



Yellow Highlight - Changes suggested by the administration after the PRS  
 [Redacted] - Recommended for deletion



**KELLER ISD  
 POLICY REVIEW SEMINAR — MAY 31 — JUNE 1, 2006**

Consultant: Eric Narcisse

I have prepared this summary to detail the recommendations for changes that were discussed by the staff and/or the board during the May 31 - June 1, 2006, review of the district's localized policy manual. Copies of all proposed changes are enclosed.

As we discussed during the review session, once the district notifies me of its decisions regarding the proposed changes—by checking the appropriate box in the DISTRICT'S RESPONSE column, **attaching any relevant material**, and returning this document—I will make the appropriate changes to our files. I will then order a complete reprint of the district's manual. This will ensure that our records and all the district's manuals are in agreement. The board would then adopt the new manual in its entirety and stamp **all** local policies with that adoption date, retaining the old manual with its adoption dates in an historical file.

**Please choose ONE printing option:**

The district would like TASSB to provide  blue reprints  white reprints. How many complete manuals should be printed? 1

*In addition, since the district has Policy On Line service when this project is complete, please choose ONE of the following options:*

The district would like the revised manual placed On Line as soon as possible.

The district wishes to wait for formal board adoption of the revised manual before it is placed On Line.

As always, please let me know if there is anything I can do to help. (800) 580-7529

CODE	RECOMMENDATION	ACTION	DISTRICT'S RESPONSE
AE(LOCAL)	The mission statement and belief statements are important cornerstones to include in your policy manual. The enclosed revisions are based on the information the district provided.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
AF(LOCAL)	The enclosed revisions are recommended to update the district's goals and objectives.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
BBA(LEGAL)	Since the district elects members to the board by position rather than single-member district, the revised (LEGAL) policy is recommended for inclusion in your policy manual.	REVIEW (LEGAL) policy enclosed	Agree



CODE	RECOMMENDATION	ACTION	DISTRICT'S RESPONSE
BBB(LOCAL)	The enclosed policy is recommended to provide required information on the election terms for trustees. The schedule begins with the 2007 trustees' elections.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
BDAA(LOCAL)	At AGENDA, the enclosed revisions recommend the deletion of item #1 regarding the canvassing of the election results. By law, this is the only order the activities in this list may be taken. Also, only two trustees are needed to establish a quorum for a meeting in which the election results are canvassed [see BBB(LEGAL)] while the other activities require a quorum of four trustees. Since the law mandates when a canvass must be completed, removing this item, would enable the board to canvass returns at a meeting where only two trustees able to attend.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
BDB(LOCAL)	During the board review session, it was noted that the 1995 policy in the manual was inconsistent with the current committee structure and operation. I have provided a draft based on the discussions with the board. Since each president establishes committees as he or she deems necessary, the distinction between STANDING COMMITTEES and SPECIAL COMMITTEES is not necessary in the policy and these provisions are recommended for deletion.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO



CODE	RECOMMENDATION	ACTION	DISTRICT'S RESPONSE
	<p>The enclosed revisions also clarify that a board member is appointed chairperson of the committee and has the authority to make appointments to his or her respective committee.</p> <p>As indicated during the discussions, the COMMITTEE OF THE WHOLE is no longer a practice and, instead, informal work study sessions take place in a board workshop setting; this section is recommended for deletion.</p>		
	<p>Finally, it was noted that citizens and administrative staff comprise these committees, which act in an advisory capacity to the board. Given these committees' advisory status and the fact that they are not solely composed of trustees, it is recommended that these provisions be placed at BDF(LOCAL), which specifically addresses citizen advisory committees.</p>	<p>MOVE text to BDF(LOCAL)</p>	<p><input type="checkbox"/> YES or <input checked="" type="checkbox"/> NO</p>
BE(LOCAL)	<p>The enclosed revisions are recommended to more accurately reflect details about board meetings and agenda preparation. The deadline for submitting agenda items and the number of trustees required to request an emergency or special meeting are part of the proposed revisions.</p>	<p>REVISE per enclosed policy</p>	<p><input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO</p>
BED(LOCAL)	<p>The enclosed revision, resulting from discussions with the board, would permit the board president to request that delegations of more than five persons appoint a spokesperson to present the delegation's views before the board.</p>	<p>REVISE per enclosed policy</p>	<p><input type="checkbox"/> YES or <input checked="" type="checkbox"/> NO <i>See changes recommended by the admin.</i></p>
BJA(LOCAL)	<p>Reflecting a systems-based job description for the superintendent, more in line with the TASB-recommended evaluation instrument for superintendents, the alternate policy version enclosed is recommended to replace the version currently found in your manual.</p>	<p>REPLACE with alternate version enclosed</p>	<p><input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO</p>



