



Explanatory Notes Update 109

“Local & Miscellaneous” Policies

Policy	Dept.	Action	Recommended By	REMARKS
AE Exhibit	Administration	Delete	TASB	EDUCATIONAL PHILOSOPHY The content of this exhibit has been moved with revisions to AE(LEGAL)
BBE Local	Administration	Update	TASB BM Dr. SP Atkinson	BOARD MEMBERS: AUTHORITY Based on SB 1566, new text is recommended for this policy to explain that the district shall respond to a board member's requests for records within the time frames required by law, as described above at BBE(LEGAL); and Satisfy the new requirement for a policy regarding board member visits to a district campus or other facility. The recommended language requires a board member to follow any posted requirements for visitors and limits visits that interfere with the delivery of instruction or district operations.
CDA Local	Chief Financial Officer	Update	TASB	OTHER REVENUES: INVESTMENTS A revision at Sellers of Investments is to align with changes from HB 1701 described at CDA(LEGAL), above, and requires a business organization, as defined by law, that engages in investment transactions with a district to provide the district written documents required by law. The reference to brokers/dealers has been retained as a best practice.
CKC Local	Administration Safety Police & Security Services	Update	TASB	SAFETY PROGRAM/RISK MANAGEMENT: EMERGENCY PLANS New text recommended at this policy addresses the HB 332 requirement to include in the district's emergency operations plan (EOP) a "policy" addressing security of district property used as a polling place. The policy text refers to these "procedures" being included in the EOP, as EOPs are not typically board adopted.
CNA Local	Transportation	Update	TASB	TRANSPORTATION MANAGEMENT: STUDENT TRANSPORTATION Changes to this policy are a result of SB 195, which expanded the reasons for which a district may apply for an additional transportation allotment for students residing within two miles of a campus to include areas presenting a high risk of violence in addition to the existing factor of hazardous traffic conditions. The new recommended text provides that if the district applies for additional funding based on either or both factors, the board must adopt an appropriate resolution describing the areas. Recommended for deletion are provisions addressing eligibility to participate in the district's transportation system by students for whom the district does not receive transportation funds, as these provisions are typically addressed in administrative regulations.



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CNA Regulation	Transportation	Review	TASB	TRANSPORTATION MANAGEMENT: STUDENT TRANSPORTATION TASB records indicate that the District has a regulation at this code that you may need to review and revise in light of the changes in this update. Please advise If this regulation is obsolete and should be deleted from Policy Service’s records of your localized policy manual; or If the District has revisions that you wish to submit to Policy Service for editorial and legal review and incorporation into Policy Service records.
CO Local	Food Services	Update	TASB	FOOD SERVICES MANAGEMENT Previous law allowed the administration to establish the grace period during which a student whose meal card or account balance was exhausted could continue to purchase meals. SB 1566 now requires the board to establish the length of the grace period. Policy text recommended for your consideration includes a grace period of five school days. Contact the District’s policy consultant if this does not match district practice or if all campuses in your district participate in the Community Eligibility Provision or Provision 2 Program under which free meals are provided to all students. In addition, new provisions are recommended for inclusion in the district's policy manual to address U.S. Department of Agriculture (USDA) policy requirements for students who have insufficient funds to purchase a meal. Although the USDA does not require board approval of the meal charge policy, the recommended policy text will ensure development of district-level procedures, as required by law. These procedures, based on federal law, will come into play after a student has exhausted the state law-required grace period for unpaid meal cards or accounts. See USDA memoranda Unpaid Meal Charges: Guidance and Q&A and Unpaid Meal Charges: Local Meal Charge Policies . Recommended text at Food Donations authorizes the superintendent to develop regulations for campuses to donate food as permitted by SB 725. See CO(LEGAL), above. Sample administrative procedures on food donations and meal charges will be included in the next update to the <i>TASB Regulations Resource Manual</i> , available in December 2017.
CV Exhibit	Facilities	Delete	TASB	FACILITIES CONSTRUCTION This exhibit is recommended for deletion from the policy manual. Policy CV(LEGAL) has been adjusted where appropriate to refer to the Administrative Code provisions included in this exhibit.



