

Aledo ISD

Policy Review Seminar

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Tammy Jordan
Policy Consultant

Texas Association of School Boards

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PROPOSED REVISIONS

ELECTIONS AND TERMS

Board members shall be elected by position for three-year terms with the elections conducted annually, as follows:

POSITIONS 6 & 7

The election for positions 6 and 7 shall be held in 2014, 2017, 2020, and in three-year intervals thereafter.

POSITIONS 1, 2, & 3

The election for positions 1, 2, and 3 shall be held in 2015, 2018, 2021, and in three-year intervals thereafter.

POSITIONS 4 & 5

The election for positions 4 and 5 shall be held in 2016, 2019, 2022, and in three-year intervals thereafter.

~~ELECTIONS AND TERMS~~

~~Elections of Trustees are held annually for three-year terms in cycles keyed off the years below:~~

~~POSITIONS 1, 2, & 3~~

~~2000, 2003, and so forth.~~

~~POSITIONS 4 & 5~~

~~2001, 2004, and so forth.~~

~~POSITIONS 6 & 7~~

~~2002, 2005, and so forth.~~

PROPOSED REVISIONS: 12-15-2013

EXPENSE
REIMBURSEMENT

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

A Board member 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 an official representative 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 for use of personal car at the mileage rate currently approved by the Board, 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 upon returning from the trip.~~

~~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. A set amount of \$25 a day shall be afforded for meals. Any excess shall be refunded to the District.~~

When traveling on authorized school business, Board members shall be reimbursed for:

~~2.~~ **1. Conference fees, including meals that are listed as part of the program,**

~~3.~~ **2. Actual cost of commercial transportation, necessary public transportation or taxi fares (or rental car if required), parking and tolls,**

3. Cost of gas charged to District credit card if private vehicle is used,

4. Cost of lodging,

5. Meals, at the current authorized per diem rate, excluding meals paid as part of the conference fee, and

6. Legitimate incidental expenses.

BOARD MEMBERS
COMPENSATION AND EXPENSES

BBG
(LOCAL)

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.

OFFICERS AND OFFICIALS
DUTIES AND REQUIREMENTS OF BOARD OFFICERS

BDAA
(LOCAL)

ALTERNATE TASB VERSION

BOARD OFFICERS	The Board shall elect a President, a Vice President, and a Secretary who shall be members of the Board. The Board may assign a District employee to provide clerical assistance to the Board. Officers shall be elected by majority vote of the members present and voting.
VACANCY	A vacancy among officers of the Board, other than the President, shall be filled by majority action of the Board.
TERM AND DUTIES	Board officers shall serve for a term of one year or until a successor is elected. Officers may succeed themselves in office. Each officer shall perform any legal duties of the office and other duties as required by action of the Board.
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.2. Automatically become Become President of only upon being elected to the Board if a vacancy in that office occurs position.
SECRETARY	<p>The Secretary of the Board shall:</p> <ol style="list-style-type: none">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.

PROPOSED REVISIONS

MEETING PLACE	Unless otherwise provided in the notice for a meeting, Board meetings shall be held at the Aledo Administration Board Room.
MEETING TIME	Regular meetings of the Board shall be held on the third Monday of each month at 7:00 p.m. When determined necessary and for the convenience of Trustees, the Board President may change the date or time of a regular meeting. The notice for that meeting shall reflect the changed date or time.
SPECIAL OR EMERGENCY MEETINGS	<p>The time and place of special and emergency meetings shall be as set out in the notice for the meeting.</p> <p>The President of the Board shall call special meetings at the President's discretion or on request by two members of the Board.</p> <p>The President shall call an emergency meeting when it is determined by the President or two members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.</p>
AGENDA DEADLINE	The deadline for submitting items for inclusion on the agenda is noon of the eighth calendar seventh calendar day before regular meetings and noon of the fourth calendar day before special meetings.
PREPARATION	<p>In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. Any Trustee may request that a subject be included on the agenda for a meeting, and the Superintendent shall include on the preliminary agenda of the meeting all Trustee-requested topics that have been timely submitted.</p> <p>Before the official agenda is finalized for any meeting, the Superintendent shall consult the Board President to ensure that the agenda and the topics included meet with the President's approval. In reviewing the preliminary agenda, the President shall ensure that any topics the Board or individual Trustees have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future. The Board President shall not have authority to remove from the agenda a subject requested by a Trustee without that Trustee's specific authorization.</p>
NOTICE TO MEMBERS	Members of the Board shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least two hours prior to the time of an emergency meeting.

BOARD MEETINGS

BE
(LOCAL)

CLOSED MEETING	<p>Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, as provided by law. [See BEC]</p> <p>The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See BEC]</p>
ORDER OF BUSINESS	<p>The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting. At the meeting, the order in which posted agenda items are taken may be changed by consensus of Board members.</p>
RULES OF ORDER	<p>The Board shall observe the parliamentary procedures as found in <i>Robert's Rules of Order, Newly Revised</i>, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present.</p>
VOTING	<p>Voting shall be by voice vote or show of hands, as directed by the President. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request. [See BDAA(LOCAL) for the Board President's voting rights]</p>
CONSENT AGENDA	<p>When the agenda is prepared, the Board President shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.</p>
MINUTES	<p>Board action shall be carefully recorded by the Secretary or clerk; when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board and signed by the President and the Secretary of the Board.</p> <p>The official minutes of the Board shall be retained on file in the office of the Superintendent and shall be available for examination during regular office hours.</p>
DISCUSSIONS AND LIMITATION	<p>Discussions shall be addressed to the President of the Board and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the Board President shall halt discussion that does not apply to the business before the Board.</p> <p>The Board President shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time</p>

limit has expired. Aside from these limitations, the President shall not interfere with debate so long as members wish to address themselves to an item under consideration.

PROPOSED REVISIONS

LIMIT ON PARTICIPATION

Audience participation at a Board meeting is limited to the public comment portion of the meeting designated for that purpose. 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 ~~time~~ **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.

No presentation shall exceed three minutes. Delegations of more than five 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. ~~Board members may request topics be added to future agendas for discussion.~~

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.

LEGAL POLICY: Will be added.

TEAM BUILDING

The Superintendent's participation in team building sessions as part of the Board's continuing education [see BBD] shall represent one component of the Superintendent's ongoing professional development. *19 TAC 61.1(b)*

PROPOSED REVISIONS

DISTRICT WIDE EFFECTIVENESS IMPROVEMENT COMMITTEE

In compliance with Education Code 11.251, the District wide effectiveness improvement 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 Superintendent shall be the Board's designee and shall name the chairperson of the committee from among the committee's members. The Superintendent shall meet with the committee periodically.

MEETINGS

The chairperson of the committee shall set its agenda and shall schedule at least two meetings per year; additional meetings may be held at the call of the chairperson.

COMMUNICATIONS

The Superintendent or designee shall ensure that the District wide effectiveness improvement committee obtains broad-based community, parent, and staff input and provides information to those persons on a systematic basis. Methods of communication may include, but are not limited to:

1. Articles regarding the work of the committee in District and campus publications or on the District Web site.
2. Periodic reports on the work of the committee that may be posted on campus bulletin boards.

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

Classroom teacher representatives shall be nominated and elected by classroom teachers assigned to each campus and shall comprise at least two-thirds of the total professional staff representation on the committee.

At least one campus-based nonteaching professional representative shall be nominated and elected by the campus-based nonteaching professional staff.

At least one District-level professional staff member, other than the Superintendent, shall be nominated and elected by the District-level professional staff.

PLANNING AND DECISION-MAKING PROCESS
DISTRICT-LEVEL

BQA
(LOCAL)

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)]
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 be elected or selected annually and shall be limited to three 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 wide effectiveness improvement 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 REVISIONS

CAMPUS IMPROVEMENT COMMITTEE

A campus improvement 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.

The committee shall serve exclusively in an advisory role except that each campus committee shall approve staff development of a campus nature.

CAMPUS PERFORMANCE OBJECTIVES

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.

WAIVERS

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]

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.

COMMUNICATIONS

The principal or designee shall ensure that the campus improvement committee obtains broad-based community, parent, and staff input and provides information to those persons on a systematic basis. Methods of communication may include, but are not limited to: Periodic reports on the work of the committee that may be posted on campus bulletin boards.

COMPOSITION

The committee shall be composed of members who shall represent District- and campus-based professional staff, parents, businesses, and the community. 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.

CLASSROOM TEACHERS

Classroom teachers shall be nominated and elected by classroom teachers assigned to that campus.

PLANNING AND DECISION-MAKING PROCESS
CAMPUS-LEVEL

BQB
(LOCAL)

CAMPUS-BASED NONTTEACHING PROFESSIONALS	Campus-based nonteaching professionals shall be nominated and elected by nonteaching professionals assigned to that campus.
DISTRICT-LEVEL PROFESSIONALS	District-level professionals shall be nominated and elected by District-level professional staff.
PARENTS	The committee shall include at least two parents of students currently enrolled at the campus, 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	Representatives shall be elected or selected annually and shall be limited to three consecutive terms 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.

PROPOSED REVISIONS

INVESTMENT AUTHORITY

The ~~chief financial officer~~ **The Superintendent or other person designated by Board resolution** shall serve as the investment officer of the District and shall invest District funds as directed by the Board and in accordance with the District's written investment policy and generally accepted accounting procedures. All investment transactions except investment pool funds and mutual funds shall be executed on a delivery versus payment basis.

