

Explanatory Notes

TASB Localized Policy Manual Update 107

District: San Diego ISD

A25 (INDEX) CROSS-INDEX

The cross-index, shared by all localized policy manuals in districts throughout Texas, the *TASB Policy Reference Manual*, and the *TASB Regulations Resource Manual*, has been updated to reflect new terminology and topic relationships established by changes in law or regulation that have arisen since this document was last updated in 2015.

Please bear in mind that the cross-index is "generic" and presents a structure that serves all these manuals; your policy manual may not address some of the topics shown and may not include some of the policies indicated. This cross-index is also a key element used in searching *Policy On Line*.

AF (LEGAL) INNOVATION DISTRICTS

Final rules from the Administrative Code, effective September 11, 2016, have been added to this legally referenced policy on innovation districts. The rules clarify that the board may outline the parameters around which the innovation plan committee may develop the plan. See PUBLIC HEARING on page 1. Regarding ADOPTION OF A LOCAL INNOVATION PLAN, the district must report the approved exemptions on a form provided by TEA. At WEBSITE POSTING on page 4, a new provision requires the district's innovation plan to be posted on the district's website. Details from the rules were also added at DEFINITIONS on page 1 and at AMENDMENT, RESCISSION, OR RENEWAL OF LOCAL INNOVATION PLAN on page 4.

BBFA (EXHIBIT) ETHICS
CONFLICT OF INTEREST DISCLOSURES

In an effort to provide districts more flexibility for customizing and formatting forms, TASB Policy Service is recommending that several exhibits containing forms be deleted from the local policy manual and instead be housed with the district's other administrative materials. Therefore, this exhibit, which includes forms that a board member may need to complete to disclose a conflict of interest, is being recommended for deletion from the district's policy manual. The forms will be available on myTASB when Update 53 to the *Regulations Resource Manual* is published in mid-March.

BDAE (LEGAL) OFFICERS AND OFFICIALS
DUTIES AND REQUIREMENTS OF DEPOSITORY

This legally referenced policy on the district depository has been revised to add existing statutory provisions. A board member who has a CONFLICT OF INTEREST with a potential district depository must abstain from the vote on the award of the contract. See page 3. Additional details have been added to fully describe the options for the depository to file a BOND or APPROVED SECURITIES as AUTHORIZED COLLATERAL for the district's deposits and to provide a definition of "eligible security." Other changes have been made to reorder provisions and better match statutory wording.

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BJCF (EXHIBIT) SUPERINTENDENT NONRENEWAL

In an effort to provide districts more flexibility for customizing and formatting forms, TASB Policy Service is recommending that several exhibits containing forms be deleted from the local policy manual and instead be housed with the district's other administrative materials. Therefore, Exhibit A, which includes a sample notice form addressing nonrenewal of the superintendent's contract, is being recommended for deletion from the district's policy manual. This form will be available on myTASB when Update 53 to the *Regulations Resource Manual* is published in mid-March. No changes are proposed for the remaining text, formerly Exhibit B, which is a legally referenced exhibit that includes the Education Code procedures for using an independent hearing examiner in the nonrenewal process.

BR (LEGAL) REPORTS

This listing of required district reports has been revised to delete two reports that are no longer required, to better match statutory wording, and to update citations.

C (LEGAL) BUSINESS AND SUPPORT SERVICES

The subtitle of CDC has been changed to Gifts and Solicitations.

CDC (LEGAL) OTHER REVENUES GIFTS AND SOLICITATIONS

The subtitle of this legally referenced policy has been changed to Gifts and Solicitations to better reflect the content. An existing provision that prohibits a district from sponsoring or conducting CHARITABLE RAFFLES has been moved to this policy code from FJ(LEGAL). Other revisions are to better match statutory wording and remove provisions about the use of certain grant money for employee salaries and about the annual financial statement that are currently included in CFA(LEGAL).

CDC (LOCAL) OTHER REVENUES GIFTS AND SOLICITATIONS

Significant revisions are recommended to this local policy, which has been renamed Gifts and Solicitations. The policy is divided into two main sections, with one section on unsolicited gifts and the other on donations solicited by the district or its employees.