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Policy	Dept.	Action	Recommended By	REMARKS
DC Local	Human Resources	Update	BM Dr. SP Atkinson Human Resources	EMPLOYMENT PRACTICES Administration recommends to replace calendar days with school days as per TASB recommendation. Additional language added for Posting Vacancies as requested by BM Dr. Sylvia P. Atkinson.
DH Local	Human Resources Police & security Services	Update	TASB	EMPLOYEE STANDARDS OF CONDUCT Recommended revisions to this local policy on employee standards of conduct include: Clarification that the policy makes all district employees subject to the Educators' Code of Ethics; Change in terminology from "illegal knife" to "location-restricted knife" at Weapons Prohibited (HB 1935); Clarification that a district may not prohibit an employee with a handgun license from storing an unloaded gun that is not in plain view in a locked vehicle in a district parking area at Weapons Prohibited— Exceptions (SB 1566); Clarification at Electronic Communication regarding when an employee may use personal electronic platforms, applications, or accounts to communicate with students; to emphasize that electronic communications must comply with the ethical standards in the Educators' Code of Ethics; and to state that employees do not have an expectation of privacy in communications with students; Additional provisions at Electronic Communication to require an employee to report improper electronic communications by a student and to allow employees to choose whether to disclose a personal e-mail address or phone number to a student (SB 7); Acknowledgment that the district will notify a parent if an educator has engaged in certain misconduct with the student at Relationships With Students (SB 7); and Inclusion of the required notice of drug-free workplace provisions that were previously in a separate exhibit at DI. Please note: It is critical to ensure that the district's employee and student handbook choices align with the district's policy provisions at Electronic Communication.
DI Exhibit	Human Resources	Delete	TASB	EMPLOYEE WELFARE As explained at DH(LOCAL) the required notice of drug-free workplace is now included in local policy. As a result, this exhibit is recommended for deletion.



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Policy	Dept.	Action	Recommended By	REMARKS
EHBAF Local	Special Services	Add New Policy	TASB	SPECIAL EDUCATION: VIDEO/AUDIO MONITORING This local policy on video and audio monitoring of special education classrooms and other settings has been extensively revised in accordance with SB 1398 to include: The identification of the superintendent as the administrator responsible for coordinating the provision of equipment to campuses (contact the district's policy consultant if someone other than the superintendent will be the coordinator); New provisions regarding when a parent may request that a video camera be placed in a classroom for the following year; For current year requests, reference to the specific procedures in law that must be followed; The new requirement that the district must provide a response to a request within seven business days; Reference to the time frames in law for installation and operation of a video camera and details on when operation of a camera may be discontinued during the school year; Additional details on retention and confidentiality of recordings; and A new provision referring to an appeal to the commissioner of education
EJ Local	Guidance	Delete	TASB Guidance	ACADEMIC GUIDANCE PROGRAM This local policy is recommended for deletion from the district's policy manual, as it no longer aligns with current state guidance regarding the duties of a counselor. Administration recommends this deletion as language from this policy has been incorporated with FFEA Local.
FFAA Local	Health Services	Update	TASB	WELLNESS AND HEALTH SERVICES: PHYSICAL EXAMINATIONS Pursuant to SB 1566, the board must adopt a policy requiring a school nurse to provide parents with notice that a child enrolled in a district elementary school has lice. The notice must be provided within 48hours to the parent of a child with lice and within five school days to the parent of a child assigned to the same classroom as the child with lice. Recommended text to meet this requirement has been added to this policy.
FFEA Local	Guidance	Update	Guidance	STUDENT ASSISTANCE PROGRAMS / COUNSELING: COMPREHENSIVE GUIDANCE PROGRAM Administration recommends that language being deleted from EJ Local be incorporated with this policy to be inline with Legal policy that has been moved from EJ Legal to FFEA Legal.