APPROVED INVESTMENT INSTRUMENTS

From those investments authorized by law and described further in CDA(LEGAL), the Board shall permit investment of District funds in only the following investment types, consistent with the strategies and maturities defined in this policy:

1. Obligations of, or guaranteed by, governmental entities as permitted by Government Code 2256.009.
2. Certificates of deposit and share certificates as permitted by Government Code 2256.010.
3. Fully collateralized repurchase agreements permitted by Government Code 2256.011.
4. A securities lending program as permitted by Government Code 2256.0115.
5. Banker's acceptances as permitted by Government Code 2256.012.
6. Commercial paper as permitted by Government Code 2256.013.
7. No-load money market mutual funds and no-load mutual funds as permitted by Government Code 2256.014.
8. A guaranteed investment contract as an investment vehicle for bond proceeds, provided it meets the criteria and eligibility requirements established by Government Code 2256.015.
9. Public funds investment pools as permitted by Government Code 2256.016.

SAFETY AND INVESTMENT MANAGEMENT

The main goal of the investment program is to ensure its safety and maximize financial returns within current market conditions in accordance with this policy. Investments shall be made in a manner that ensures the preservation of capital in the overall portfolio, and offsets during a 12-month period any market price losses resulting from interest-rate fluctuations by income received from the balance of the portfolio. No individual investment transaction shall

OTHER REVENUES
INVESTMENTS

CDA
(LOCAL)

be undertaken that jeopardizes the total capital position of the overall portfolio.

LIQUIDITY AND
MATURITY

Any internally created pool fund group of the District shall have a maximum dollar weighted maturity of 180 days. The maximum allowable stated maturity of any other individual investment owned by the District shall not exceed one year from the time of purchase. The Board may specifically authorize a longer maturity for a given investment, within legal limits.

The District's investment portfolio shall have sufficient liquidity to meet anticipated cash flow requirements.

DIVERSITY

The investment portfolio shall be diversified in terms of investment instruments, maturity scheduling, and financial institutions to reduce risk of loss resulting from overconcentration of assets in a specific class of investments, specific maturity, or specific issuer.

MONITORING MARKET
PRICES

The investment officer shall monitor the investment portfolio and shall keep the Board informed of significant declines in the market value of the District's investment portfolio. Information sources may include financial/investment publications and electronic media, available software for tracking investments, depository banks, commercial or investment banks, financial advisors, and representatives/advisors of investment pools or money market funds. Monitoring shall be done ~~monthly or~~ **at least quarterly, as required by law, and** more often as economic conditions warrant by using appropriate reports, indices, or benchmarks for the type of investment.

MONITORING RATING
CHANGES

In accordance with Government Code 2256.005(b), the investment officer shall develop a procedure to monitor changes in investment ratings and to liquidate investments that do not maintain satisfactory ratings.

FUNDS / STRATEGIES

Investments of the following fund categories shall be consistent with this policy and in accordance with the strategy defined below.

OPERATING FUNDS

Investment strategies for operating funds (including any commingled pools containing operating funds) shall have as their primary objectives safety, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.

AGENCY FUNDS

Investment strategies for agency funds shall have as their objectives safety, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.

DEBT SERVICE
FUNDS

Investment strategies for debt service funds shall have as their objective sufficient investment liquidity to timely meet debt service payment obligations in accordance with provisions in the bond

OTHER REVENUES
INVESTMENTS

CDA
(LOCAL)

	documents. Maturities longer than one year are authorized provided legal limits are not exceeded.
CAPITAL PROJECTS	Investment strategies for capital project funds shall have as their objective sufficient investment liquidity to timely meet capital project obligations. Maturities longer than one year are authorized provided legal limits are not exceeded.
SAFEKEEPING AND CUSTODY	The District shall retain clearly marked receipts providing proof of the District's ownership. The District may delegate, however, to an investment pool the authority to hold legal title as custodian of investments purchased with District funds by the investment pool.
BROKERS / DEALERS	Prior to handling investments on behalf of the District, brokers/dealers must submit required written documents in accordance with law. [See SELLERS OF INVESTMENTS, CDA(LEGAL)] Representatives of brokers/dealers shall be registered with the Texas State Securities Board and must have membership in the Securities Investor Protection Corporation (SIPC), and be in good standing with the Financial Industry Regulatory Authority (FINRA).
SOLICITING BIDS FOR CD'S	In order to get the best return on its investments, the District may solicit bids for certificates of deposit in writing, by telephone, or electronically, or by a combination of these methods.
INTEREST RATE RISK	<p>To reduce exposure to changes in interest rates that could adversely affect the value of investments, the District shall use final and weighted-average-maturity limits and diversification.</p> <p>The District shall monitor interest rate risk using weighted average maturity and specific identification.</p>
INTERNAL CONTROLS	<p>A system of internal controls shall be established and documented in writing and must include specific procedures designating who has authority to withdraw funds. Also, they shall be designed to protect against losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the District. Controls deemed most important shall include:</p> <ol style="list-style-type: none">1. Separation of transaction authority from accounting and recordkeeping and electronic transfer of funds.2. Avoidance of collusion.3. Custodial safekeeping.4. Clear delegation of authority.5. Written confirmation of telephone transactions.

OTHER REVENUES
INVESTMENTS

CDA
(LOCAL)

6. Documentation of dealer questionnaires, quotations and bids, evaluations, transactions, and rationale.
7. Avoidance of bearer-form securities.

These controls shall be reviewed by the District's independent auditing firm.

~~PORTFOLIO REPORT~~

~~In addition to the quarterly report required by law and signed by the District's investment officer, a comprehensive report on the investment program and activity shall be presented annually to the Board.~~

PROPOSED REVISIONS

PURCHASING AUTHORITY

The Board delegates to the Superintendent or designee the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs ~~\$25,000~~ **\$50,000** or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place.

PURCHASING METHOD

The Board delegates to the Superintendent or designee the authority to determine the method of purchasing in accordance with CH(LEGAL).

COMPETITIVE BIDDING

If competitive bidding is chosen as the purchasing method, the Superintendent or designee shall prepare bid specifications. All bids shall be submitted in accordance with administrative regulations. All bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.

The District may reject any and all bids.

COMPETITIVE SEALED PROPOSALS

If competitive sealed proposals are chosen as the purchasing method, the Superintendent or designee shall prepare the request for proposals and/or specifications for items to be purchased. All proposals shall be submitted in accordance with administrative regulations. Proposals received after the specified time shall not be considered. Proposals shall be opened at the time specified, and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time of opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.

The District may reject any and all proposals.

ELECTRONIC BIDS OR PROPOSALS

~~The District shall accept bids or proposals through electronic transmission in accordance with administrative regulations. Such regulations shall safeguard the integrity of the competitive procurement process; ensure the identification, security and confidentiality of electronic bids or proposals; and ensure that the electronic bids or proposals remain effectively unopened until the proper time.~~

RESPONSIBILITY FOR DEBTS

The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with adopted Board policy and current administrative procedures. The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control. Persons making unauthorized purchases shall assume full responsibility for all such debts.

PURCHASING AND ACQUISITION

CH
(LOCAL)

PURCHASE
COMMITMENTS

All purchase commitments shall be made by the Superintendent or designee on a properly drawn and issued purchase order, in accordance with administrative procedures.

PERSONAL
PURCHASES

District employees shall not be permitted to purchase supplies or equipment for personal use through the District's business office.

PROPOSED REVISIONS

~~POLICE FORCE~~

~~The Board, in order to ensure as safe an environment as possible for District students, employees, and visitors, and to provide a means of protecting the District property and assets, hereby authorizes the formation of a District Police Department. The Board does so in accordance with the provisions of Section 37.081 of the Texas Education Code. The Board also authorizes the chief of police, as an agent of the Board, to commission police officers who meet at least the minimum standards required by the Texas Commission on Law Enforcement (TCLE).~~

BOARD RESPONSIBILITY

To ensure sufficient security and protection of students, staff, and property, the Board shall authorize the formation of a District police department.

SUPERVISORY AUTHORITY

The chief of police shall be accountable and report to the Superintendent. In accordance with law, the Superintendent may not delegate this supervisory responsibility.