CODE	RECOMMENDATION	ACTION	DISTRICT'S RESPONSE
BP(LLOCAL)	The enclosed revision provides information on accessing the district's administrative regulations.	REPLACE per enclosed policy	<input type="checkbox"/> YES or <input checked="" type="checkbox"/> NO <i>See changes recommended by the admin.</i>
BOA(LLOCAL)	The administrators indicated the district is in the process of reviewing this policy, which addressing the selection and operation of the District Educational Improvement Committee. Any revisions may be returned with this summary document.	No-policy enclosed - <i>see attached policy</i>	
BOB(LLOCAL)	The enclosed revisions at NONSTAFF MEMBERS and DISTRICT-LEVEL PERSONNEL would permit the campus educational improvement committees to select the parents, community residents, business representatives, and district-level staff member who would serve on their respective committee.	REVISE per enclosed policy	<input type="checkbox"/> YES or <input checked="" type="checkbox"/> NO <i>See changes recommended by the admin.</i>
CCG(LLOCAL)	Since the district does allow split payments in accordance with statutory requirements, the enclosed alternate policy version is recommended for inclusion in your manual.	REPLACE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
CFB(LLOCAL)	As required by federal accounting rules and regulations, the enclosed policy establishing the district's capitalization threshold is recommended for inclusion in your manual.	ADD enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO



CODE	RECOMMENDATION	ACTION	DISTRICT'S RESPONSE
CFD (LOCAL)	<p>The current policy permits the sponsor to approve any expenditure independent of whether it is for a purpose authorized by the organization. During the administrative review, it was recommended that any expenditures of funds collected by a student group must be used for purposes authorized by the organization and approved by the sponsor.</p> <p>Also, in the last paragraph, the addition of the SENIOR CLASS FUNDS margin note is recommended to distinguish this text from the carryover funds provisions.</p>	<p>REVISE per enclosed policy</p>	<p><input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO</p>
CH (LOCAL)	<p>It was recommended that the level at which the superintendent is delegated authority to make budgeted purchases be increased to \$25,000—a more realistic threshold for a district Keller's size. There was much discussion during the board review session regarding the current practice in the district. The district indicated it would examine this policy further and provide any necessary revisions.</p> <p>In reviewing our collection of LOCAL policies, there were no suitable samples to address the issues raised during the board discussion. The policies reviewed merely established a threshold and contained standard provisions on competitive bidding, competitive sealed proposals, debts, purchase commitments, and personal provisions.</p>	<p>No policy enclosed</p>	<p>No Action Will Be Taken in Regards to CH LOCAL Reviewed in July</p>
LOCAL	<p>This policy is recommended for deletion. This will enable the superintendent to develop, and refine when necessary, specific procedures to ensure the security of district assets.</p>	<p>per enclosed policy</p>	<p>Delete</p>