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FFB Local	Police & Security Services	Delete	TASB	STUDENT WELFARE :CRISIS INTERVENTION As explained at FFB(LEGAL), SB 179 clarifies that local practices and procedures addressing the subject areas in the list of recommended best practice-based programs and research-based practices that a district may implement no longer need to be in board-adopted policy. As a result, the provisions in your local policy are recommended for deletion, and these provisions should be included in the district's administrative regulations.
FFF Local	Human Resources Police & Security Services	Add New Policy	TASB	STUDENT WELFARE: STUDENT SAFETY Based on SB 7 and as described at FFF(LEGAL), the district must have a policy to notify the parent of a student with whom an educator is alleged to have engaged in certain misconduct: As soon as feasible, that the alleged misconduct may have occurred; Whether the educator was terminated or resigned; and Whether the district submitted a report to the State Board for Educator Certification. The recommended policy provides the definition of misconduct, along with cross-references to FFG for child abuse reporting requirements and to FFH for parental notification requirements if the misconduct meets the definition of prohibited conduct.
FFI Local	Police & Security Services	Update	TASB	STUDENT WELFARE: FREEDOM FROM BULLYING Changes in state law from SB 179 prompted several recommended revisions to this local policy on student bullying, including: Removal of the definition of bullying in lieu of a pointer to the revised statutory definition; Emphasis, at Examples, that bullying can occur through electronic means; New provisions addressing anonymous reporting procedures for students; New provisions requiring the district to notify, within the time frames in law, parents of students who are alleged victims or are alleged to have engaged in bullying (see Notice of Report); and Acknowledgment that the district may notify law enforcement of the conduct in certain circumstances (see District Action). In addition, the text at Prohibited Conduct has been aligned with the definition of that term in FFH(LOCAL) to include "sex."



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Policy	Dept.	Action	Recommended By	REMARKS
GBAA Local	Public Information	Update	TASB	INFORMATION ACCESS: REQUESTS FOR INFORMATION HB 3107 allows a board to establish reasonable yearly and monthly limits on the personnel time spent to produce public information for a requestor, after which the district may begin charging the requestor for the time. As reflected in the recommended revisions to this policy, in addition to the 36-hour yearly limit, the board may establish a monthly limit of not less than 15 hours, after which the district shall begin charging for personnel time.
GBAA Regulation	Public Information	Review	TASB	INFORMATION ACCESS: REQUESTS FOR INFORMATION TASB records indicate that the District has both a regulation and an exhibit at this code that you may need to review and revise in light of the changes in this update. Please advise us: If either document is obsolete and should be deleted from Policy Service’s records of your localized policy manual; or if the District has revisions that you wish to submit to Policy Service for editorial and legal review and incorporation into Policy Service records
GKC Local	Police & Security Services	Update	TASB	COMMUNITY RELATIONS: VISITORS Recommended revisions to this policy regarding visitors are to reflect that board member visits to district facilities are now addressed at BBE(LOCAL). Revisions have also been made to better align text addressing registered sex offenders on campus with statutory provisions.
GKE Local	Administration	Add New Policy	TASB	COMMUNITY RELATIONS: BUSINESS , CIVIC, AND YOUTH GROUPS This local policy is recommended for inclusion in the district's policy manual to satisfy the requirement in SB 1566 for a board policy allowing a principal to provide a representative of a patriotic society an opportunity to speak to students during the school day. The policy must give the principal discretion over the date and time and allow the principal to limit the opportunity to a single school day and to limit the presentation to ten minutes. The statute requires the board to adopt the policy by the beginning of each school year, and it is our understanding that continuing implementation of a previously adopted policy would meet that requirement.

Current with TASB Changes

EDUCATIONAL PHILOSOPHY

AE
(EXHIBIT)

~~PUBLIC EDUCATION MISSION, GOALS, AND OBJECTIVES~~

~~The mission of the Texas public education system is to ensure that all Texas children have access to a quality education that enables them to achieve their full potential and fully participate now and in the future in the social, economic, and educational opportunities in our state and nation. That mission is grounded on the conviction that a general diffusion of knowledge is essential for the welfare of Texas and for the preservation of the liberties and rights of Texas citizens. It is further grounded on the conviction that a successful public education system is directly related to a strong, dedicated, and supportive family and that parental involvement in the school is essential for the maximum educational achievement of a child. The objectives of public education are:~~

~~OBJECTIVE 1: Parents will be full partners with educators in the education of their children.~~

~~OBJECTIVE 2: Students will be encouraged and challenged to meet their full educational potential.~~

~~OBJECTIVE 3: Through enhanced dropout prevention efforts, all students will remain in school until they obtain a diploma.~~

~~OBJECTIVE 4: A well balanced and appropriate curriculum will be provided to all students.~~

~~OBJECTIVE 5: Educators will prepare students to be thoughtful, active citizens who have an appreciation for the basic values of our state and national heritage and who can understand and productively function in a free enterprise society.~~

~~OBJECTIVE 6: Qualified and highly effective personnel will be recruited, developed, and retained.~~

~~OBJECTIVE 7: Texas students will demonstrate exemplary performance in comparison to national and international standards.~~