~~POLICE JURISDICTION AND AUTHORITY~~ **DISTRICT JURISDICTION**

The jurisdiction of police officers shall ~~have jurisdiction~~**include all territory** within ~~the geographical~~**District** boundaries ~~of the District,~~ as defined in this policy. ~~District police jurisdiction shall also include all property both~~ **well as all** real and personal, ~~inside or~~ **property** outside the boundaries of the District, that is owned, leased, **or** rented **by the District**, or **is** otherwise under the **District's** control ~~of the District or the Board.~~

~~On property owned, leased, rented, or otherwise under the control of the District, District police officers, under the direction of the chief of police or the campus principal, are empowered to enforce all laws, including municipal ordinances, county ordinances, state laws, and federal laws. In other areas of their jurisdiction, District police officers, under the direction of the chief of police or the campus principal, may enforce any law that is directly related to the safety and well-being of any District student, employee, or protection of District property.~~

~~CATEGORIES OF DUTY~~

~~District police officers shall be assigned to one of two categories of duty: District patrol duty or campus-based duty.~~

~~DISTRICT PATROL DUTY~~ **WHILE ASSIGNED TO POLICE AUTHORITY**

Police officers employed by the District shall have the powers, privileges, and immunities of police officers on or off duty. Police officers shall have the authority to:

- 1. Enforce all applicable sections of the Texas Education Code.**

CAMPUS-BASED
DUTY

2. Prevent and investigate violations of law, ordinances, or District policy that occur on District property, in school zones and at bus stops, or at District functions; that involve District vehicles or buses; or that involve offenses against the District or against District employees or Board members serving in their official capacities.
3. Serve search warrants in connection with District-patrol duty, an officer is under the direction of the chief of police related investigations and arrest warrants in compliance with the Texas Code of Criminal Procedure.
4. Take juveniles into custody as provided by the Texas Family Code.
5. Arrest suspects consistent with state and federal statutory and constitutional standards governing arrests, including arrests without warrant, for the District. The chief of police shall direct the officer concerning the offenses that occur in the officer's presence or under the other rules set out in the Texas Code of Criminal Procedure.
6. Patrol streets in connection with the performance of duties in situations involving provided by this policy and engage in traffic enforcement activities on streets, highways, and roadways within the jurisdiction set out by this policy.
7. Engage in activities and programs approved by the Superintendent designed to prevent or deter crimes against District property or District employees, students, and visitors.
8. Carry weapons as directed by the chief of police and approved by the Superintendent.
9. Assist in providing traffic and parking control at athletic events, at school closings or openings, or at any other time deemed necessary by the Superintendent to ensure the safety and welfare of the District's students, staff, visitors, and property District patrons.
10. While Enforce laws relating to the safe operation of school buses or other District vehicles.
11. As appropriate, coordinate and cooperate with commissioned officers of all other law enforcement agencies in the enforcement of this policy.

SAFETY PROGRAMS/RISK MANAGEMENT
SECURITY PERSONNEL

CKE
(LOCAL)

	<p>12. Investigate violations of District rules and regulations as requested by the District administration and participate in administrative hearings concerning the alleged violations.</p> <p>13. Participate in judicial proceedings.</p> <p>14. Enforce all laws, including municipal ordinances, county ordinances, and state laws within another law enforcement agency's jurisdiction while temporarily assigned to campus-based duty, at that agency.</p>
LIMITATIONS ON NONSCHOOL EMPLOYMENT	<p>No officer is commissioned under the direction of the campus principal. this policy shall provide law enforcement or security services for an outside employer without prior written approval from the chief of police and Superintendent.</p>
RELATIONSHIP WITH OUTSIDE AGENCIES	<p>The principal shall direct the officer concerning the officer's duties on and around campus in situations involving the safety and welfare of the District's students, staff, visitors, and property.</p> <p>The chief of police may direct an officer assigned to campus-based duty to areas other than the campus if the chief believes such assignment is necessary to deal with an emergency situation.</p>
OTHER FUNCTIONS	<p>The District police, in matters affecting the safety and welfare of any citizen within the boundaries of the District and upon observing in their presence or view, a felony violation of Title 9, Chapter 42, Penal Code, breach of the peace, or an offense under Section 49.02, Penal Code that reasonably calls for action, may initiate appropriate action in accordance with Code of Criminal Procedure, Chapter 14, Art. 14.03d. A District police supervisor shall be immediately notified as to the circumstances and action taken when incidents of this nature occur. A memorandum of understanding shall be developed in cooperation with each of department and the law enforcement agencies with which the District Police Department shares it has overlapping jurisdiction shall enter into a memorandum of understanding that outlines reasonable communication and coordination efforts among the department and the agencies. The chief of police and the Superintendent shall review the memorandum of understanding at least once every year. The memorandum of understanding shall be approved by the Board.</p>
USE OF FORCE	<p>1. The District police shall, in addition to their normal duties, assist the Board, agents of the Board, and the District and/or campus administrators with matters that do not concern the</p>

~~application of law but that will facilitate the orderly conduct of District business.~~

~~2. District police officers shall not work in an off-duty law enforcement-related job without first obtaining the permission of the District to do so. To seek such permission, the officer must execute the required off-duty employment request form. If permission is granted, the officer must inform the officer's off-duty employer of the terms imposed by the District. While off-duty, District police officers:~~

~~a. Do not represent the District.~~

~~b. Do not perform duties for the District.~~

~~c. Shall not use District equipment, uniforms, or resources.~~

~~3. The District police chief shall institute departmental regulations pertaining to weapons, ammunition, use of force, including deadly force, pursuit, arrest procedures, training, and other topics as may~~ **shall be authorized only when reasonable and** ~~necessary and prudent to the orderly operations of the police department.~~

~~4. It is the policy of the Board that District police officers, while in an on-duty or an off-duty status, shall protect and not violate the civil rights of any person. District police officers shall not violate nor misapply the provisions of Chapter Nine of the Penal Code with respect to the use of force or deadly force. District police officers shall not violate or misapply the provisions of Chapter 14 of the Code of Criminal Procedure, with respect to the powers of arrest. Any violation of the contents or intent of this paragraph shall be cause for disciplinary action and could result in criminal charges and/or civil action.~~

~~5. All police officers employed and commissioned by the District shall take and file the oath required of police officers and shall execute and file a good and sufficient bond in the minimum sum of \$1,000 payable to the Board, with two or more good and sufficient sureties, conditioned that the officer will fairly, impartially, and faithfully perform all the duties that may be required of the officer by District policy.~~

SAFETY PROGRAMS/RISK MANAGEMENT
SECURITY PERSONNEL

CKE
(LOCAL)

~~COMPLAINT AGAINST
A POLICE OFFICER
FORMAL COMPLAINTS
AGAINST HOT
PURSUIT~~

Officers shall not engage in high-speed chases or the hot pursuit of suspected offenders in a motor vehicle when the immediate danger to the public or the officer created by the pursuit exceeds the immediate or potential danger presented by the offenders remaining at large.

VIDEO MONITORING

Video equipment shall be used on a District police officer ~~must be submitted to the~~ car for safety purposes whenever the flashing lights on a car are in use.

NOTICE

Students and parents shall be notified regarding the use of video cameras on District police cars.

USE OF
RECORDINGS

Recordings shall be reviewed by the chief of police and the Superintendent whenever the conduct of an officer or the subject of a police stop is in question.

ACCESS TO
RECORDINGS

Recordings shall remain in the custody of the chief of police and shall be maintained as required by law. A parent or student who wishes to view a video recording ~~in writing and signed by the complainant before an investigation can be conducted. No response to~~ disciplinary action ~~shall be~~ taken against a District police officer until he or she has been provided a copy of the complaint and given an opportunity to respond. ~~the student may request such access under the procedures set out by law. [See FL(LEGAL)]~~

~~Informal complaints may be addressed to the campus principal or to the chief of police either orally or in writing. No disciplinary action shall be taken against an officer on the basis of an informal complaint alone; however, the incident may be documented for appraisal purposes.~~

OFFICER TRAINING

All District officers shall receive at least the minimum amount of continuing education required by the Texas Commission on Law Enforcement (TCLE).

DEPARTMENT
REGULATIONS
MANUAL

To carry out the provisions in this policy, the police department shall compile and maintain a manual that describes and sets forth operational procedures, rules, and regulations pertaining to the administration of police services. The chief of police and the Superintendent shall review the manual annually and make any appropriate revisions.

RACIAL PROFILING

The chief of police shall develop and implement rules to ensure compliance with state law regarding racial profiling. Police officers employed by the District shall not initiate any law enforcement action based on an individual's race, ethnicity, or national origin.

PROPOSED POLICY

BOARD
RESPONSIBILITY

To ensure sufficient security and protection of students, staff, and property, the Board shall authorize the formation of a District police department.

SUPERVISORY
AUTHORITY

The chief of police shall be accountable and report to the Superintendent. In accordance with law, the Superintendent may not delegate this supervisory responsibility.

JURISDICTION

The jurisdiction of police officers shall include all territory within District boundaries, as well as all real and personal property outside the boundaries of the District that is owned, leased, or rented by the District, or is otherwise under the District's control.

POLICE AUTHORITY

Police officers employed by the District shall have the powers, privileges, and immunities of police officers on or off duty. Police officers shall have the authority to:

1. Enforce all applicable sections of the Texas Education Code.
2. Prevent and investigate violations of law, ordinances, or District policy that occur on District property, in school zones and at bus stops, or at District functions; that involve District vehicles or buses; or that involve offenses against the District or against District employees or Board members serving in their official capacities.
3. Serve search warrants in connection with District-related investigations and arrest warrants in compliance with the Texas Code of Criminal Procedure.
4. Take juveniles into custody as provided by the Texas Family Code.
5. Arrest suspects consistent with state and federal statutory and constitutional standards governing arrests, including arrests without warrant, for offenses that occur in the officer's presence or under the other rules set out in the Texas Code of Criminal Procedure.
6. Patrol streets in connection with the performance of duties provided by this policy and engage in traffic enforcement activities on streets, highways, and roadways within the jurisdiction set out by this policy.
7. Engage in activities and programs approved by the Superintendent designed to prevent or deter crimes against District property or District employees, students, and visitors.

8. Carry weapons as directed by the chief of police and approved by the Superintendent.
9. Assist in providing traffic and parking control at athletic events, at school closings or openings, or at any other time deemed necessary by the Superintendent to ensure the safety and welfare of students, staff, and District patrons.
10. Enforce laws relating to the safe operation of school buses or other District vehicles.
11. As appropriate, coordinate and cooperate with commissioned officers of all other law enforcement agencies in the enforcement of this policy.
12. Investigate violations of District rules and regulations as requested by the District administration and participate in administrative hearings concerning the alleged violations.
13. Participate in judicial proceedings.
14. Enforce all laws, including municipal ordinances, county ordinances, and state laws within another law enforcement agency's jurisdiction while temporarily assigned to that agency.