To clarify who may accept gifts and to reflect the most efficient practice for accepting gifts, the revised policy text authorizes the superintendent to accept UNSOLICITED GIFTS, subject to the factors at CRITERIA FOR ACCEPTANCE, which have been expanded. However, the policy requires the board to consider and approve any gift that is conditional on the district's use of the gift for a specified purpose or gifts of real property. If the board wishes to retain text stating that the board accepts all gifts or if the board wishes to limit the authority of the superintendent to accept gifts above a certain value, please contact the district's policy consultant for an adjustment to this text. Additional text clarifies that:

- No gift may be accepted if the gift would violate or conflict with policies or actions by the board or federal or state law, and
- All accepted gifts become the sole property of the district.

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New text addressing SOLICITATIONS on behalf of the district, including WEB-BASED SOLICITATIONS, is prompted by the popularity of online funding mechanisms, commonly referred to as crowdfunding. These policy provisions require an employee who solicits gifts on behalf of the district or for use in the fulfillment of his or her professional responsibilities to comply with relevant state and federal law and any administrative regulations of the district. All donations solicited in the name of the district or a campus or using district or campus resources become the sole property of the district. The policy permits an employee to solicit web-based donations of money or items for use by the employee in fulfilling his or her professional responsibilities or for the district's use. Prior approval from the employee's supervisor is required if the employee wishes to use the name or image of the district, a campus, or any student.

CFC (LEGAL) ACCOUNTING
AUDITS

At TYPES OF RATINGS on page 3, a new provision has been added from amended rules effective September 11, 2016. The provision explains that a district receiving territory from annexation or consolidation ordered by the commissioner of education will not receive a financial accountability rating for two years.

CJ (LEGAL) CONTRACTED SERVICES

This legally referenced policy is being added to the district's policy manual to include provisions from the Every Student Succeeds Act (ESSA). The new provisions require a district that receives Title I funds to have regulations or policies that prohibit assistance to school employees, contractors, or agents in obtaining a new job if there is knowledge or probable cause to believe that the employee, contractor, or agent engaged in sexual misconduct regarding a minor or student. Certain exceptions to the requirements apply.

See CJ(LOCAL) and DC(LOCAL) for provisions to satisfy the local policy requirement.

CJ (LOCAL) CONTRACTED SERVICES

This local policy is recommended for inclusion in the district's policy manual to satisfy policy requirements from the Every Student Succeeds Act (ESSA), described above at CJ(LEGAL), prohibiting employment assistance to certain individuals that are believed to have engaged in sexual misconduct regarding a minor or student. The local policy provisions prohibit a district employee from assisting any contractor or agent of the district or of another district in obtaining a new job if the employee knows or has probable cause to believe that the contractor or agent engaged in such behavior. Likewise, the policy prohibits a district contractor or agent from assisting an employee, contractor, or agent of the district or of another school district in obtaining a job if the contractor or agent knows or has probable cause to believe that the individual engaged in sexual misconduct with a minor or student.

See DC for corresponding provisions prohibiting employment assistance to employees of the district or of another district.

CMD (LEGAL) EQUIPMENT AND SUPPLIES MANAGEMENT
INSTRUCTIONAL MATERIALS CARE AND ACCOUNTING

Revisions on page 6 address new EMPLOYEE TRAINING requirements added to the Administrative Code effective May 5, 2016. The rule requires an employee who orders instructional materials to complete TEA-developed training. Also as a result of the changes to the Administrative Code, a provision about lost instructional materials has been deleted. Other changes are to better match statutory wording.

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**CQA (LEGAL) TECHNOLOGY RESOURCES
DISTRICT, CAMPUS, AND CLASSROOM WEBSITES**

This legally referenced policy addressing internet postings has been revised to include two existing posting requirements. At **REQUIRED INTERNET POSTINGS**, item 6 has been added addressing the requirement for a district to post targeted improvement plans for campuses with unacceptable performance ratings. At **OPTIONAL INTERNET POSTINGS** on page 4, item 2 has been added addressing publication of the superintendent's employment contract.