CODE	RECOMMENDATION	ACTION	DISTRICT'S RESPONSE
CMB(LOCAL)	The enclosed revisions are recommended to reflect the district's practice of permitting personnel to use, for school-related or instructional-related purposes only, computer and video equipment even if that equipment was not purchased with local funds. The procedures for checking out this equipment is more appropriate in an administrative regulation rather than policy.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
<del>COS(LOCAL)</del>	<del>because its provisions are essentially procedural and would be more appropriately addressed in administrative regulations.</del>	<del>enclosed policy</del>	<del><input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO</del>
CQ(LOCAL)	Since the district allows public use of the district's electronic communication system (e.g. in school libraries), the alternate policy version is recommended to replace the version currently found in your manual. With public access permitted, it is not necessary to specify in policy that board members have access to the district's electronic communication system.  This revised policy also includes provisions on Internet safety and filtering, which is required for compliance with the federal Children's Internet Protection Act.	REPLACE with alternate version enclosed	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
CV(LOCAL)	Similar to the discussion at CH(LOCAL), it is recommended that this threshold be increased. Any revisions made to this policy may be returned with this summary document.	No policy enclosed	No Action will Be Taken in Regards to CV LOCAL
DAA(LOCAL)	The telephone number for the Title IX coordinator has been updated.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO



CODE	RECOMMENDATION	ACTION	DISTRICT'S RESPONSE
DB(LOCAL)	Based on discussions during the board, review, it is recommended that the provision encouraging administrators and teachers to live in the district be removed from this policy since it reflects more of a goal than a policy issue.  As for the provision addressing the superintendent's residence, this provision has been retained. While retained in this policy, it is also advisable to include a similar clause in the superintendent's contract.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
<del>DB(LOCAL)</del>	<del>contains provisions that are more appropriate for inclusion in the district's administrative regulations.</del>	<del>enclosed policy</del>	<del></del>
DC(LOCAL)	The enclosed revisions deletes language at POSTING VACANCIES, which repeats provisions found in DC(LEGAL).	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
DCB(LOCAL)	During the administrative review, it was suggested that instead of listing the specific positions for which the district requires certification a general statement be included since position titles and certification requirements may change over time. The enclosed revision at CERTIFICATION REQUIRED BY THE DISTRICT is recommended.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
DCC(LOCAL)	Similar to DCB(LOCAL), to avoid listing specific positions, the enclosed revisions are recommended.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
DEC(LOCAL)	The enclosed revisions are recommended to more clearly and accurately outline the district's leave benefits for employees. <i>Added "per year" on pg. 4 of 10</i>	REVISE per enclosed policy	<input type="checkbox"/> YES or <input checked="" type="checkbox"/> NO <i>See suggested changes</i>
DED(LOCAL)	Minor editorial revisions are recommended to the district's paid vacation policy.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO

★ Legal Review





CODE	RECOMMENDATION	ACTION	DISTRICT'S RESPONSE
DGA(LOCAL)	To clarify that employees are not permitted to use district funds, vehicles, facilities, or equipment for political purposes during scheduled work time or instructional time, the enclosed revisions are recommended.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
<del>DGA(LOCAL)</del>	<del>In its original form, the enclosed revision provided that this committee is no longer active. Therefore, this policy recommended for deletion from the policy manual.</del>	<del>enclosed policy</del>	<del><input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO</del>
DK(LOCAL) ★ Legal Review Delete "permanent"	The revisions to this policy are recommended to clarify that an employee who is in a position in which he or she supervises or is supervised by a relative is not subject to the provisions at ASSIGNMENT OF RELATED EMPLOYEES if the employee was hired or assigned to that position prior to July 1, 1996. At SUPPLEMENTAL DUTIES, text is recommended to indicate that an employee must submit in writing to the Superintendent any request to relinquish supplemental duties.	REVISE per enclosed policy Deleted 1st paragraph of ASSIGNMENT OF RELATED EMPLOYEES	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
DMA(LOCAL)	To reflect that the district's decision to permit teachers to be excused from certain staff development days during the school year in exchange for attendance at approved workshops during the summer or other nonduty time, the enclosed policy is recommended for inclusion in your manual.	ADD enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO



CODE	RECOMMENDATION	ACTION	DISTRICT'S RESPONSE
DMD(LOCAL)	Since an employee requesting to attend a professional meeting, with pay, must first receive approval from the superintendent, adding the term "recommended" back to this policy is proposed. The term was removed in 1995, but remained in the last sentence of the second paragraph addressing salary deductions. While recommended sessions may provide benefits to the employee and the district, it is still the responsibility of the superintendent to evaluate this request and determine whether the employee will be permitted to attend.	REVISE per enclosed policy	<input type="checkbox"/> YES or <input checked="" type="checkbox"/> NO <i>See suggested changes</i>
DN(LOCAL)	This alternate policy version is more appropriate since the district appraises eligible teachers on a less than annual basis.	REPLACE with alternate version enclosed	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
DNA(LOCAL)	Because the current policy addresses annual appraisal of teachers and the law requires criteria for less-than-annual evaluations to be specified in local policy, the criteria for evaluating teachers on a less-than-annual basis the enclosed revisions are recommended. The criteria is based on information provided by the district during the Policy Review Seminar. In accordance with the recommended provisions, eligible teachers would be appraised every other year.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
DPB(LOCAL)	The enclosed revision is recommended to reflect that the district's minimum educational requirement for substitute teachers is a high school diploma or equivalent. Also, the section on SELECTION is recommended for deletion since the district relies on an automated system to assign substitute teachers.	REVISE per enclosed policy	<input type="checkbox"/> YES or <input checked="" type="checkbox"/> NO <i>See suggested changes</i>
DELETION	policy statement is needed to specify the details to included on it. Such details would be more appropriately determined by the administrators who prepare it. Deletion of the enclosed policy is recommended.	DELETED enclosed policy	



CODE	RECOMMENDATION	ACTION	DISTRICT'S RESPONSE
EEJA(LLOCAL)	<p>The revised policy is recommended to replace the version currently found in your manual. It clarifies the administration's authority for making decisions on whether and when to offer an opportunity for credit by examination with prior instruction.</p>	<p>REVISE per enclosed policy</p>	<p><input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO</p>
EEJB(LLOCAL)	<p>The enclosed revisions are recommended to specify the district's options regarding parents' requests for alternate tests or testing dates for examinations for acceleration.</p> <p>Also, KINDERGARTEN ACCELERATION has been edited for clarity. During the administrative review the previous deadline for submitting requests was recommended for deletion in favor of a statement referring to the district's established timelines.</p>	<p>REVISE per enclosed policy</p>	<p><input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO</p>
EEJC(LLOCAL)	<p>Minor revisions are recommended to this policy, which gives the administration more flexibility in approving correspondence courses for students seeking alternate means of instruction to earn advanced measures for the Recommended and Distinguished Achievement Programs for graduation.</p>	<p>REVISE per enclosed policy</p>	<p><input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO</p>
[REDACTED]	<p>[REDACTED]</p>	<p>enclosed policy</p>	<p>[REDACTED]</p>
[REDACTED]	<p>[REDACTED]</p>	<p>enclosed policy</p>	<p>[REDACTED]</p>