LIMITATIONS ON
NONSCHOOL
EMPLOYMENT

No officer commissioned under this policy shall provide law enforcement or security services for an outside employer without prior written approval from the chief of police and Superintendent.

RELATIONSHIP WITH
OUTSIDE AGENCIES

The District's police department and the law enforcement agencies with which it has overlapping jurisdiction shall enter into a memorandum of understanding that outlines reasonable communication and coordination efforts among the department and the agencies. The chief of police and the Superintendent shall review the memorandum of understanding at least once every year. The memorandum of understanding shall be approved by the Board.

USE OF FORCE

The use of force, including deadly force, shall be authorized only when reasonable and necessary.

HOT PURSUIT

Officers shall not engage in high-speed chases or the hot pursuit of suspected offenders in a motor vehicle when the immediate danger to the public or the officer created by the pursuit exceeds the immediate or potential danger presented by the offenders remaining at large.

VIDEO MONITORING

Video equipment shall be used on a District police car for safety purposes whenever the flashing lights on a car are in use.

NOTICE

Students and parents shall be notified regarding the use of video cameras on District police cars.

SAFETY PROGRAMS/RISK MANAGEMENT
SECURITY PERSONNEL

CKE
(LOCAL)

USE OF RECORDINGS	Recordings shall be reviewed by the chief of police and the Superintendent whenever the conduct of an officer or the subject of a police stop is in question.
ACCESS TO RECORDINGS	Recordings shall remain in the custody of the chief of police and shall be maintained as required by law. A parent or student who wishes to view a video recording in response to disciplinary action taken against the student may request such access under the procedures set out by law. [See FL(LEGAL)]
OFFICER TRAINING	All District officers shall receive at least the minimum amount of continuing education required by the Texas Commission on Law Enforcement (TCLE).
DEPARTMENT REGULATIONS MANUAL	To carry out the provisions in this policy, the police department shall compile and maintain a manual that describes and sets forth operational procedures, rules, and regulations pertaining to the administration of police services. The chief of police and the Superintendent shall review the manual annually and make any appropriate revisions.
RACIAL PROFILING	The chief of police shall develop and implement rules to ensure compliance with state law regarding racial profiling. Police officers employed by the District shall not initiate any law enforcement action based on an individual's race, ethnicity, or national origin.

ADD POLICY

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.

PROPOSED REVISIONS

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

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]

| For construction contracts valued at or above ~~\$25,000~~ **\$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]

CHANGE ORDERS

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.

PROJECT ADMINISTRATION

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

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

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.

PROPOSED REVISIONS

PERSONNEL DUTIES	The Superintendent shall define the qualifications, duties, and responsibilities of all positions and shall ensure that job descriptions are current and accessible to employees and supervisors.
POSTING VACANCIES	The Superintendent or designee shall establish guidelines for advertising employment opportunities and posting notices of vacancies. These guidelines shall advance the Board's commitment to equal opportunity employment and to recruiting well-qualified candidates. Current District employees may apply for any vacancy for which they have appropriate qualifications.
APPLICATIONS	<p>All applicants shall complete the application form supplied by the District. Information on applications shall be confirmed before a contract is offered for a contractual position and before hiring or as soon as possible thereafter for a noncontractual position.</p> <p>[For information related to the evaluation of criminal history records, see DBAA.]</p>
EMPLOYMENT OF CONTRACTUAL PERSONNEL	<p>The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel.</p> <p>The Board delegates to the Superintendent final authority for employment of teachers, counselors, librarians, and nurses. The Board retains final authority for employment of positions of assistant principal or above.</p> <p>The Board retains final authority for employment of contractual personnel. [See DCA, DCB, DCC, and DCE as appropriate]</p>
EMPLOYMENT OF NONCONTRACTUAL PERSONNEL	<p>The Board delegates to the Superintendent final authority to employ and dismiss noncontractual employees on an at-will basis.</p> <p>[See DCD]</p>
EXIT INTERVIEWS AND EXIT REPORTS	An exit interview shall be conducted, if possible, and an exit report shall be prepared for every employee who leaves employment with the District.

PROPOSED REVISIONS

CERTIFICATION REQUIRED BY SBEC

Term contracts governed by Chapter 21 of the Education Code (educator term contracts) shall be provided to:

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

CERTIFICATION REQUIRED BY THE DISTRICT

Educator term contracts shall be provided also to persons in the following positions for which the District requires current SBEC certification: deputy superintendent, executive director of professional development, executive director of curriculum, director of special programs, coordinator of student services and safety, and instructional technology specialist.

NO CERTIFICATION REQUIREMENT

In addition, educator term contracts shall be provided for the following positions for which neither SBEC nor the District requires current SBEC certification: speech therapists, occupational therapists, and chief financial officer.

CURRENT POLICY

CERTIFICATION REQUIRED BY SBEC

Term contracts governed by Chapter 21 of the Education Code (educator term contracts) shall be provided to:

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

CERTIFICATION REQUIRED BY THE DISTRICT

Educator term contracts shall be provided also to persons in the following positions for which the District requires current SBEC certification: the assistant superintendent of instruction and the special education director.

PROPOSED REVISIONS

	<p>Personnel employed on an at-will basis include but are not limited to employees in the following categories: auxiliary personnel, paraprofessionals, noncertified professionals, noncertified administrators, and teachers with school district permitsbusiness manager; instructional aides, clerical employees; maintenance and custodial employees; transportation employees; food service employees; and technology support staff.</p>
ASSIGNMENT AND EVALUATION	<p>The Superintendent or designee has sole authority to notify employees of assignments, compensation rates, and conditions of employment.</p> <p>Evaluation of at-will employees shall be conducted by the principal or supervisor in accordance with administrative procedures. [See DN]</p>
REASONABLE ASSURANCE OF EMPLOYMENT	<p>At-will employees in positions normally requiring less than 12 months of service annually and who are expected to report to work at the beginning of the following school session shall be provided a letter of reasonable assurance of employment. [See CRF]</p>
DISMISSAL	<p>At-will employees may be dismissed at any time for any reason not prohibited by law or for no reason, as determined by the needs of the District. At-will employees who are dismissed shall receive pay through the end of the last day worked.</p>
APPEAL TO BOARD	<p>A dismissed employee may request to be heard by the Board in accordance with DGBA(LOCAL).</p>

PROPOSED REVISIONS

The Superintendent shall recommend to the Board for approval compensation plans for all District employees. Compensation plans may include wage and salary structures, stipends, benefits, and incentives.

PAY ADMINISTRATION

The Superintendent shall administer the compensation plans consistent with the budget approved by the Board. The Superintendent or designee shall classify each job title within the compensation plans based on the qualifications and duties of the position. Within these classifications, the Superintendent or designee shall determine appropriate pay for new employees and employees re-assigned to different positions.

ANNUAL PAY INCREASES

The Superintendent shall recommend to the Board an amount for employee pay increases as part of the annual budget. The Superintendent or designee shall determine annual increases for individual employees, within budgeted amounts.

MID-YEAR PAY INCREASES

CONTRACT EMPLOYEES

A contract employee's pay shall not be increased after performance on the contract has begun unless there is a change in the employee's job assignment or duties that warrants additional compensation. Any such changes in pay during the term of the contract shall require Board approval. [See DEAB for public hearing requirements]

NONCONTRACT EMPLOYEES

The Superintendent may grant a pay increase to a noncontract employee after duties have begun only when there is a change in the employee's job assignment or duties, or when an adjustment in the market value of the job warrants additional compensation. The Superintendent shall report any such pay increases to the Board at the next regular meeting.

CLASSIFICATION OF POSITIONS

The Superintendent or designee shall determine the classification of positions or employees as "exempt" or "nonexempt" for purposes of payment of overtime in compliance with the Fair Labor Standards Act (FLSA).

EXEMPT

The District shall pay employees who are exempt from the overtime pay requirements of the FLSA on a salary basis. The salaries of these employees are intended to cover all hours worked, and the District shall not make deductions that are prohibited under the FLSA.

An employee who believes deductions have been made from his or her salary in violation of this policy should bring the matter to the District's attention, through the District's complaint policy. [See DGBA] If improper deductions are confirmed, the District will reim-

COMPENSATION AND BENEFITS
WAGE AND HOUR LAWS

DEA
(LOCAL)

burse the employee and take steps to ensure future compliance with the FLSA.

The Superintendent or designee may assign noncontractual supplemental duties to personnel exempt under the FLSA, as needed. [See DK(LOCAL)] The employee shall be compensated for these assignments according to the District's compensation plans.

NONEXEMPT

Nonexempt employees may be compensated on an hourly basis or on a salary basis. Employees who are paid on an hourly basis shall be compensated for all hours worked. Employees who are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless the employee works more than 40 hours.

A nonexempt employee shall have the approval of his or her supervisor before working overtime. An employee who works overtime without prior approval is subject to discipline but shall be compensated in accordance with the FLSA.

DISASTER PAY

The emergency closing of schools during a disaster for any cause shall be at the discretion of the Superintendent. During an emergency closing for which the workdays are not scheduled to be made up at a later date, all employees shall continue to be paid for their regular duty schedule regardless of whether the employees are required to report to work.

Hourly employees who are required to work during an emergency closing shall be paid at the rate of one and one-half times their regular rate of pay for all hours worked up to 40 hours per week. Overtime for time worked over 40 hours in a week shall be calculated and paid according to law. The Superintendent or designee shall approve payments and ensure that accurate time records are kept of actual hours worked during emergency closings.