**DBA (LEGAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
CREDENTIALS AND RECORDS**

At **FEDERAL REQUIREMENTS FOR TEACHERS AND PARAPROFESSIONALS**, beginning on page 4, a provision from the Every Student Succeeds Act (ESSA) clarifies the requirements that apply to paraprofessionals beginning in the 2016–17 school year. ESSA requires the state's professional standards for paraprofessionals working in a program supported with Title I funds to include qualification standards in place on the day before enactment of ESSA (December 10, 2015). For reference purposes, the policy includes the federal qualification standards in place before December 10, 2015.

**DBD (LEGAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
CONFLICT OF INTEREST**

This conflict of interest policy has been updated at **HOLDING CIVIL OFFICE** on page 4 to add more detail from the Texas Constitution when an individual receives compensation from state funds and also serves as a member on certain governing bodies.

**DBD (EXHIBIT) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
CONFLICT OF INTEREST**

In an effort to provide districts more flexibility for customizing and formatting forms, TASB Policy Service is recommending that several exhibits containing forms be deleted from the local policy manual and instead be housed with the district's other administrative materials. Therefore, this exhibit, which includes forms that an employee may need to complete to disclose a conflict of interest, is being recommended for deletion from the district's policy manual. The forms will be available on myTASB when Update 53 to the *Regulations Resource Manual* is published in mid-March.

**DBE (EXHIBIT) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
NEPOTISM**

This exhibit, which depicts the relationships that violate the nepotism law, is being recommended for deletion from the district's policy manual. An updated nepotism illustration is now included in TASB Legal Services' eSource resource at https://www.tasb.org/Services/Legal-Services/TASB-School-Law-eSource/Personnel/documents/nepotism_chart.pdf.

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DC (LEGAL) EMPLOYMENT PRACTICES

This legally referenced policy is being amended to include provisions from the Every Student Succeeds Act (ESSA). The new provisions, beginning on page 5, require a district that receives Title I funds to have regulations or policies that prohibit assistance to school employees in obtaining a new job if there is knowledge or probable cause to believe that the employee engaged in sexual misconduct regarding a minor or student. Certain exceptions to the requirements apply.

See CJ(LOCAL) and DC(LOCAL) for provisions to satisfy the local policy requirement.

DC (LOCAL) EMPLOYMENT PRACTICES

Recommended revisions to this local policy are to satisfy policy requirements from the Every Student Succeeds Act (ESSA), described above at DC(LEGAL), prohibiting employment assistance to school employees who are believed to have engaged in sexual misconduct regarding a minor or student. The local policy provisions prohibit a district employee from assisting an employee of the district or of another school district in obtaining a new job if the employee knows or has probable cause to believe that the other employee engaged in such behavior. See also CJ for corresponding prohibitions relating to contractors and agents.

Administrative provisions addressing exit interviews and reports are recommended for deletion from board policy.

We have retained the district's text regarding EMPLOYMENT OF ALL PERSONNEL, delegating all authority to employ and dismiss all noncontractual and contractual personnel to the superintendent.

DECA (LEGAL) LEAVES AND ABSENCES FAMILY AND MEDICAL LEAVE

An existing definition of "EQUIVALENT POSITION" has been added to this legally referenced policy on Family and Medical Leave. See page 4. On return from FMLA leave, an employee is entitled to be returned to the same position the employee held when leave began, or to an equivalent position.

Citations have been updated throughout.

DEE (LOCAL) COMPENSATION AND BENEFITS EXPENSE REIMBURSEMENT

Several changes are recommended to this local policy on expense reimbursement. The reference to administrative procedures has been moved to the first paragraph of the policy to clarify that all aspects of reimbursement, not just documentation requirements, must be in accordance with the district's established regulations.