~~OBJECTIVE 8: School campuses will maintain a safe and disciplined environment conducive to student learning.~~

~~OBJECTIVE 9: Educators will keep abreast of the development of creative and innovative techniques in instruction and administration using those techniques as appropriate to improve student learning.~~

~~OBJECTIVE 10: Technology will be implemented and used to increase the effectiveness of student learning, instructional management, staff development, and administration.~~

~~The academic goals of public education are to serve as a foundation for a well balanced and appropriate education. The students in the public education system will demonstrate exemplary performance in:~~

~~GOAL 1: The reading and writing of the English language.~~

~~GOAL 2: The understanding of mathematics.~~

~~GOAL 3: The understanding of science.~~

~~GOAL 4: The understanding of social studies.~~

~~Education Code 4.001, 4.002~~

Current with TASB & BISD Changes

BOARD MEMBERS
AUTHORITY

BBE
(LOCAL)

BOARD
AUTHORITY

The Board has final authority to determine and interpret the policies that govern the schools and, subject to the mandates and limits imposed by state and federal authorities, has complete and full control of the District. Board action shall be taken only in meetings that comply with the Open Meetings Act. [See BE(LEGAL)]

TRANSACTIONING
BUSINESS

When a proposal is presented to the Board, the Board shall hold a discussion and reach a decision. Although there may be dissenting votes, which are a matter of public record, each Board decision shall be an action by the whole Board binding upon each member.

INDIVIDUAL
AUTHORITY FOR
COMMITTING THE
BOARD

Board members as individuals shall not exercise authority over the District, its property, or its employees. Except for appropriate duties and functions of the Board President, an individual member may act on behalf of the Board only with the express authorization of the Board. Without such authorization, no individual member may commit the Board on any issue. [See BDAA]

INDIVIDUAL
ACCESS TO
INFORMATION

An individual Board member, acting in his or her official capacity, shall have the right to seek information pertaining to District fiscal affairs, business transactions, governance, and personnel matters, including information that properly may be withheld from members of the ~~general~~ public in accordance with the Public Information Chapter of the Government Code. [See GBA]

LIMITATIONS

If a Board member is not acting in his or her official capacity, the Board member has no greater right to District records than a member of the public.

An individual Board member shall not have access to confidential student records unless the member is acting in his or her official capacity and has a legitimate educational interest in the records in accordance with policy FL.

A Board member who is denied access to a record under this provision may ask the Board to determine whether the record should be provided or may file a request under the Public Information Act. [See GBAA]

REQUESTS FOR
RECORDS

An individual Board member shall seek access to records or request copies of records from the Superintendent or other designated custodian of records, who shall respond within the time frames required by law. When a custodian of records other than the Superintendent provides access to records or copies of records to an individual Board member, the provider shall inform the Superintendent of the records provided.

Current with TASB & BISD Changes

BOARD MEMBERS
AUTHORITY

BBE
(LOCAL)

In accordance with law, the District shall track and report any requests under this provision, including the cost of responding to one or more requests by any individual Board member for 200 or more pages of material in a 90-day period.

REQUESTS FOR
REPORTS

No individual Board member shall direct or require District employees to prepare reports derived from an analysis of information in existing District records or to create a new record compiled from information in existing District records. Directives to the Superintendent or other custodian of records regarding the preparation of reports shall be by Board action.

CONFIDENTIALIT
Y

At the time a Board member is provided access to confidential records or to reports compiled from such records, the Superintendent or other District employee shall advise the Board member of the responsibility to comply with confidentiality requirements.

REFERRING
COMPLAINTS

If employees, parents, students, or other members of the public bring concerns or complaints to an individual Board member, he or she shall refer them to the Superintendent or another appropriate administrator, who shall proceed according to the applicable complaint policy. [See (LOCAL) policies at DGBA, FNG, and GF]

When the concern or complaint directly pertains to the Board's own actions or policy, for which there is no administrative remedy, the Board member may request that the issue be placed on the agenda.