WORKWEEK
DEFINED

For purposes of FLSA compliance, the workweek for District employees shall be 12:00 a.m. ~~Saturday~~ **Monday** until 11:59 p.m. ~~Friday~~ **Sunday**.

COMPENSATORY
TIME

ACCRUAL

At the District's option, nonexempt employees may receive compensatory time off, rather than overtime pay, for overtime work. The employee shall be informed in advance if overtime hours will accrue compensatory time rather than pay.

Compensatory time earned by nonexempt employees may not accrue beyond a maximum of 60 hours. If an employee has a balance of more than 60 hours of overtime, the employee will be required to use compensatory time or, at the District's option, will receive overtime pay.

COMPENSATION AND BENEFITS
WAGE AND HOUR LAWS

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USE	<p>An employee shall use compensatory time within the duty year in which it is earned. If an employee has any unused compensatory time remaining at the end of a fiscal year, the employee shall receive overtime pay.</p> <p>Compensatory time may be used at either the employee's or the District's option. An employee may use compensatory time in accordance with the District's leave policies and if such use does not unduly disrupt the operations of the District. [See DEC(LOCAL)] The District may require an employee to use compensatory time when in the best interest of the District.</p>
ANNUALIZED SALARY REQUIRED	The District shall pay all salaried employees over 12 months, regardless of the number of months employed during the school year. A salaried employee shall receive his or her salary in equal monthly or bimonthly payments, beginning with the first pay period of the school year.
EARLY SEPARATION	<p>If a salaried employee separates from service before the last day of instruction, the employee shall receive in his or her final paycheck the unpaid amount the employee has actually earned from the beginning of the 12-month pay period until the date of separation. For purposes of this policy, "separation from service" shall be as defined in IRS regulation 26 CFR 1.409A-1(h).</p><p>A salaried employee who separates from service on or after the last day of instruction shall be paid as follows:</p><ol style="list-style-type: none">1. An employee who is retiring under the Texas Teacher Retirement System shall receive in his or her final paycheck the unpaid amount the employee has actually earned from the beginning of the 12-month pay period until the date of separation. If the employee is eligible and elects to continue enrollment in the District's group health coverage for one or more months of the summer, the employee's share of premiums shall be withheld from the final paycheck.2. All other employees shall be paid according to the annualized salary provisions above.<p>[For provisions on continuation of coverage after resignation, see CRD(LEGAL).]</p>

PROPOSED REVISIONS: 12-20-2013

~~AUXILIARY
EMPLOYEES~~
**DESIGNATED PAID
HOLIDAYS**

~~After one full year of continuous employment, full-time auxiliary employees in positions requiring a minimum of 242 workdays of service are eligible for two weeks of paid vacation.~~

~~Maintenance and technology personnel~~ **When a calendar day is designated by the District as a school holiday, employees** in positions requiring a minimum of 261 workdays shall receive paid holidays on New Year's Day, **Martin Luther King Day**, Memorial Day, July ~~4~~**Fourth**, Good Friday (when this date is also a school holiday), Labor Day, Thanksgiving (Thursday and Friday), **Christmas Eve** and Christmas Day.

~~The total number of hours for a paid vacation or holiday shall not exceed the number of hours for a regularly scheduled workday, as defined in DEC(LOCAL).~~

~~HOURLY EMPLOYEES~~
VACATION

After one full year of continuous employment, full-time hourly employees in positions normally requiring 12 months of service shall be eligible for two weeks of paid vacation. During the first year of employment, these employees shall be eligible for paid vacation earned at the rate of .8333 days per month worked to date of vacation during the period of July 1 - June 30.

Employees entering employment during the first 15 days of the month shall receive credit for a full month. Those entering employment during the last 15 days of the month shall not receive credit for that month.

~~Employees shall be paid for all vacation earned to date of termination. Employees terminated with less than 90 days of employment are not eligible for vacation benefits.~~

~~In the event that an employee's services are required during the normal vacation, the employee shall be paid for this vacation period. The Superintendent must approve such a request in advance.~~

~~SALARIED, AT-WILL
EMPLOYEES~~

~~After one full year of continuous employment, full-time salaried, at-will employees in positions normally requiring 12 months of service shall be eligible for two weeks of paid vacation.~~

~~During the first year of employment, an employee shall have commenced employment prior to May 15 to be eligible for vacation during the period of July 1 - June 30. Vacation shall be earned at the rate of .8333 days per month of employment to date of vacation.~~

~~Employees entering employment during the first 15 days of the month shall receive credit for a full month. Employees entering~~

COMPENSATION AND BENEFITS
VACATIONS AND HOLIDAYS

DED
(LOCAL)

	<p>employment during the last 15 days of the month shall not receive credit for the month.</p> <p>CONTRACTUAL, PROFESSIONAL EMPLOYEES</p> <p>After one full year of employment, contractual, professional employees in positions normally requiring 12 months of service shall be eligible for two weeks of paid vacation.</p> <p>During the first year of employment, an employee shall have commenced employment prior to May 15 to be eligible for vacation during the individual's current contract year. Vacation shall be earned at the rate of .8333 days per month of employment to date of vacation.</p> <p>Employees entering employment during the first 15 days of the month shall receive credit for a full month. Employees entering employment during the last 15 days of the month shall not receive credit for the month.</p>
SCHEDULE	<p>All vacation must be approved by the employee's supervisor and should be taken in the year earned unless otherwise approved by the Superintendent or designee.</p>
ACCUMULATION	<p>Vacation must be used during the period in which it is earned and shall not be carried from one period to the next.</p> <p>The total number of hours for a paid vacation or holiday shall not exceed the number of hours for a regularly scheduled workday, as defined in DEC(LOCAL).</p>
PAYMENT UPON SEPARATION	<p>An eligible employee who separates from employment with the District shall be entitled to payment of earned, unused vacation days if:</p> <ol style="list-style-type: none">1. The employee's separation from employment is voluntary, i.e., the employee is retiring or resigning and is not being discharged;2. The employee provides advance written notice of intent to separate from employment at least two weeks before the last day of employment; and3. The employee has more than 90 days of employment with the District.

COMPENSATION AND BENEFITS
EXPENSE REIMBURSEMENT

DEE
(LOCAL)

PROPOSED REVISIONS

PRIOR APPROVAL
REQUIRED

An employee shall be reimbursed for reasonable, allowable expenses incurred in carrying out District business only with the prior approval of the employee's immediate supervisor.

TRAVEL EXPENSES

Reimbursement for authorized travel shall be in accordance with legal requirements.

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 employee shall submit a statement, with receipts to the extent feasible, documenting actual expenses and in accordance with administrative procedures.

REIMBURSEMENT
FOR CLASSROOM
SUPPLIES

~~Contingent upon the availability to the District of TEA funding under the Teacher Reimbursement Grant, the District shall reimburse classroom teachers for personal funds expended on classroom supplies within criteria imposed by law and administrative procedures. In requesting reimbursement, the teacher shall document how the expenditure will benefit students.~~

EXCEPTION

Expenses for meals associated with authorized travel not related to a state or federal grant shall be paid to employees on a per diem basis. No receipts shall be required for expenses paid on a per diem basis.

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 on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law. 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.

SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually

EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA
(LOCAL)

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

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(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: Lynn McKinney</p> <p>Position: Executive Director of Administration Deputy Superintendent</p> <p>Address: 1008 Bailey Ranch Road, Aledo, TX 76008</p> <p>Telephone: (817) 441-8327</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: Cheryl Wooten</p> <p>Position: Assistant Superintendent Director of for Special Programs</p> <p>Address: 1008 Bailey Ranch Road, Aledo, TX 76008</p> <p>Telephone: (817) 441-5199</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)

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.

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.

EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA
(LOCAL)

APPEAL	<p>A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA(LOCAL), beginning at the appropriate level.</p> <p>The complainant may have a right to file a complaint with appropriate state or federal agencies.</p>
RECORDS RETENTION	<p>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]</p>
ACCESS TO POLICY	<p>This policy shall be distributed annually to District employees. Copies of the policy shall be readily available at each campus and the District administrative offices.</p>

ALTERNATE TASB VERSION

**PRINCIPAL
QUALIFICATIONS**

In addition to the minimal certification requirement, the principal shall have at least:

1. Working knowledge of curriculum and instruction;
2. The ability to evaluate instructional program and teaching effectiveness;
3. The ability to manage budget and personnel and coordinate campus functions;
4. The ability to explain policy, procedures, and data;
5. Strong communications, public relations, and interpersonal skills;
6. Prior experience in instructional leadership roles; and
7. Other qualifications deemed necessary by the Board.

PROPOSED REVISIONS: 12-15-2013

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.

FULL CREDIT

When a student's combined average for the two semesters of a course is 70 or higher, the student shall be awarded one full credit even if the grade for one semester is below 70.

**WITHDRAWAL OR
LATE ENROLLMENT**

Any 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

RELATION TO ESSENTIAL KNOWLEDGE AND SKILLS

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

Assignments, tests, projects, classroom activities, and other instructional activities shall be designed so that each student's performance indicates the level of mastery of the designated District objectives.

GUIDELINES FOR GRADING

The Superintendent or designee shall ensure that each campus or instructional level develops guidelines for teachers to follow in determining grades for students. These guidelines shall ensure that grading reflects a student's relative mastery of an assignment and that a sufficient number of grades are taken to support the grade average assigned. Guidelines for grading shall be clearly communicated to students and parents.