Two provisions are recommended for deletion. The first, which required reimbursements to be in accordance with legal requirements, is covered by provisions in DEE(LEGAL) referring to the *TEA Financial Accountability System Resource Guide* for employee expense reimbursement guidance. The second, which required accounting records to reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees, is not required for all reimbursements. Deletion of this provision will provide the district more flexibility to administer reimbursements in accordance with the district's current accounting procedures and TEA guidelines.

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Please note: Contact your policy consultant for an adjustment to the district's policy if the district requires receipts instead of providing a per diem for meal expenses for authorized overnight travel not related to a state or federal grant.

DF (EXHIBIT) TERMINATION OF EMPLOYMENT

In an effort to provide districts more flexibility for customizing and formatting forms, TASB Policy Service is recommending that several exhibits containing forms be deleted from the local policy manual and instead be housed with the district's other administrative materials. Therefore, this exhibit, which includes sample notice forms on contract termination, is being recommended for deletion from the district's policy manual. The forms will be available on myTASB when Update 53 to the *Regulations Resource Manual* is published in mid-March.

**DFAA (LOCAL) PROBATIONARY CONTRACTS
SUSPENSION/TERMINATION DURING CONTRACT**

A recommended change to this local policy, consisting of changing the "or" to an "and" in the first line, clarifies that suspension with pay is the same as being placed on administrative leave. Likewise, we have deleted the unnecessary reference to administrative leave at the end of the sentence.

This policy is being issued at no charge to the district.

**DFAB (EXHIBIT) PROBATIONARY CONTRACTS
TERMINATION AT END OF YEAR**

In an effort to provide districts more flexibility for customizing and formatting forms, TASB Policy Service is recommending that several exhibits containing forms be deleted from the local policy manual and instead be housed with the district's other administrative materials. Therefore, this exhibit, which includes sample notice forms addressing termination of probationary contracts at the end of the year, is being recommended for deletion from the district's policy manual. The forms will be available on myTASB when Update 53 to the *Regulations Resource Manual* is published in mid-March.

**DFBA (LOCAL) TERM CONTRACTS
SUSPENSION/TERMINATION DURING CONTRACT**

A recommended change to this local policy, consisting of changing the "or" to an "and" in the first line, clarifies that suspension with pay is the same as being placed on administrative leave. Likewise, we have deleted the unnecessary reference to administrative leave at the end of the sentence.

This policy is being issued at no charge to the district.

**DFFA (EXHIBIT) REDUCTION IN FORCE
FINANCIAL EXIGENCY**

In an effort to provide districts more flexibility for customizing and formatting forms, TASB Policy Service is recommending that several exhibits containing forms be deleted from the local policy manual and instead be housed with the district's other administrative materials. Therefore, this exhibit, which includes sample notice forms addressing termination of probationary or term contracts due to financial exigency, is being recommended for deletion from the district's policy manual. The forms will be available on myTASB when Update 53 to the *Regulations Resource Manual* is published in mid-March.

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DH (EXHIBIT) EMPLOYEE STANDARDS OF CONDUCT

Changes to this exhibit on the Educators' Code of Ethics are a result of amended Administrative Code rules, effective December 27, 2016. The change at Standard 1.13 makes it a violation of the Code of Ethics for an educator to be intoxicated on school property or during school activities when students are present. The change at Standard 1.14 implements provisions of the Every Student Succeeds Act (ESSA) that prohibit employees from providing assistance to school employees, contractors, or agents in obtaining a new job if there is knowledge or probable cause to believe that the employee, contractor, or agent engaged in sexual misconduct regarding a minor or student. See also the update notes at CJ and DC.

DHB (LEGAL) EMPLOYEE STANDARDS OF CONDUCT REPORTS TO STATE BOARD FOR EDUCATOR CERTIFICATION

Existing Administrative Code provisions have been added at ACCEPTING RESIGNATION on page 4. These provisions explain that before accepting an educator's resignation that requires a report to SBEC, the superintendent shall inform the employee and the school board that the report will be filed. Even if the educator resigns, the superintendent must complete an investigation if there is reasonable cause to believe that the educator may have engaged in misconduct.

