appeal shall be limited to the issues and documents considered at Level Two, except that 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 student or parent notice of the nature of the evidence at least three days before the hearing.

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

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

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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 student or parent or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

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

PROPOSED REVISIONS

NEWS RELEASES

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

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

COMMUNICATIONS DURING A CRISIS

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

PROPOSED REVISIONS

SCOPE OF USE	<p>The District shall permit nonschool use of designated District facilities for educational, recreational, civic, or social activities when these activities do not conflict with school use or with this policy.</p> <p>Approval shall not be granted for any purpose that would damage school property or to any group that has damaged District property.</p> <hr/> <p>Note: See the following policies for other information regarding facilities use:</p> <ul style="list-style-type: none">• Use by employee professional organizations: DGA• Use of facilities for school-sponsored and school-related activities: FM• Use by noncurriculum-related student groups: FNAB• Use by District-affiliated school-support organizations: GE <hr/>
NONPROFIT FUND-RAISING	<p>The District shall permit nonprofit organizations to conduct fund-raising events on District property when these activities do not conflict with school use or with this policy.</p>
FOR-PROFIT USE	<p>The District shall not permit individuals or for-profit organizations to use its facilities for financial gain <u>when the use provides a direct benefit to children of the District and community</u>; however, the District shall permit private academic instruction, as well as public performances, recitals, or presentations so long as no admission fee is charged, when these activities do not conflict with school use or with this policy.</p>
SCHEDULING	<p>Requests for nonschool use of District facilities shall be considered on a first-come, first-served basis.</p> <p>Academic and extracurricular activities sponsored by the District shall always have priority when any use is scheduled. [See FM] The Superintendent or designee shall have authority to cancel a scheduled nonschool use if an unexpected conflict arises with a District activity.</p>
APPROVAL OF USE	<p>The Superintendent or designee is authorized to approve use of any District facility.</p>
EXCEPTION	<p>No approval shall be required for periodic nonschool-related unorganized recreational use of the District's unlocked, outdoor recrea-</p>

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tional facilities, such as but not limited to, the track, playgrounds, tennis courts, and playing fields, when the facilities are not in use by the District or for a scheduled nonschool purpose.

The exception does not include any unapproved use by organized sport teams, such as but not limited to, youth football, soccer, lacrosse, and baseball. All organized sport team use of unlocked, outdoor recreational facilities shall be approved and scheduled by the Superintendent or designee. The Superintendent or designee may prohibit use by anyone or any group that causes damage to the District's facilities, such as but not limited to, the track, playgrounds, tennis courts, and playing fields.

EMERGENCY USE In case of emergencies or disasters, the Superintendent or designee may authorize the use of school facilities by civil defense, health, or emergency service authorities.

~~REPEATED USE The District shall permit repeated use by any group or organization for nonschool purposes for no longer than one year. The Superintendent or designee shall have the authority to approve use by any group or organization for nonschool purposes for a second year. Requests for a third year or longer shall be submitted to the Board for approval.~~

~~EXCEPTION The limitations on repeated use by a nonschool group or organization shall not apply to any group or organization when the primary participants in the activities are school-aged children.~~

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

FEES FOR USE Nonschool users shall be charged a fee for the use of designated facilities.

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

REQUIRED CONDUCT Persons or groups using school facilities shall:

1. Conduct business in an orderly manner.
2. Abide by all laws and policies, including but not limited to those prohibiting the use, sale, or possession of alcoholic

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beverages, illegal drugs, and firearms, and the use of tobacco products on school property. [See GKA]

3. Make no alteration, temporary or permanent, to school property without prior written consent from the Superintendent.

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