VISITS TO
DISTRICT
FACILITIES

A Board member shall adhere to any posted requirements for visitors to first report to the main office of a District facility, including a school campus. Visits during the school or business day shall not be permitted if their duration or frequency interferes with the delivery of instruction or District operations. [See also GKC]

Current with TASB Changes

OTHER REVENUES
INVESTMENTS

CDA
(LOCAL)

Investment Authority	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. The investment officer shall be bonded or shall be covered under a fidelity insurance policy. All investment transactions except investment pool funds and mutual funds shall be executed on a delivery versus payment basis.
Approved Investment Instruments	<p>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:</p> <ol style="list-style-type: none">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. Banker's acceptances as permitted by Government Code 2256.012.5. Commercial paper as permitted by Government Code 2256.013.6. No-load money market mutual funds and no-load mutual funds as permitted by Government Code 2256.014.7. A guaranteed investment contract as an investment vehicle for bond proceeds, provided it meets the criteria and eligibility requirements established by Government Code 2256.015.8. Public funds investment pools as permitted by Government Code 2256.016, 2256.019.
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. The investment officer shall observe financial market indicators, study financial trends, and utilize available educational tools in order to maintain appropriate investment managerial expertise. 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

Current with TASB Changes

OTHER REVENUES INVESTMENTS

CDA
(LOCAL)

of the portfolio. No individual investment transaction shall 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 three years 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 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.

Current with TASB Changes

OTHER REVENUES INVESTMENTS

CDA
(LOCAL)

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 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.
Special Revenue Funds	Investment strategies for special revenue funds shall have as their primary objectives safety, investment liquidity and maturity sufficient to meet anticipated cash flow requirements.
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.
Sellers of Investments Brokers / Dealers	<p>Prior to handling investments on behalf of the District, <u>a broker/dealer or a qualified representative of a business organization-brokers/dealers</u> must submit required written documents in accordance with law. [See <u>Sellers of Investments</u>SELLERS OF INVESTMENTS, CDA(LEGAL)]</p> <p>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).</p>
Soliciting Bids for CDs	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	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

Current with TASB Changes

OTHER REVENUES
INVESTMENTS

CDA
(LOCAL)

financial markets, or imprudent actions by employees and officers of the District. Controls deemed most important shall include:

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.
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

The quarterly report required by law and signed by the District's investment officer shall be presented to the Board.

Current with TASB Changes

SAFETY PROGRAM/RISK MANAGEMENT
EMERGENCY PLANS

CKC
(LOCAL)

EMERGENCY
OPERATIONS PLAN

The Superintendent shall ensure updating of the District's Emergency Operations Plan and ongoing staff training.

As required by law, the emergency operations plan shall include the District's procedures addressing reasonable security measures when District property is used as a polling place.

Current with TASB Changes

TRANSPORTATION MANAGEMENT
STUDENT TRANSPORTATION

CNA
(LOCAL)

HAZARDOUS
TRAFFIC
CONDITIONS AND
HIGH-RISK AREAS

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.~~

If the District applies for the additional transportation allotment provided by the state for students who live within two miles of a school campus, the Board shall adopt a resolution to identify hazardous traffic conditions or areas presenting a high risk of violence within two miles of the school campus. The resolution shall include the specific hazardous or high-risk areas in which transportation shall be provided, and the District shall publish the locations of these routes. The Board shall adopt a revised resolution when necessary to accurately reflect changes to the conditions or areas.

TRANSPORTATION MANAGEMENT
STUDENT TRANSPORTATION

Current
CNA
(REGULATION)

Students may ride buses, provided the following requirements are met:

1. The bus will not deviate from its assigned route.
2. Students must be waiting for the bus on the assigned route, and should not expect the bus to wait for them in case of tardiness.

In the event it is necessary to terminate bus service, written notification will be sent to the parents.

Any abuse or unwarranted use of this facility will be sufficient cause for termination of the bus service, upon notification to the parents explaining reasons therefore.

Current with TASB Changes

FOOD SERVICES MANAGEMENT

CO
(LOCAL)

FOOD DONATIONS

The Superintendent shall be authorized to develop regulations for campuses to donate food in accordance with law, regarding the use of a prepaid meal card or account to purchase meals served at school. The regulations shall address:

MEAL CHARGES

As established by the Board, a student with an exhausted or insufficient balance on his or her meal card or meal account shall be allowed to continue to purchase meals for up to five school days. The Superintendent shall develop administrative regulations for this grace period to address:

STATE LAW

1. The length of the grace period during which a student may continue to purchase meals with a meal card or account that is exhausted or insufficient; and

2. Parent notification in the event of an exhausted card or account, including a schedule for repayment.

1. The District's processes for parent notification during the grace period, including a schedule for repayment; and

2. Whether the student will be limited to certain foods or beverages during this grace period, and, if so, the District's efforts to minimize overt identification of the student.