CODE	RECOMMENDATION	ACTION	DISTRICT'S RESPONSE
	<p>The provisions regarding the New Direction Learning Center contain some administrative detail and reflect more philosophy than policy statements. The approval of this concept is appropriate for board action, but it not necessary to include in the manual.</p>	<p>DEBATE enclosed policy</p>	<p><input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO</p>
EHBB(LOCAL)	<p>The enclosed revisions are recommended to reflect that the district does not perform routine reassessments and to update the treatment of transfer students seeking admission into the district's gifted and talented program.</p>	<p>REVISE per enclosed policy</p>	<p><input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO</p>
	<p>The provisions in this policy are statements of philosophy and goals, which are not necessary for inclusion in the manual.</p>	<p>enclosed policy</p>	<p><input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO</p>
EI(LOCAL)	<p>To reflect that it is the district's practice to grant credit on a semester-by-semester basis, the alternate policy version enclosed is recommended to replace the version currently found in your manual. A review of the EI(LEGAL) will note that a local policy is a requirement in this instance.</p> <p>During the administrative review, there was discussion on certain grade levels earning full credit for a two-semester course if the average of both semesters was above 70. It is not necessary to include any averaging provision in policy. This issue can be handled through an administrative regulation and is best communicated through the student handbook and/or course selection guide.</p>	<p>REPLACE with alternate version enclosed</p>	<p><input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO</p>
EIA(LOCAL)	<p>The enclosed revisions are recommended to reflect that the district issues interim progress reports for students in pre-kindergarten and grade 1 after the fourth week of the grading period and for students in grades 2-12 after the third and sixth weeks of the grading period.</p>	<p>REVISE per enclosed policy</p>	<p><input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO</p>



CODE	RECOMMENDATION	ACTION	DISTRICT'S RESPONSE
☆ EIAA(LOCAL) Typo	To formally authorize the district's practice regarding exam exemptions, the enclosed policy is recommended for inclusion in your manual.	ADD enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
EIC(LOCAL)	This policy on class rank has been reorganized for clarity. The provisions addressing related issues have been grouped together, new margin notes have been added, and the language describing the districts grade weighting system simplified.	REVISE per enclosed No Action	<input type="checkbox"/> YES or <input checked="" type="checkbox"/> NO Action was previously taken on EIC in July 2006
EIE(LOCAL)	The enclosed revisions are recommended to reflect the district's local promotion standards and the district's choices regarding options related to the Student Success Initiative. Several samples have also been provided addressing promotion standards for students in kindergarten and grade 1.	REVISE per enclosed policy See Selected Sample	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
EIF(LOCAL)	It was noted during the administrative review that the district does not offer reading for state graduation credit. The enclosed policy reflects this change.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
FB(LOCAL)	The telephone numbers for the students' Title IX coordinator and Section 504 coordinator have been updated.	REVISE per enclosed policy	<input type="checkbox"/> YES or <input checked="" type="checkbox"/> NO See Suggested changes



CODE	RECOMMENDATION	ACTION	DISTRICT'S RESPONSE
FD(LOCAL)	<p>During the administrative review, there was discussion on the assignment of exchange students when space on a high school campus is limited and a particular high school is no longer accepting transfers due to the lack space.</p> <p>Once an exchange student is assigned to a host family, that student is treated like a resident student; the district's locally developed language in the fourth paragraph regarding the treatment of enrolled exchange students reemphasizes this. As a result, exchange students would be treated like any other student. Unless a student assignment plan addressing overcrowding has been developed and is applicable to all students in the district, a foreign exchange student should be enrolled in the high school within the host family's attendance zone.</p> <p>In light of this, the district, may want to reevaluate limiting to five the number of exchange students that may enroll at each high school. If more than five exchange students are placed with host families residing in a particular high school's attendance zone, then it would be necessary to assign them to that high school.</p> <p>In addition, it is recommended that your provision not permitting an exchange student to graduate from the district high school or enroll in grade 12 be deleted in light of the language on page 6 of EIF(LEGAL), which permits an exchange student to receive a diploma from the district if the student meets all local and state graduation requirements.</p>	<p>-REVISE per enclosed policy No Action</p>	<p><input type="checkbox"/> YES or <input checked="" type="checkbox"/> NO Action Was previously Taken on FD in July 2006</p>
FDB(LOCAL)	<p>The new language at NEW HIGH SCHOOL is based on discussions during the administrative review and is recommended for inclusion in your manual.</p> <p>A student in grade 11 or 12 "will continue to attend his or her current high school"</p>	<p>REVISE per enclosed policy</p>	<p><input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO</p>