DNA (LEGAL) PERFORMANCE APPRAISAL EVALUATION OF TEACHERS

This legally referenced policy on evaluation of teachers was revised to include an existing provision from the Administrative Code stating that a district with a locally developed appraisal system should have clearly defined procedures for training appraisers and is responsible for documenting completion of the training. See APPRAISERS on page 14.

DNB (LEGAL) PERFORMANCE APPRAISAL EVALUATION OF CAMPUS ADMINISTRATORS

This legally referenced policy on evaluation of campus administrators was revised to include existing provisions from the Administrative Code addressing when a district uses the Texas Principal Evaluation and Support System (T-PESS) for administrators other than principals. The provisions require evaluation on at least one goal drafted in conjunction with the previous end-of-year conference. At least one goal must focus on the improvement of the administrator's practice. See APPRAISAL OF CAMPUS ADMINISTRATORS OTHER THAN PRINCIPALS, beginning on page 5. In addition, the district should have clearly defined procedures for training APPRAISERS and is responsible for documenting completion of the training.

EFA (EXHIBIT) INSTRUCTIONAL RESOURCES INSTRUCTIONAL MATERIALS

In an effort to provide districts more flexibility for customizing and formatting forms, TASB Policy Service is recommending that several exhibits containing forms be deleted from the local policy manual and instead be housed with the district's other administrative materials. Therefore, this exhibit, which includes forms to use when an individual wishes to challenge the appropriateness of instructional materials, is being recommended for deletion from the district's policy manual. The forms will be available on myTASB when Update 53 to the *Regulations Resource Manual* is published in mid-March.

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EFAA (LEGAL) INSTRUCTIONAL MATERIALS SELECTION AND ADOPTION

This legally referenced policy on selection and adoption of instructional materials has been amended as a result of revised Administrative Code rules effective May 5, 2016. The rules clarify that a district may requisition instructional materials on the SBOE INSTRUCTIONAL MATERIALS LIST for grades above the grade level in which the student is enrolled.

The rules deleted the requirement for a board to adopt a policy for selecting instructional materials. Instead, the rules require a board to select instructional materials in an open meeting with proper notice under the Open Meetings Act. See LOCAL SELECTION.

A previous Administrative Code provision addressing selection of ancillary materials was deleted in the revised rules.

EHBB (LEGAL) SPECIAL PROGRAMS GIFTED AND TALENTED STUDENTS

This legally referenced policy on gifted and talented students was revised to better match statutory structure and wording.

EHBG (LEGAL) SPECIAL PROGRAMS PREKINDERGARTEN

An expired provision on reporting a district's strategies to increase community awareness of prekindergarten has been deleted from this legally referenced policy.

EHDD (LEGAL) ALTERNATIVE METHODS FOR EARNING CREDIT COLLEGE COURSE WORK/DUAL CREDIT

A new Administrative Code provision effective May 24, 2016, has been added at REPORTING OFF-CAMPUS PROGRAMS on page 4. The provision clarifies that a district may adopt a policy that allows an eligible student, as defined in the policy, to participate in an instructional program provided by an accredited institution of higher education [addressed at EHDD(LOCAL), not included in this update].

EIF (LEGAL) ACADEMIC ACHIEVEMENT GRADUATION

A change at ENDORSEMENTS on page 9 is from amended Administrative Code rules effective August 22, 2016. The rules clarify that the same course may count as part of the set of four courses for more than one endorsement. Citations have also been updated.

F (LEGAL) STUDENTS

The title of FJ has been changed to Student Fundraising.

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FEA (LOCAL) ATTENDANCE COMPULSORY ATTENDANCE

Recommended revisions at STUDENTS ATTENDING HOMESCHOOLS are based on recent guidance from TEA and to align with documentation requirements outlined in the TEA Texas Student Data System, Appendix 8.D. The policy changes explain that students who are homeschooled are exempt from compulsory attendance and also address what the district will accept as adequate documentation of homeschooling when a student withdraws from the district. A district may also request a letter of assurance from a parent that a school-aged child in the district is being educated using a curriculum designed to meet basic education goals, regardless of whether the child attended a district school.