No fees or interest shall be charged by the District for in connection with meals purchased with an exhausted card or account during the grace period. .

FEDERAL LAW

For each campus that participates in the federal school breakfast or lunch programs under which students may incur a meal charge, the District's administrative regulations shall also address procedures for a student who has insufficient funds to purchase a meal following exhaustion of the grace period described above. The procedures shall address:

1. The parameters under which reimbursable or alternate meals shall be served to the student;

2. The District's efforts to minimize overt identification of the student; and

3. How the District will attempt to collect unpaid debt in order to maintain the financial integrity of the food service account.

Current with TASB Changes

FACILITIES CONSTRUCTION

CV
(EXHIBIT)

~~REQUIRED WORKERS' COMPENSATION COVERAGES~~
~~28 TAC 110.110(c)(7), adopted to implement Texas Labor Code 406.096~~

~~The District shall use the following language for bid specifications and contracts for building or construction, without any additional words or changes, except those required to accommodate the specific document in which they are contained or to impose stricter standards of documentation.~~

~~A copy of a certificate of insurance, a certificate of authority to self-insure issued by the Texas Department of Insurance (TDI), or a coverage agreement (DWC-81, DWC-82, DWC-83, or DWC-84), showing statutory workers' compensation insurance coverage for the person's or entity's employees providing services on a project is required for the duration of the project.~~

~~Duration of the project includes the time from the beginning of the work on the project until the contractor's/person's work on the project has been completed and accepted by the governmental entity.~~

~~Persons providing services on the project ("subcontractor" in Texas Labor Code 406.096) include all persons or entities performing all or part of the services the contractor has undertaken to perform on the project, regardless of whether that person contracted directly with the contractor and regardless of whether that person has employees. This includes, without limitation, independent contractors, subcontractors, leasing companies, motor carriers, owner operators, employees of any such entity, or employees of any entity that furnishes persons to provide services on the project.~~

~~Services include, without limitation, providing, hauling, or delivering equipment or materials, or providing labor, transportation, or other service related to a project. Services do not include activities unrelated to the project, such as food/beverage vendors, office supply deliveries, and delivery of portable toilets.~~

~~The contractor shall provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, which meets the statutory requirements of Texas Labor Code 401.011(44) for all employees of the contractor providing services on the project for the duration of the project.~~

~~The contractor must provide a certificate of coverage to the governmental entity prior to being awarded the contract.~~

~~If the coverage period shown on the contractor's current certificate of coverage ends during the duration of the project, the contractor must, prior to the end of the coverage period, file a new certificate of coverage with the governmental entity showing that coverage has been extended.~~

~~The contractor shall obtain from each person providing services on a project, and provide to the governmental entity:~~

- ~~1. A certificate of coverage, prior to that person beginning work on the project, so the governmental entity will have on file certificates of coverage showing coverage for all persons providing services on the project; and~~

Current with TASB Changes

FACILITIES CONSTRUCTION

CV
(EXHIBIT)

- ~~2. No later than seven days after receipt by the contractor, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project.~~

~~The contractor shall retain all required certificates of coverage for the duration of the project and for one year thereafter.~~

~~The contractor shall notify the governmental entity in writing by certified mail or personal delivery, within ten days after the contractor knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project.~~

~~The contractor shall post on each project site a notice, in the text, form, and manner prescribed by the TDI, informing all persons providing services on the project that they are required to be covered, and stating how a person may verify coverage and report lack of coverage.~~

~~The contractor shall contractually require each person with whom it contracts to provide services on a project, to:~~

- ~~1. Provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, which meets the statutory requirements of Texas Labor Code 401.011(44) for all of its employees providing services on the project for the duration of the project;~~
- ~~2. Provide to the contractor, prior to that person beginning work on the project, a certificate of coverage showing that coverage is being provided for all employees of the person providing services on the project for the duration of the project;~~
- ~~3. Provide the contractor, prior to the end of the coverage period, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project.~~
- ~~4. Obtain from each other person with whom it contracts, and provide to the contractor:
 - ~~a. A certificate of coverage, prior to the other person beginning work on the project; and~~
 - ~~b. A new certificate of coverage showing extension of coverage, prior to the end of the coverage period, if the coverage period shown on the current certificate of coverage ends during the duration of the project;~~~~
- ~~5. Retain all required certificates of coverage on file for the duration of the project and for one year thereafter;~~
- ~~6. Notify the governmental entity in writing by certified mail or personal delivery, within ten days after the person knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project; and~~
- ~~7. Contractually require each person with whom it contracts to perform as required by items 1-6, with the certificates of coverage to be provided to the person for whom they are providing services.~~