The District shall permit a student who meets the criteria detailed in the grading guidelines a reasonable opportunity to redo an assignment or retake a test for which the student received a failing grade.

PROGRESS REPORTING

The District shall issue grade reports/report cards every six weeks on a form approved by the Superintendent or designee. Performance shall be measured in accordance with this policy and the standards established in EIE.

INTERIM REPORTS

Interim progress reports shall be issued for all students after the third week of each grading period **to parents of students who have an average below 75 or to parents of students whose grades have changed significantly**. Supplemental progress reports may be issued at the teacher's discretion.

CONFERENCES

In addition to conferences scheduled on the campus calendar, conferences may be requested by a teacher or parent as needed.

ACADEMIC DISHONESTY

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

ACADEMIC ACHIEVEMENT
GRADING/PROGRESS REPORTS TO PARENTS

EIA
(LOCAL)

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

DELETE POLICY

Students shall be expected to make up assignments and tests after absences. Students shall receive a zero for any assignment or test not made up within the allotted time.

TESTS

Students shall be permitted to take tests administered in any class missed because of absence.

For any class missed, the teacher may assign the student make-up work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

A student shall be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher.

LATE PROJECTS

Teachers may assign a late penalty to any project turned in after the due date in accordance with previously established guidelines approved by the principal and disseminated to students.

UNEXCUSED ABSENCES

The grade for make-up work after an unexcused absence shall be no higher than 70.

SUSPENSION

The District shall not impose a grade penalty for make-up work after an absence because of suspension.

PROPOSED REVISIONS

CALCULATION	The District shall include in the calculation of class rank semester grades earned in all high school credit courses regardless of when the credit was earned, unless excluded below.
EXCLUSIONS	<p>The calculation of class rank shall exclude grades earned in or by physical education; athletics; drill team; credit recovery; credit by examination, with or without prior instruction and a local credit course.</p> <p>In addition, the calculation of class rank shall exclude grades earned through the Texas Virtual School Network (TxVSN), distance learning (traditional correspondence courses), and in dual credit courses.</p> <p>In addition, students from the Aledo Academic Alternative School shall not be ranked.</p>
WEIGHTED GRADE SYSTEM CATEGORIES	The District shall categorize and weight eligible courses as Advanced, Honors, and Regular in accordance with provisions of this policy.
ADVANCED PLACEMENT COURSES	Eligible AP courses designated in the student handbook shall be categorized and weighted as Advanced Placement courses.
PRE-ADVANCED AND ADVANCED COURSES	Eligible pre-AP and Advanced courses designated as pre-AP or advanced courses in the student handbook shall be categorized and weighted as pre-AP or advanced courses.
REGULAR COURSES	All other eligible courses shall be designated as Regular courses.
WEIGHTED NUMERICAL GRADE AVERAGE	The District shall assign weights to grades earned in eligible courses and calculate a weighted numerical grade average, in accordance with the following scale:

Category	Weight
Advanced Placement	multiplied by 1.15
Pre-AP and Advanced	multiplied by 1.10
Regular	multiplied by 1

ACADEMIC ACHIEVEMENT
CLASS RANKING

EIC
(LOCAL)

	<p>The District shall record unweighted numerical grades on student transcripts.</p>
TRANSFERRED GRADES	<p>When a student transfers grades for properly documented and eligible courses, the District shall assign weight to those grades based on the categories and grade weight system used by the District, if a similar or equivalent course is offered to the same class of students in the District.</p>
LOCAL GRADUATION HONORS	<p>For the purpose of determining honors to be conferred during graduation activities, the District shall calculate class rank using grades available at the time of calculation at the end of the fifth six-week grading period of the senior year. The average of the fourth and fifth six-week grades shall be used as the semester grade for this purpose.</p> <p>For the purpose of applications to institutions of higher education, the District shall also calculate class ranking as required by state law. The District's eligibility criteria for local graduation honors shall apply only for local recognitions and shall not restrict class ranking for the purpose of automatic admission under state law. [See EIC(LEGAL)]</p>
VALEDICTORIAN AND SALUTATORIAN	<p>The valedictorian and salutatorian shall be the eligible students with the highest and second highest ranking, respectively. To be eligible for such recognition, a student must:</p> <ol style="list-style-type: none">1. Have been continuously enrolled in the District high school for the two school years immediately preceding graduation;2. Have completed the Recommended Program or the Advanced/Distinguished Achievement Program for graduation; and3. Be graduating after exactly eight semesters of enrollment in high school.
BREAKING TIES	<p>In case of a tie in weighted numerical grade averages after calculation to the thousandths place, the District shall recognize all students involved in the tie as sharing the honor and title.</p>
HONOR GRADUATES	<p>The District shall recognize at the graduation ceremony all students whose weighted numerical grade averages comprise the top ten percent of the students in the graduating class.</p>

PROPOSED REVISIONS

MINIMUM PROGRAM	The District requires completion of 4 1 credits in addition to the number required by the state for graduation under the Minimum Program. The additional credits shall be 1 credit in World Geography, 0.5 credit in health, 1 credit in technology, and 1.5 elective credits.
FINE ARTS CREDIT	Beginning with the 2010–11 school year, all students graduating under the Minimum Program must have completed a 1-credit course in fine arts.
RECOMMENDED PROGRAM	The District requires no additional credits for graduation under the Recommended Program beyond the number mandated by the state.
ADVANCED / DISTINGUISHED ACHIEVEMENT PROGRAM	The District requires no additional credits for graduation under the Advanced/Distinguished Achievement Program beyond the number mandated by the state.
COURSE REQUIREMENTS	To graduate, a student must complete the courses required by the District in addition to the courses mandated by the state. The list of courses required for each of the programs may be found in the student handbook.
PHYSICAL EDUCATION SUBSTITUTIONS	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)]
OTHER PHYSICAL ACTIVITY PROGRAMS	The District shall award state graduation credit for physical education for appropriate private or commercially sponsored physical activity programs conducted either on or off campus, upon approval by the Commissioner of Education. [See also EHAC]
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: <ol style="list-style-type: none">1. Recommendation by a teacher or counselor.2. Scores on assessment instruments and/or achievement tests.

PROPOSED REVISIONS

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: Lynn McKinney

Position: ~~Executive Director of Administration~~ Deputy
Superintendent

Address: 1008 Bailey Ranch Road, Aledo, TX 76008

Telephone: (817) 441-8327

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: Cheryl Wooten

Position: ~~Assistant Superintendent for Special Programs~~ Director of Special Programs

Address: 1008 Bailey Ranch Road, Aledo, TX 76008

Telephone: (817) 441-5199

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

EQUAL EDUCATIONAL OPPORTUNITY

FB
(LOCAL)

	<p>need of special education in accordance with the Individuals with Disabilities Education Act (IDEA). [See EHBA]</p> <p>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.</p>
REFERRALS	<p>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.</p>
PARENTAL CONSENT	<p>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.</p>
NOTICE TO PARENTS	<p>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.</p>
PREPLACEMENT EVALUATION	<p>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.</p>
IMPARTIAL HEARING	<p>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.</p>
STATE-MANDATED ASSESSMENTS	<p>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]</p>

PROPOSED REVISIONS

TRANSFER REQUESTS

A nonresident student shall not be permitted to attend District schools except as provided below.

EXCEPTIONS

A resident student who becomes a nonresident during the course of a semester or a child of any nonresident full-time District employee or part-time professional District employee who ends his or her employment relationship with the District shall be permitted to continue in attendance for the remainder of the semester.

Any nonresident full-time District employee or any part-time professional 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.

FACTORS

In approving transfers, the Superintendent or designee shall consider availability of space and instructional staff and the student's disciplinary history and attendance records.

REVOCATION OF TRANSFER

A transfer student shall be notified in the written transfer agreement that he or she must follow all rules and regulations of the District, including those for student conduct and attendance, and that violation of the District's rules and regulations may result in revocation of the transfer agreement. The effective date of the revocation ~~will~~ **shall** be set in accordance with the written transfer agreement.

Written notification of any transfer revocation shall be sent to the school district of residence.

APPEALS

Any appeals shall be made in accordance with FNG(LOCAL) and GF(LOCAL), as appropriate.

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.

PROPOSED REVISIONS

STATEMENT OF PURPOSE	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.
WELLNESS	
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	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 each campus are in accordance with the Texas Public School Nutrition Policy. [See CO]
	In addition to legal requirements, the District shall establish age-appropriate guidelines for food and beverages at classroom parties or school celebrations [see CO].
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> <p>In addition, the District establishes the following goals for nutrition education:</p> <ol style="list-style-type: none">1. The food service staff, teachers, and other school personnel will coordinate the promotion of nutrition messages in the cafeteria, the classroom, and other appropriate settings.2. Educational nutrition information will be shared with families and the general public to positively influence the health of students and community members.
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 shall provide an environment that fosters safe and enjoyable fitness activities for all students, including those who are not participating in competitive sports.</p>
SCHOOL-BASED ACTIVITIES	The District establishes the following goals to create an environment conducive to healthful eating and physical activity and to ex-

STUDENT WELFARE
WELLNESS AND HEALTH SERVICES

FFA
(LOCAL)

press a consistent wellness message through other school-based activities:

1. Sufficient time will be allowed for students to eat meals in lunchroom facilities that are clean, safe, and comfortable.

