



Texas Association of School Boards • Policy Service
P.O. Box 400 • Austin, Texas 78767-0400 • 512.467.0222 • 800.580.7529

Serving Texas Schools Since 1949

March 5, 2008



BY:.....

Dr. Craig Coleman
Superintendent
Harleton ISD
PO Box 510
Harleton, TX 75651-0510

Dear Dr. Coleman:

Since you are replacing your Localized Policy Manual in its entirety, your board will need to affirm changes in (LOCAL) policies resulting from the recent Policy Review Seminar. These changes, previously provided to you, include policies that are to be repealed, added, or revised. The least cumbersome way to handle this is with a blanket repeal of policies contained in the current manual and adoption/readoption of all (LOCAL) policies as found in the revised, reprinted manual.

When preparing for board action, please remember:

- Place the item on the agenda for a Board meeting:
“Repeal of all previously adopted policies and adoption of (LOCAL) policies as prepared by TASB Policy Service (see attached list).”
- An appropriate motion is as follows:
“I move that the Board adopt the (LOCAL) policies contained within the reconstructed TASB Localized Policy Manual, effective this date, and repeal all previous policies.”
- Enter the dates the Board “Adopted” on each (LOCAL) policy.
- Set up a historic file that includes all (LOCAL) policies in the repealed policy manual and a copy of the official minutes of the Board meeting at which adoption of the new manual occurred.

I have enjoyed working with your district on this project and look forward to helping you maintain the manual in optimal form. Please call me if you have any questions.

Sincerely,

Kathy London
Policy Consultant/Analyst

Enclosures



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Updating Services Agreement

The Harleton Independent School District authorizes the Texas Association of School Boards Policy Service to provide updating services, as specified below, to the District's Localized Policy Manual and to bill the District for charges incurred.

- **Localized TASB Updates**

Prepared by Policy Service in response to changing legal authority (or to implement structural changes to increase the efficiency of the Localized Policy Manual), Localized Updates occur two to three times a year. Policy Service examines its record of the District's Localized Manual and determines how those update changes affect the manual. The result is a Localized Update packet unique to the District. The typical Localized Update packet contains appropriate (LEGAL) policies and adoptable (LOCAL) policies, consistent with legal authority.

- **Local District Updates**

Driven by local change, Local District Updates are locally initiated adjustments to Localized Updates or policies and are enacted in response to changing local priorities or needs. All such changes must be provided to Policy Service so that policy records, upon which the Localized Updates are formulated, remain current. Submitted policies will receive editorial review and, if referred to Legal Services for potential legal issues, the District will be alerted by letter of the reviewing attorney's concerns, if any.

Other provisions

Membership in both TASB and TASB Policy Service is a prerequisite for localization and updating services.

Policy Service will provide, upon District request, duplication services for Localized TASB Updates and Local District Updates. Charges will be billed with each updating activity.

Participating school districts agree to a limited use by TASB, Inc. to utilize the records of the District for the limited purpose of preparing policy materials for the District and for use in statistical studies or projects furthering the objectives of TASB and TASB Inc. in supporting public education in Texas. In no event may TASB or TASB, Inc. act as custodian of District records within the meaning of that term in the Public Information Chapter of the Government Code.

This agreement will continue until the District notifies TASB Policy Service, in writing, to the contrary.

Superintendent or Designee

Date

Please sign and return to:
TASB Policy Service
P.O. Box 400
Austin, TX 78767-0400