See TEA's *To the Administrator Addressed: Re: Home Schools* (August 16, 2016), available at [http://tea.texas.gov/About TEA/News and Multimedia/Correspondence/TAA Letters/Home Schools/](http://tea.texas.gov/About%20TEA/News%20and%20Multimedia/Correspondence/TAA%20Letters/Home%20Schools/) and the 2016–17 TEDS-PEIMS Appendix 8.D, available at [http://www.texasstudentdatasystem.org/TSDS/TEDS/TEDS-PEIMS Appendices/](http://www.texasstudentdatasystem.org/TSDS/TEDS/TEDS-PEIMS%20Appendices/).

FEB (LEGAL) ATTENDANCE ATTENDANCE ACCOUNTING

A new Administrative Code provision, effective May 24, 2016, has been added at FUNDING FOR OFF-CAMPUS PROGRAMS on page 2 and explains that funding eligibility for students who are participating in an approved off-campus instructional program includes time instructed in the off-campus program. When a student participates in an off-campus instructional program provided by an accredited institution of higher education, the district must have an agreement with the college.

An Administrative Code change clarifies that a student not on campus when attendance is taken may be considered in attendance for Foundation School Program purposes if the student is participating in a board-approved activity under the direction of a district's professional or "paraprofessional" staff. See item 1 at EXCEPTIONS, beginning on page 2. Previously, the activity had to be under the direction of a professional staff member.

Also at EXCEPTIONS, provisions that are duplicated in FEA(LEGAL) have been deleted and replaced with a cross-reference to that code.

FFA (LEGAL) STUDENT WELFARE WELLNESS AND HEALTH SERVICES

Final rules from the U.S. Department of Agriculture, effective August 29, 2016, have been incorporated into this legally referenced policy on student health and wellness. The rules address wellness policy requirements under the Healthy, Hunger-Free Kids Act of 2010. Districts must comply with the newly revised federal rules by June 30, 2017. See FFA(LOCAL) below for local policy information.

FFA (LOCAL) STUDENT WELFARE WELLNESS AND HEALTH SERVICES

Districts with at least one campus participating in the National School Lunch Program and/or School Breakfast Program must have a board-adopted wellness policy by June 30, 2017, that meets the requirements of both the Healthy, Hunger-Free Kids Act of 2010 and the corresponding federal rules, effective August 29, 2016.

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Policy Service records reflect that your district adopted a revised wellness policy at FFA(LOCAL) using the Starting Points materials published by Policy Service in November 2015, which was before the final federal rules were adopted in August 2016. Therefore, the following revisions to the district's policy are recommended to comply with the rules:

- At WELLNESS PLAN, item 4 has been added to address the requirement for the wellness plan to address the district's standards for foods and beverages provided, but not sold, to students during the school day on a school campus. Corresponding changes were made at NUTRITION GUIDELINES.
- At WELLNESS GOALS, the goals for nutrition promotion have been adjusted to delete the item requiring food and beverage advertisements accessible to students during the school day to contain only products that meet federal guidelines. The federal regulations require that the marketing of foods and beverages accessible to students during the school day on a school campus meet the federal guidelines (Smart Snacks standards). Because the text of this goal is now required by law, it is no longer an optional goal to include here. Please let your policy consultant know if the district intends to require that food and beverage advertisements accessible to students *outside of school hours* on district property meet the federal guidelines.
- Detailed information on the EVALUATION of the district's policy and wellness plan has been deleted to align with the federal rules, which require the district, at least once every three years, to assess the district's compliance with the local school wellness policy and make assessment results available to the public.
- The text at PUBLIC NOTIFICATION has been revised to refer to annual notification to the public of the content of the policy and any updates to the policy, as required by the federal rules.

Note that these changes may require the district to make corresponding changes to the district's wellness plan.