~~2. Employee wellness education and involvement will be promoted.~~

IMPLEMENTATION

The ~~assistant superintendent for special programs~~ **Superintendent or designee** shall oversee the implementation of this policy and shall develop administrative procedures for periodically measuring the implementation of the wellness policy.

PROPOSED REVISIONS

UIL PARTICIPATION

A student desiring to participate in the UIL athletic program shall submit **annually** a statement from a health care provider authorized under UIL rules indicating that the student has been examined and is physically able to participate in the athletic program. ~~This examination is required in the first year of middle school competition and the first and third years of high school competition. In other years, the student shall complete a medical appraisal form. A student may be required to have a physical examination based on answers to the appraisal form.~~

ADDITIONAL SCREENING

The District may provide additional screening as District and community resources permit.

REFERRALS

Parents of students identified through any screening programs as needing treatment or further examination shall be advised of the need and referred to appropriate health agencies.

ADD POLICY

LIAISON FOR
HOMELESS
STUDENTS

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

Name: Scott Kessel

Position: Coordinator of Student Services and Safety

Address: 1008 Bailey Ranch Road, Aledo, TX 76008

Telephone: (817) 441-5161

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), 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 [Lynn McKinney](#) the Deputy Superintendent at (817) 441-8327.

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 shall 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 Parker County Sheriff's Office, at (817) 594-8845;

STUDENT WELFARE
CHILD ABUSE AND NEGLECT

FFG
(EXHIBIT)

- The Child Protective Services (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, against any student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law. The District prohibits dating violence, as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

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 calling, 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.

STUDENT WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

FFH
(LOCAL)

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.

STUDENT WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

FFH
(LOCAL)

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
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 WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

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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

STUDENT REPORT

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.

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.

TITLE IX
COORDINATOR

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:

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	<p>Name: Lynn McKinney</p> <p>Position: Executive Director of Administration Deputy Superintendent</p> <p>Address: 1008 Bailey Ranch Road, Aledo, TX 76008</p> <p>Telephone: (817) 441-8327</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: Cheryl Wooten</p> <p>Position: Assistant Superintendent for Special Programs Director of Special Programs</p> <p>Address: 1008 Bailey Ranch Road, Aledo, TX 76008</p> <p>Telephone: (817) 441-5199</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>
INVESTIGATION OF THE REPORT	<p>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.</p>

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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 not, the District official shall refer the complaint for consideration under FFI.

If an investigation is required in accordance with this policy, the District official shall also determine whether the allegations, if proven, would constitute bullying, as defined by FFI.

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

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.

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 include a determination of whether prohibited conduct or bullying occurred. The report shall be filed with the District official overseeing the investigation.

DISTRICT ACTION
PROHIBITED
CONDUCT

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.

CORRECTIVE
ACTION

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

STUDENT WELFARE
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	areas where harassment has occurred, and reaffirming the District's policy against discrimination and harassment.
BULLYING	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.
IMPROPER CONDUCT	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.
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 student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level. A student shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.
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 Web site, to the extent practicable, and readily available at each campus and the District's administrative offices.

PROPOSED REVISIONS

COMPREHENSIVE SYSTEM

The Superintendent or designee shall develop and maintain a comprehensive system of student records and reports dealing with all facets of the school program operation and shall ensure through reasonable procedures that records are accessed by authorized persons only, as allowed by this policy. These data and records shall be stored in a safe and secure manner and shall be conveniently retrievable for use by authorized school officials.

CUMULATIVE RECORD

A cumulative record shall be maintained for each student from entrance into District schools until withdrawal or graduation from the District.

This record shall move with the student from school to school and be maintained at the school where currently enrolled until graduation or withdrawal. Records for nonenrolled students shall be retained for the period of time required by law. No permanent records may be destroyed without explicit permission from the Superintendent. [See GBA]

CUSTODIAN OF RECORDS

The principal is custodian of all records for currently enrolled students. The principal is the custodian of records for students who have withdrawn or graduated. The student handbook made available to all students and parents shall contain a listing of the addresses of District schools, as well as the Superintendent's business address.

TYPES OF EDUCATION RECORDS

The record custodian shall be responsible for the education records of the District. These records may include:

1. Admissions data, personal and family data, including certification of date of birth.
2. Standardized test data, including intelligence, aptitude, interest, personality, and social adjustment ratings.
3. All achievement records, as determined by tests, recorded grades, and teacher evaluations.
4. All documentation regarding a student's testing history and any accelerated instruction he or she has received, including any documentation of discussion or action by a grade placement committee convened for the student.
5. Health services record, including:
 - a. The results of any tuberculin tests required by the District.

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(LOCAL)

- b. The findings of screening or health appraisal programs the District conducts or provides. [See FFAA]
 - c. Immunization records. [See FFAB]
- 6. Attendance records.
- 7. Student questionnaires.
- 8. Records of teacher, counselor, or administrative conferences with the student or pertaining to the student.
- 9. Verified reports of serious or recurrent behavior patterns.
- 10. Copies of correspondence with parents and others concerned with the student.
- 11. Records transferred from other districts in which the student was enrolled.
- 12. Records pertaining to participation in extracurricular activities.
- 13. Information relating to student participation in special programs.
- 14. Records of fees assessed and paid.
- 15. Records pertaining to student and parent complaints.
- 16. Other records that may contribute to an understanding of the student.

ACCESS BY PARENTS

The District shall make a student's records available to the student's parents, as permitted by law. The records custodian or designee shall use reasonable procedures to verify the requestor's identity before disclosing student records containing personally identifiable information.

Records may be reviewed in person during regular school hours without charge upon written request to the records custodian. For in-person viewing, the records custodian or designee shall be available to explain the record and to answer questions. The confidential nature of the student's records shall be maintained at all times, and records to be viewed shall be restricted to use only in the Superintendent's, principal's, or counselor's office, or other restricted area designated by the records custodian. The original copy of the record or any document contained in the cumulative record shall not be removed from the school.

Copies of records are available at a per copy cost, payable in advance. Copies of records must be requested in writing. Parents may be denied copies of records if they fail to follow proper proce-

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(LOCAL)

dures or pay the copying charge. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of a parent, one copy of the record shall be provided at no charge.

A parent may continue to have access to his or her child's records under specific circumstances after the student has attained 18 years of age or is attending an institution of postsecondary education. [See FL(LEGAL)]

ACCESS BY SCHOOL
OFFICIALS

A school official shall be allowed access to student records if he or she has a legitimate educational interest in the records.

For the purposes of this policy, "school officials" shall include:

1. An employee, trustee, or agent of the District, including an attorney, a consultant, a contractor, a volunteer, and any outside service provider used by the District to perform institutional services.
2. An employee of a cooperative of which the District is a member or of a facility with which the District contracts for placement of students with disabilities.
3. A contractor retained by a cooperative of which the District is a member or by a facility with which the District contracts for placement of students with disabilities.
4. A parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

All contractors provided with student records shall follow the same rules as employees concerning privacy of the records and shall return the records upon completion of the assignment.

A school official has a "legitimate educational interest" in a student's records when he or she is:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities;
3. Compiling statistical data;
4. Reviewing an education record to fulfill the official's professional responsibility; or
5. Investigating or evaluating programs.

STUDENT RECORDS

FL
(LOCAL)

TRANSCRIPTS AND TRANSFERS OF RECORDS

The District may request transcripts from previously attended schools for students transferring into District schools; however, the ultimate responsibility for obtaining transcripts from sending schools rests with the parent or student, if 18 or older.

For purposes of a student's enrollment or transfer, the District shall promptly forward in accordance with the time line provided in law education records upon request to officials of other schools or school systems in which the student intends to enroll or enrolls. [See FD(LEGAL), REQUIRED DOCUMENTATION] The District may return an education record to the school identified as the source of the record.

RECORDS RESPONSIBILITY FOR STUDENTS IN SPECIAL EDUCATION

The Director of Special ~~Education~~ **Programs** shall be responsible for ensuring the confidentiality of any personally identifiable information in records of students in special education.

A current listing of names and positions of persons who have access to records of students in special education is maintained at the special education office.

PROCEDURE TO AMEND RECORDS

Within 15 District business days of the record custodian's receipt of a request to amend records, the District shall notify the parents in writing of its decision on the request and, if the request is denied, of their right to a hearing. If a hearing is requested, it shall be held within ten District business days after the request is received.

Parents shall be notified in advance of the date, time, and place of the hearing. An administrator who is not responsible for the contested records and who does not have a direct interest in the outcome of the hearing shall conduct the hearing. The parents shall be given a full and fair opportunity to present evidence and, at their own expense, may be assisted or represented at the hearing.

The parents shall be notified of the decision in writing within ten District business days of the hearing. The decision shall be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision. If the decision is to deny the request, the parents shall be informed that they have 30 District business days within which to exercise their right to place in the record a statement commenting on the contested information and/or stating any reason for disagreeing with the District's decision.

DIRECTORY INFORMATION

Directory information for District students has been classified into two separate categories:

1. Items for use only for school-sponsored purposes; and
2. Items for all other purposes.

STUDENT RECORDS

FL
(LOCAL)

SCHOOL-
SPONSORED
PURPOSES

For the following school-sponsored purposes—all District publications and announcements—directory information shall include student name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams.

ALL OTHER
PURPOSES

For all other purposes, directory information shall include student name and grade level.