(LOCAL) Policy Action List
HARLETON ISD (102905) - Update / LDU 2008.01

AB(LOCAL): DISTRICT NAME

AE(LOCAL): EDUCATIONAL PHILOSOPHY

BBB(LOCAL): BOARD MEMBERS - ELECTIONS

BBD(LOCAL): BOARD MEMBERS - TRAINING AND ORIENTATION

BBE(LOCAL): BOARD MEMBERS - AUTHORITY

BBF(LOCAL): BOARD MEMBERS - ETHICS

BBFA(LOCAL): ETHICS - CONFLICT OF INTEREST DISCLOSURES

BBG(LOCAL): BOARD MEMBERS - COMPENSATION AND EXPENSES

BDAA(LOCAL): OFFICERS AND OFFICIALS - DUTIES AND REQUIREMENTS OF BOARD OFFICERS

BDAE(LOCAL): OFFICERS AND OFFICIALS - DUTIES AND REQUIREMENTS OF DEPOSITORY

BDB(LOCAL): BOARD INTERNAL ORGANIZATION - INTERNAL COMMITTEES

BDD(LOCAL): BOARD INTERNAL ORGANIZATION - ATTORNEY

BE(LOCAL): BOARD MEETINGS

BED(LOCAL): BOARD MEETINGS - PUBLIC PARTICIPATION

BF(LOCAL): BOARD POLICIES

BJA(LOCAL): SUPERINTENDENT - QUALIFICATIONS AND DUTIES

(LOCAL) Policy Action List
HARLETON ISD (102905) - Update / LDU 2008.01

BJCD(LOCAL): SUPERINTENDENT - EVALUATION

BJCF(LOCAL): SUPERINTENDENT - NONRENEWAL

BP(LOCAL): ADMINISTRATIVE REGULATIONS

BQ(LOCAL): PLANNING AND DECISION-MAKING PROCESS

BQA(LOCAL): PLANNING AND DECISION-MAKING PROCESS - DISTRICT-LEVEL

BQB(LOCAL): PLANNING AND DECISION-MAKING PROCESS - CAMPUS-LEVEL

CAA(LOCAL): FISCAL MANAGEMENT GOALS AND OBJECTIVES - FINANCIAL ETHICS

CCG(LOCAL): LOCAL REVENUE SOURCES - AD VALOREM TAXES

CDA(LOCAL): OTHER REVENUES - INVESTMENTS

CDC(LOCAL): OTHER REVENUES - GRANTS FROM PRIVATE SOURCES

CE(LOCAL): ANNUAL OPERATING BUDGET

CFB(LOCAL): ACCOUNTING - INVENTORIES

CFD(LOCAL): ACCOUNTING - ACTIVITY FUNDS MANAGEMENT

CFEA(LOCAL): PAYROLL PROCEDURES - SALARY DEDUCTIONS AND REDUCTIONS

CH(LOCAL): PURCHASING AND ACQUISITION

CI(LOCAL): SCHOOL PROPERTIES DISPOSAL

(LOCAL) Policy Action List
HARLETON ISD (102905) - Update / LDU 2008.01

CK(LOCAL): SAFETY PROGRAM/RISK MANAGEMENT

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

CKC(LOCAL): SAFETY PROGRAM/RISK MANAGEMENT - EMERGENCY PLANS

CLB(LOCAL): BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT - MAINTENANCE