FFAA (LEGAL) WELLNESS AND HEALTH SERVICES
PHYSICAL EXAMINATIONS

This legally referenced policy on physical examinations has been updated to include existing statutory provisions that:

- Permit spinal screening requirements to be met by a professional examination (see OUTSIDE SCREENING on page 4),
- Authorize the district to do a PROVISIONAL ADMISSION for up to 60 days when a parent arranges a spinal screening by a person other than the screener used by the district,
- Outline recordkeeping and reporting requirements for spinal screenings (see RECORDS on page 5), and
- Require the superintendent to provide the parent a REPORT OF ABNORMALITY if a student may have an abnormal spinal curvature.

Several outdated provisions have been deleted, and other changes have been made throughout to better match statutory wording.

FFAB (LEGAL) WELLNESS AND HEALTH SERVICES
IMMUNIZATIONS

Revisions at IMMUNIZATION REQUIREMENTS on page 1 are to align the text with the Administrative Code, including changes effective July 28, 2016, and include the following:

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- The hepatitis A vaccine is required for all students in kindergarten–grade 12, not just students in high incidence areas.
- Students enrolling in grades 7–12 must have one dose of the meningococcal vaccine on or after the student's 11th birthday.

A new Administrative Code provision, effective July 28, 2016, requires a district to provisionally admit a CHILD IN FOSTER CARE for 30 days if evidence of vaccination is not available. See page 3.

The July rule changes also address electronic immunization records. The rules clarify at EVIDENCE OF IMMUNIZATION, on page 4, that immunization records generated from electronic health record systems must include the clinic contact information and the provider's signature or stamp and that IMMUNIZATION RECORDS may be stored in paper or electronic form.

Citations have been updated throughout the policy.

FJ (LEGAL) STUDENT FUNDRAISING

An existing provision from the Administrative Code on student fundraisers has been added to this legally referenced policy, which has been retitled Student Fundraising. The provision allows districts to authorize up to six days per school year on each school campus for student fundraisers that involve the sale of food and beverages that do not meet federal nutrition standards, as long as the foods and beverages are not sold in competition with school meals.

A provision that prohibits a district from sponsoring or conducting charitable raffles has been moved from this code to CDC(LEGAL), above.

FJ (LOCAL) STUDENT FUNDRAISING

Significant revisions are recommended to simplify and streamline this local policy, which has been retitled Student Fundraising to better reflect the content. Extensive administrative details are recommended for deletion from the policy. As reflected in the introductory sentence to the policy, details on fundraising plans, approval of activities, and reporting are typically addressed in administrative regulations and need not be included in board-adopted policy. Provisions on fundraising by outside organizations were moved to GE.

Remaining policy statements include provisions that address student participation in approved activities that benefit the district or a nonschool, charitable organization. Those activities must relate to the district's educational mission and participation must be voluntary.

In accordance with law, no fundraising is permitted during class time.

The final paragraph includes a reminder that fundraisers involving the sale of food and beverages that can be consumed during the school day must comply with federal competitive food standards, unless it is an exempted fundraiser as permitted by state and federal law. See FJ(LEGAL), above.

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GE (LOCAL) RELATIONS WITH PARENT ORGANIZATIONS

As part of the review of solicitation and fundraising provisions throughout the policy manual, changes are recommended to this local policy, which focuses on activities by district-affiliated school-support or booster organizations and other parent groups. The revisions clarify that when such groups fundraise or solicit donations, those activities must be consistent with the district's philosophy and objectives, board policies, and administrative regulations and be conducted in accordance with UIL or other applicable governing association guidelines. In addition, the organization or group must notify the principal or other administrator before engaging in fundraising or soliciting donations. A cross-reference to CDC for district acceptance of gifts and donations was also added.

GKA (LEGAL) COMMUNITY RELATIONS CONDUCT ON SCHOOL PREMISES

The full text of the FEDERAL GUN-FREE SCHOOL ZONES ACT of 1990 has been added to this legally referenced policy beginning on page 8. The Act makes it unlawful for a person to knowingly possess a firearm at a place that the person knows or has reasonable cause to believe is a school zone or to discharge or attempt to discharge a firearm at a place the person knows is a school zone. "School zone" is defined in the policy, which includes certain exceptions to both of these prohibitions.