CODE	RECOMMENDATION	ACTION	DISTRICT'S RESPONSE
FEC(LOCAL)	<p>The enclosed revisions are recommended to include language addressing petitions for the award of credit loss due to attendance and provisions permitting the attendance committee to review records whether or not a petition has been filed.</p> <p>It was noted during the administrative review that a student with a known chronic or long-term illness is not required to provide a physician's statement if absent for more than five days due to a personal illness. At PERSONAL ILLNESS, the recommended text would require the student to provide to the principal a physician statement describing the nature of the illness. Only then would the student be exempt from the requirement to provide a physician note if subsequently absent more than five days for that illness.</p>	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
	<p>covered in state law and state board rules, this policy is recommended for deletion from the policy manual.</p> <p>The immunization schedule in FFAB(EXHIBIT) was recommended for removal at Update 78 and replaced with a link to the Texas Department of Health Services Web site that maintain this information.</p>	enclosed policy	
FFAC(LOCAL)	<p>The enclosed revision is recommended to reflect that the district shall administer prescribed medication if the prescription has the current year.</p> <p>In addition, nonprescription medication will only be administered for up to seven days unless a physician or health-care professional provides a written request to administer this nonprescription medication for a longer period.</p>	REVISE per enclosed policy	<input type="checkbox"/> YES or <input checked="" type="checkbox"/> NO <i>See Suggested Changes</i>
FFC(LOCAL)	<p>To satisfy the legal requirement that the district designate a liaison for homeless students, the enclosed policy is recommended for inclusion in the manual.</p>	ADD enclosed policy	<input type="checkbox"/> YES or <input checked="" type="checkbox"/> NO <i>See Suggested Changes</i>



*Legal Review*  
*"The prescription must be correct."*



CODE	RECOMMENDATION	ACTION	DISTRICT'S RESPONSE
FJ(LLOCAL)	To more accurately reflect the district's practices regarding student fund-raising projects, the enclosed revisions are recommended.  The new provision at FOR OUTSIDE ORGANIZATIONS would permit student participation in fundraising projects for Jump Rope for Heart, Relay for Life, and similar events for other charitable organizations.	REPLACE with alternate version enclosed	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
★ FL(LLOCAL) <i>Legal Review</i> <i>Check ALL OTHER PURPOSES</i>	Since the principal is the custodian of records for students withdrawn from the district, the enclosed revision is recommended. Also, the executive director of special services is the employee in the district responsible for ensuring the confidentiality of special education students' records; this revision is also included.  The administration also recommended the creation of two directory information lists—one for school-sponsored purposes and one for all other purposes.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
FM(LLOCAL)	AT STUDENT ELIGIBILITY the omitted text repeats information found in FM(LEGAL) and is recommended for deletion from this policy.  In order to diminish the subjective nature of the last criteria regarding any harm additional absences may have on a student academically, the enclosed revisions at items 4–6 were suggested during the administrative review. The criteria reflect several of the at-risk definitions found at EHBC(LEGAL).	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO

~~policy manual. Its provision are superseded by those at FNAA(LOCAL) – student distribution of nonschool literature.~~





CODE	RECOMMENDATION	ACTION	DISTRICT'S RESPONSE
FMF(LLOCAL)	The enclosed revisions include standard language indicating that interschool competition involving organized athletic teams will not be part of the elementary school grades' program as well as minor revisions clarifying that UIL contests, extracurricular, and cocurricular activities are under the supervision of the district. At EXTRACURRICULAR COMPETITION, the removal of the statement of philosophy is recommended.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
FMG(LLOCAL)	The enclosed revisions are recommended to clarify the district's practices regarding student travel. In response to a request during the administrative review, a sample excerpt has been provided to assist the district in developing a provision addressing students who travel to or from a school-sponsored trip with a parent or an adult designated by the parent.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
<b>Administrative Regulations and Policies of the District</b>			
FMH(LLOCAL)	administrative regulations and are recommended for deletion from the manual.	enclosed exhibit	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
FMA(LLOCAL)	The enclosed revision is recommended to update the reference to the DAER.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
FNAAL(LLOCAL)	At PRIOR REVIEW, it is recommended that the principal or designee either approve or reject the materials within two days of receipt.	REVISE per enclosed policy No Action	<input type="checkbox"/> YES or <input checked="" type="checkbox"/> NO <i>Action taken in July 2006</i>
FNCA(LLOCAL)	The enclosed revisions are recommended to more accurately reflect the district's practices when handling violations of the student dress code.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO



CODE	RECOMMENDATION	ACTION	DISTRICT'S RESPONSE
	<p>trict's Student Code of Conduct, which the board adopts, this policy is unnecessary in the manual and is recommended for deletion.</p>	<p>DELETE enclosed policy</p>	<p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>
	<p>Code of Conduct and is recommended for deletion.</p>	<p>DELETE enclosed policy</p>	<p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>
	<p>ons must be included in the board-adopted Student Code of Conduct making this policy unnecessary. It is recommended for deletion.</p>	<p>DELETE enclosed policy</p>	<p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>
FNF(LOCAL)	<p>During the administrative review, the district indicated it would review this policy with its attorney. Any revisions resulting from those discussions may be submitted with this summary document</p>	<p>See enclosed -No policy enclosed policy</p>	<p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>
FO(LOCAL)	<p>To reflect the district's decision to prohibit the spanking or paddling of students, the enclosed revision is recommended. At EXTRACURRICULAR CODE OF CONDUCT, the margin note has been updated to reflect the district's term for this document. The revision in the first sentence is recommended since the board does approve the extracurricular code of conduct.</p>	<p>REVISE per enclosed policy</p>	<p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>
	<p>be reflected in the board-adopted Student Code of Conduct, it is not necessary to repeat them in policy. Deletion of these policies is recommended.</p>	<p>enclosed policies</p>	<p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>



CODE	RECOMMENDATION	ACTION	DISTRICT'S RESPONSE
	returned checks is a management issue and not necessary to include in policy. This information could be included in the student handbook or provided to students or parents when they write a check to the district.	enclosed policy	
★ GE(LOCAL) Legal Review Add requirement to follow UIL rules GKB(LOCAL)	During the administrative review, several revisions were recommended to this policy on booster clubs. In addition, several sample policies have been included for the district to review. The cross-reference to GKD(LOCAL) is no longer applicable as it relates to the distribution of literature on school campus and the appropriate cross-reference has been provided in the proposed revisions.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO <i>Recommended "Proposed Revisions"</i>
GKC(LOCAL)	There was much discussion on the last paragraph in this policy and its intent not to require individuals to report to the main office when attending a school-sponsored event. While this is likely the practice on most campuses, it is more a campus management issue rather than board policy. Principals would be able to make a determination on whether or not to institute sign-in protocols depending on the event and the number of individuals expected to attend as well as other campus-specific considerations.	REVISE per enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO
GKDA(LOCAL)	Similar to FNAA(LOCAL) materials must be reviewed in a timely fashion.	REVISE per enclosed policy	<input type="checkbox"/> YES or <input checked="" type="checkbox"/> NO <i>Action was taken in July 2006</i>
★ GKG(LOCAL) Legal Review	To formally authorize the district's practice regarding volunteers the enclosed policy is recommended for inclusion in your manual. Add "Volunteers shall follow all Board policies" ...	ADD enclosed policy	<input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO



CODE	RECOMMENDATION	ACTION	DISTRICT'S RESPONSE
	because its provisions do not reflect district practice and are essentially procedural. Guidelines for selecting student teachers would be more appropriately addressed in administrative regulations.	enclosed policy	
	Since the existing practice and the district policy is recommended for deletion from the manual.	enclosed policy	