CNA(LOCAL): TRANSPORTATION MANAGEMENT - STUDENT TRANSPORTATION

CNB(LOCAL): TRANSPORTATION MANAGEMENT - DISTRICT VEHICLES

CPAB(LOCAL): OFFICE COMMUNICATIONS - MAIL AND DELIVERY

CPC(LOCAL): OFFICE MANAGEMENT - RECORDS MANAGEMENT

CQ(LOCAL): ELECTRONIC COMMUNICATION AND DATA MANAGEMENT

CRB(LOCAL): INSURANCE AND ANNUITIES MANAGEMENT - LIABILITY INSURANCE

CRD(LOCAL): INSURANCE AND ANNUITIES MANAGEMENT - HEALTH AND LIFE INSURANCE

CRF(LOCAL): INSURANCE AND ANNUITIES MANAGEMENT - UNEMPLOYMENT INSURANCE

CV(LOCAL): FACILITIES CONSTRUCTION

CVA(LOCAL): FACILITIES CONSTRUCTION - COMPETITIVE BIDDING

CVB(LOCAL): FACILITIES CONSTRUCTION - COMPETITIVE SEALED PROPOSALS

DAA(LOCAL): EMPLOYMENT OBJECTIVES - EQUAL EMPLOYMENT OPPORTUNITY

(LOCAL) Policy Action List
HARLETON ISD (102905) - Update / LDU 2008.01

DAB(LOCAL): EMPLOYMENT OBJECTIVES - OBJECTIVE CRITERIA FOR PERSONNEL DECISIONS

DBA(LOCAL): EMPLOYMENT REQUIREMENTS AND RESTRICTIONS - CREDENTIALS AND RECORDS

DBB(LOCAL): EMPLOYMENT REQUIREMENTS AND RESTRICTIONS - MEDICAL EXAMINATIONS AND COMMUNICABLE DISEASES

DBD(LOCAL): EMPLOYMENT REQUIREMENTS AND RESTRICTIONS - CONFLICT OF INTEREST

DC(LOCAL): EMPLOYMENT PRACTICES

DCB(LOCAL): EMPLOYMENT PRACTICES - EDUCATOR TERM CONTRACTS

DCC(LOCAL): EMPLOYMENT PRACTICES - CONTINUING CONTRACTS

DCD(LOCAL): EMPLOYMENT PRACTICES - AT-WILL EMPLOYMENT

DEA(LOCAL): COMPENSATION AND BENEFITS - SALARIES AND WAGES

DEAA(LOCAL): COMPENSATION AND BENEFITS - INCENTIVES AND STIPENDS

DEC(LOCAL): COMPENSATION AND BENEFITS - LEAVES AND ABSENCES

DEE(LOCAL): COMPENSATION AND BENEFITS - EXPENSE REIMBURSEMENT

DFAA(LOCAL): PROBATIONARY CONTRACTS - SUSPENSION/TERMINATION DURING CONTRACT

DFBA(LOCAL): TERM CONTRACTS - SUSPENSION/TERMINATION DURING CONTRACT

DFBB(LOCAL): TERM CONTRACTS - NONRENEWAL

(LOCAL) Policy Action List
HARLETON ISD (102905) - Update / LDU 2008.01

DFD(LOCAL): TERMINATION OF EMPLOYMENT - HEARINGS BEFORE HEARING EXAMINER

DFE(LOCAL): TERMINATION OF EMPLOYMENT - RESIGNATION

DFF(LOCAL): TERMINATION OF EMPLOYMENT - REDUCTION IN FORCE

DGA(LOCAL): EMPLOYEE RIGHTS AND PRIVILEGES - FREEDOM OF ASSOCIATION

DGBA(LOCAL): PERSONNEL-MANAGEMENT RELATIONS - EMPLOYEE COMPLAINTS/GRIEVANCES

DH(LOCAL): EMPLOYEE STANDARDS OF CONDUCT

DHE(LOCAL): EMPLOYEE STANDARDS OF CONDUCT - SEARCHES AND ALCOHOL/DRUG TESTING

DI(LOCAL): EMPLOYEE WELFARE

DIA(LOCAL): EMPLOYEE WELFARE - FREEDOM FROM HARASSMENT

DK(LOCAL): ASSIGNMENT AND SCHEDULES

DLB(LOCAL): WORK LOAD - REQUIRED PLANS AND REPORTS

DMA(LOCAL): PROFESSIONAL DEVELOPMENT - REQUIRED STAFF DEVELOPMENT

DMD(LOCAL): PROFESSIONAL DEVELOPMENT - PROFESSIONAL MEETINGS AND VISITATIONS

DN(LOCAL): PERFORMANCE APPRAISAL

DNA(LOCAL): PERFORMANCE APPRAISAL - EVALUATION OF TEACHERS

(LOCAL) Policy Action List
HARLETON ISD (102905) - Update / LDU 2008.01

DNB(LOCAL): PERFORMANCE APPRAISAL - EVALUATION OF OTHER PROFESSIONAL EMPLOYEES

DP(LOCAL): PERSONNEL POSITIONS

DPB(LOCAL): PERSONNEL POSITIONS - SUBSTITUTE, TEMPORARY, AND PART-TIME POSITIONS

EEH(LOCAL): INSTRUCTIONAL ARRANGEMENTS - HOMEBOUND INSTRUCTION

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

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

EEJC(LOCAL): INDIVIDUALIZED LEARNING - CORRESPONDENCE COURSES

EFA(LOCAL): INSTRUCTIONAL RESOURCES - INSTRUCTIONAL MATERIALS SELECTION AND ADOPTION

EFAA(LOCAL): INSTRUCTIONAL MATERIALS SELECTION AND ADOPTION - TEXTBOOK SELECTION AND ADOPTION

EFE(LOCAL): INSTRUCTIONAL RESOURCES - COPYRIGHTED MATERIAL

EHAC(LOCAL): BASIC INSTRUCTIONAL PROGRAM - REQUIRED INSTRUCTION (SECONDARY)