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. In addition, the District shall permit students to be absent for competitions and performances sponsored by other organizations approved by the Board, with a maximum of four absences in a school year for such purposes; **however, the principal shall approve the additional absences only when the student has a grade average of a 70 in all core academic classes and has a 90 percent attendance rate for all classes.**

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

COMMENCEMENT EXERCISES

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]

GRADUATION PARTICIPATION

~~No candidate for graduation shall participate in a District graduation ceremony unless that candidate has met all local and state requirements for graduation as certified by the high school principal or designee.~~

~~In addition, no candidate for graduation shall participate in the graduation ceremony who:~~

- ~~1. Is under the influence of alcohol or drugs;~~
- ~~2. Is belligerent to the extent of disrupting the ceremony or refusing to follow directions;~~
- ~~3. Refuses to comply with the appropriate dress requirements of the ceremony; or~~
- ~~4.1. Violates the Student Code of Conduct.~~

PROPOSED REVISIONS

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 ~~25~~ **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.

STUDENT EXPRESSION
DISTRIBUTION OF NONSCHOOL LITERATURE

FNAA
(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 school campuses or other District premises under this policy 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 deputy superintendent 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.

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.

APPEALS

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

PROPOSED REVISIONS

GENERAL GUIDELINES	<p>A District employee shall adhere to the following general guidelines when imposing discipline:</p> <ol style="list-style-type: none">1. A student shall be disciplined when necessary to improve the student's behavior, to maintain order, or to protect other students, school employees, or property.2. A student shall be treated fairly and equitably. Discipline shall be based on an assessment of the circumstances of each case. Factors to consider shall include:<ol style="list-style-type: none">a. The seriousness of the offense;b. The student's age;c. The frequency of misconduct;d. The student's attitude;e. The potential effect of the misconduct on the school environment;f. Requirements of Chapter 37 of the Education Code; andg. The Student Code of Conduct adopted by the Board.3. Before a student under 18 is assigned to detention outside regular school hours, notice shall be given to the student's parent to inform him or her of the reason for the detention and permit arrangements for necessary transportation.
STUDENT CODE OF CONDUCT	<p>At the beginning of the school year and throughout the school year as necessary, the Student Code of Conduct shall be:</p> <ol style="list-style-type: none">1. Posted and prominently displayed at each campus or made available for review in the principal's office, as required by law; and2. Made available on the District's Web site and/or as hard copy to students, parents, teachers, administrators, and to others on request.
REVISIONS	<p>Revisions to the Student Code of Conduct approved by the Board during the year shall be made available promptly to students and parents, teachers, administrators, and others.</p>
'PARENT' DEFINED	<p>Throughout the Student Code of Conduct and discipline policies, the term "parent" includes a parent, legal guardian, or other person having lawful control of the child.</p>

STUDENT DISCIPLINE

FO
(LOCAL)

CORPORAL
PUNISHMENT

The Board prohibits the use of corporal punishment in the District. Students shall not be spanked, paddled, or ~~subjected~~subject to other physical force as a means of discipline for violations of the Student Code of Conduct.

PHYSICAL RESTRAINT

Within the scope of an employee's duties, a District employee may physically restrain a student if the employee reasonably believes restraint is necessary in order to:

1. Protect a person, including the person using physical restraint, from physical injury.
2. Obtain possession of a weapon or other dangerous object.
3. Remove a student refusing a lawful command of a school employee from a specific location, including a classroom or other school property, in order to restore order or to impose disciplinary measures.
4. Control an irrational student.
5. Protect property from serious damage.

EXTRACURRICULAR
STANDARDS OF
BEHAVIOR

With the approval of the principal and Superintendent, sponsors and coaches of extracurricular activities may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards. Extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off school property. Extracurricular behavioral standards shall not have the effect of discriminating on the basis of gender, race, color, disability, religion, ethnicity, or national origin.

A student shall be informed of any extracurricular behavior standards at the beginning of each school year or when the student first begins participation in the activity. A student and his or her parent shall sign and return to the sponsor or coach a statement that they have read the extracurricular behavior standards and consent to them as a condition of participation in the activity.

Standards of behavior for an extracurricular activity are independent of the Student Code of Conduct. Violations of these standards of behavior that are also violations of the Student Code of Conduct may result in independent disciplinary actions.

A student may be removed from participation in extracurricular activities or may be excluded from school honors for violation of extracurricular standards of behavior for an activity or for violation of the Student Code of Conduct.

STUDENT DISCIPLINE

FO
(LOCAL)

VIDEO AND AUDIO MONITORING	<p>Video and audio recording equipment shall be used for safety purposes to monitor student behavior on District property.</p> <p>The District shall post signs notifying students and parents about the District’s use of video and audio recording equipment. Students shall not be notified when the equipment is turned on.</p>
USE OF RECORDINGS	<p>The principal shall review recordings as needed, and evidence of student misconduct shall be documented. A student found to be in violation of the District’s Student Code of Conduct shall be subject to appropriate discipline.</p>
ACCESS TO RECORDINGS	<p>Recordings shall remain in the custody of the campus principal and shall be maintained as required by law. A parent or student who wishes to view a recording in response to disciplinary action taken against the student may request such access under the procedures set out by law. [See FL(LEGAL)]</p>

ADD LEGAL POLICY

PEST CONTROL INFORMATION

At the time a student is registered, District personnel shall inform parents, guardians, or managing conservators that the school periodically applies pesticides indoors and that information on the application of pesticides is available on request. *Occupations Code 1951.455* [See CLB]

ADD POLICY

CHARGING FOR PERSONNEL TIME

After personnel of the District collectively have spent 36 hours of time producing public information for a requestor during the District's fiscal year, the District shall charge the requestor for any additional personnel time spent producing information for the requestor, in accordance with law.

PROPOSED REVISIONS

SCOPE OF USE

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.

Approval shall not be granted for any purpose that would damage school property or to any group that has damaged District property.

Note: See the following policies for other information regarding facilities use:

- 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
-

NONPROFIT FUND-RAISING

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.

FOR-PROFIT USE

The District shall permit individuals and for-profit organizations to use its facilities for financial gain when these activities do not conflict with school use or with this policy.

SCHEDULING

Requests for nonschool use of District facilities shall be considered on a first-come, first-served basis.

Academic and extracurricular activities sponsored by the District shall always have priority when any use is scheduled. [See FM]
The principal shall have authority to cancel a scheduled nonschool use if an unexpected conflict arises with a District activity.

APPROVAL OF USE

The facility ~~coordinator~~ **clerk** is authorized to approve use of facilities on a school campus and all other District facilities except athletic facilities. The athletic director is authorized to approve use of District athletic facilities.

EXCEPTION

No approval shall be required for nonschool-related recreational use of the District's unlocked, outdoor recreational facilities, such as the track, playgrounds, tennis courts, and the like, when the facilities are not in use by the District or for a scheduled nonschool purpose.

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(LOCAL)

EMERGENCY USE	In case of emergencies or disasters, the Superintendent may authorize the use of school facilities by civil defense, health, or emergency service authorities.
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	<p>Nonschool users shall be charged a fee for the use of designated facilities.</p> <p>The Superintendent chief financial officer 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.</p>
EXCEPTIONS	<p>Fees shall not be charged when school buildings are used for public meetings sponsored by state or local governmental agencies.</p> <p>Fees shall not be charged for use by District employee professional organizations. [See DGA]</p>
REQUIRED CONDUCT	<p>Persons or groups using school facilities shall:</p> <ol style="list-style-type: none">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 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. <p>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.</p>

PROPOSED REVISIONS

DISTRIBUTION OF NONSCHOOL LITERATURE PERMITTED

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 employee or by persons or groups not associated with the District, 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 on any District premises.

[See CPAB regarding use of the District's internal mail system and FNAA regarding distribution of nonschool literature by students]

LIMITATIONS ON CONTENT

Nonschool literature shall not be distributed 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.
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 on school campuses or other District premises under this policy shall be submitted to the Superintendent **or designee** for prior review in accordance with the following:

NONSCHOOL USE OF SCHOOL FACILITIES
DISTRIBUTION OF NONSCHOOL LITERATURE

GKDA
(LOCAL)

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 Superintendent **or designee** 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 in the following circumstances:

1. Distribution of materials by an attendee to other attendees at a school-sponsored meeting intended for adults and held after school hours;
2. Distribution of materials by an attendee to other attendees at a community group meeting held in accordance with GKD(LOCAL) or a noncurriculum-related student group meeting held in accordance with FNAB(LOCAL); or
3. Distribution for electioneering purposes during the time a school facility is being used as a polling place in accordance with state law [see BBB].

All nonschool literature distributed under these exceptions shall be removed from District property immediately following the event at which the materials were distributed.

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 to students or others at the principal's campus.

The Superintendent **or designee** shall designate times, locations, and means for distribution of nonschool literature at District facilities other than school campuses, 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 and/or suspension of use of District facilities. Appropriate law enforcement officials may be called if a person refuses to comply with this policy or fails to leave the premises when asked. [See GKA]

APPEALS

Decisions made by the administration in accordance with this policy may be appealed in accordance with the appropriate District complaint policy. [See DGBA or GF]

DELETE POLICY

STUDENT TEACHERS

All student teachers must be interviewed personally by the principal. Placement of all student teachers shall be approved by the Superintendent or designee and the principal of the school to which the student teacher is to be assigned.

Student teachers who fail to abide by District policies, rules, and administrative regulations may be dismissed by the Superintendent at any time during the course of the teacher education program.

The person in charge of the teacher education program shall coordinate this program with institutions of higher learning and shall be responsible, in a joint effort with such institutions, for professional development programs for the student teachers. All contracts for such programs must be signed by the Superintendent.