EHBB(LOCAL): SPECIAL PROGRAMS - GIFTED AND TALENTED STUDENTS

EHBC(LOCAL): SPECIAL PROGRAMS - COMPENSATORY/ACCELERATED SERVICES

EHBE(LOCAL): SPECIAL PROGRAMS - BILINGUAL EDUCATION/ESL

(LOCAL) Policy Action List
HARLETON ISD (102905) - Update / LDU 2008.01

EHDD(LOCAL): EXTENDED INSTRUCTIONAL PROGRAMS - COLLEGE COURSE
WORK/DUAL CREDIT

EI(LOCAL): ACADEMIC ACHIEVEMENT

EIA(LOCAL): ACADEMIC ACHIEVEMENT - GRADING/PROGRESS REPORTS TO PARENTS

EIAB(LOCAL): GRADING/PROGRESS REPORTS TO PARENTS - MAKEUP WORK

EIC(LOCAL): ACADEMIC ACHIEVEMENT - CLASS RANKING

EIE(LOCAL): ACADEMIC ACHIEVEMENT - RETENTION AND PROMOTION

EIF(LOCAL): ACADEMIC ACHIEVEMENT - GRADUATION

EJ(LOCAL): ACADEMIC GUIDANCE PROGRAM

EL(LOCAL): CHARTER CAMPUS OR PROGRAM

EMB(LOCAL): MISCELLANEOUS INSTRUCTIONAL POLICIES - TEACHING ABOUT
CONTROVERSIAL ISSUES

EMI(LOCAL): MISCELLANEOUS INSTRUCTIONAL POLICIES - STUDY OF RELIGION

FB(LOCAL): EQUAL EDUCATIONAL OPPORTUNITY

FD(LOCAL): ADMISSIONS

FDA(LOCAL): ADMISSIONS - INTERDISTRICT TRANSFERS

FDB(LOCAL): ADMISSIONS - INTRADISTRICT TRANSFERS AND CLASSROOM
ASSIGNMENTS

FDC(LOCAL): ADMISSIONS - HOMELESS STUDENTS

(LOCAL) Policy Action List
HARLETON ISD (102905) - Update / LDU 2008.01

FDD(LOCAL): ADMISSIONS - SCHOOL SAFETY TRANSFERS

FEA(LOCAL): ATTENDANCE - COMPULSORY ATTENDANCE

FEB(LOCAL): ATTENDANCE - ATTENDANCE ACCOUNTING

FEC(LOCAL): ATTENDANCE - ATTENDANCE FOR CREDIT

FEE(LOCAL): ATTENDANCE - OPEN/CLOSED CAMPUS

FEF(LOCAL): ATTENDANCE - RELEASED TIME

FFA(LOCAL): STUDENT WELFARE - WELLNESS AND HEALTH SERVICES

FFAA(LOCAL): WELLNESS AND HEALTH SERVICES - PHYSICAL EXAMINATIONS

FFAC(LOCAL): WELLNESS AND HEALTH SERVICES - MEDICAL TREATMENT

FFAD(LOCAL): WELLNESS AND HEALTH SERVICES - COMMUNICABLE DISEASES

FFC(LOCAL): STUDENT WELFARE - STUDENT SUPPORT SERVICES

FFF(LOCAL): STUDENT WELFARE - STUDENT SAFETY

FFH(LOCAL): STUDENT WELFARE - FREEDOM FROM HARASSMENT

FJ(LOCAL): GIFTS AND SOLICITATIONS

FL(LOCAL): STUDENT RECORDS

FM(LOCAL): STUDENT ACTIVITIES

(LOCAL) Policy Action List
HARLETON ISD (102905) - Update / LDU 2008.01

FMA(LOCAL): STUDENT ACTIVITIES - SCHOOL-SPONSORED PUBLICATIONS

FMF(LOCAL): STUDENT ACTIVITIES - CONTESTS AND COMPETITION

FMH(LOCAL): STUDENT ACTIVITIES - COMMENCEMENT

FN(LOCAL): STUDENT RIGHTS AND RESPONSIBILITIES

FNA(LOCAL): STUDENT RIGHTS AND RESPONSIBILITIES - STUDENT EXPRESSION

FNAA(LOCAL): STUDENT EXPRESSION - DISTRIBUTION OF NONSCHOOL LITERATURE

FNAB(LOCAL): STUDENT EXPRESSION - USE OF SCHOOL FACILITIES FOR NONSCHOOL PURPOSES

FNC(LOCAL): STUDENT RIGHTS AND RESPONSIBILITIES - STUDENT CONDUCT

FNCA(LOCAL): STUDENT CONDUCT - DRESS CODE

FNE(LOCAL): STUDENT RIGHTS AND RESPONSIBILITIES - PREGNANT STUDENTS

FNF(LOCAL): STUDENT RIGHTS AND RESPONSIBILITIES - INTERROGATIONS AND SEARCHES

FNG(LOCAL): STUDENT RIGHTS AND RESPONSIBILITIES - STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FO(LOCAL): STUDENT DISCIPLINE

FP(LOCAL): STUDENT FEES, FINES, AND CHARGES

GE(LOCAL): RELATIONS WITH PARENT ORGANIZATIONS

GF(LOCAL): PUBLIC COMPLAINTS

(LOCAL) Policy Action List
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GKA(LOCAL): COMMUNITY RELATIONS - CONDUCT ON SCHOOL PREMISES

GKB(LOCAL): COMMUNITY RELATIONS - ADVERTISING AND FUND RAISING IN THE SCHOOLS

GKC(LOCAL): COMMUNITY RELATIONS - VISITORS TO THE SCHOOLS

GKD(LOCAL): COMMUNITY RELATIONS - NONSCHOOL USE OF SCHOOL FACILITIES

GKDA(LOCAL): NONSCHOOL USE OF SCHOOL FACILITIES - DISTRIBUTION OF NONSCHOOL LITERATURE

GRA(LOCAL): RELATIONS WITH GOVERNMENTAL ENTITIES - LOCAL GOVERNMENTAL AUTHORITIES