Current with TASB Changes

FACILITIES CONSTRUCTION

CV
(EXHIBIT)

~~By signing this contract or providing or causing to be provided a certificate of coverage, the contractor is representing to the governmental entity that all employees of the contractor who will provide services on the project will be covered by workers' compensation coverage for the duration of the project, that the coverage will be based on proper reporting of classification codes and payroll amounts, and that all coverage agreements will be filed with the appropriate insurance carrier or, in the case of a self-insured, with the TDI's Division of Self Insurance Regulation. Providing false or misleading information may subject the contractor to administrative penalties, criminal penalties, civil penalties, or other civil actions.~~

~~The contractor's failure to comply with any of these provisions is a breach of contract by the contractor that entitles the governmental entity to declare the contract void if the contractor does not remedy the breach within ten days after receipt of notice of breach from the governmental entity.~~

~~The coverage requirement recited above does not apply to sole proprietors, partners, and corporate officers who are excluded from coverage in an insurance policy or certificate of authority to self-insure that is delivered, issued for delivery, or renewed on or after January 1, 1996.~~

28 TAC 110.110(i)

Current with BISD Changes

EMPLOYMENT PRACTICES

DC
(LOCAL)

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.

All positions shall be listed in the annual District compensation plan. All employees shall have an approved job description at the time of employment and/or assignment.

Prior to Posting

Any positions not listed in the approved Compensation Plan shall be presented to the Board for approval prior to posting.

Posting Vacancies

The Superintendent or designee shall advertise employment opportunities and post notices of vacancies in accordance with established procedures and Equal Employment Opportunity Commission (EEOC) requirements. The 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 the appropriate qualifications. All advertised positions shall be posted on the District's Web site for no fewer than ten ~~calendar~~ school days.

All positions on the administrative and professional salary schedule shall be advertised within the District and may be advertised outside the District unless otherwise directed by the Board.

Lateral Transfers

Advertising of vacancies shall not be required for positions involved in lateral reassignments provided that:

1. The person has the proper certification for the position; and
2. The jobs are in the same pay grade.

Applications

All applicants for employment must complete an online application furnished through the District's Web site. The application shall be designed to elicit all pertinent information about the applicant. When applicants are equally qualified for a position, veterans retiring and/or exiting from military service who are honorably discharged shall be extended a hiring preference. The following information should be included:

1. A complete statement of all employment during the preceding five years, including specific dates for each position;
2. Sufficient references to provide a clear assessment of the professional and personal qualifications of the applicant; and

Current with BISD Changes

EMPLOYMENT PRACTICES

DC
(LOCAL)

	<p>3. Whether the employee has ever been convicted of or pled guilty or no contest (nolo contendere) to, or received probation, suspension, or deferred adjudication for a felony.</p> <p>It shall be the responsibility of the applicant to furnish accurate information, and any falsification of either information or credentials shall be cause for dismissal or refusal to employ.</p> <p>[For information related to the evaluation of criminal history records, see DBAA.]</p>
Equal Employment Opportunity Policy	Race, creed, color, age, religion, marital status, national origin, sex, or physical disability, except in situations where such disability will constitute an employment liability, shall not be considered in judging eligibility. [See DIA]
Interview	Only selected applicants shall be granted interviews. An interview shall be a prerequisite for employment and may be conducted in person, by video tape, by computer interaction, or by telephone.
Employment Requirements	All employees shall meet the requirements specified by the District for the positions for which they are hired.
Polygraph Tests	Applicants for certain positions may be requested to take a polygraph examination after a tentative offer of employment is made by the District.
Selection and Employment	
Contractual	<p>The Board delegates to the Superintendent final authority to hire staff on the teacher pay scale, all contractual personnel from pay grade Level 3 and below, and all noncontractual personnel.</p> <p>The Superintendent shall have the sole authority to make recommendations to the Board regarding the selection of contractual personnel from pay grade Level 4 and above. The Board retains final authority for employment of contractual personnel for pay grade Level 4 and above.</p>
Non-Contractual	<p>The Board retains final authority for employment and dismissal, based on the Superintendent's recommendations, of noncontractual personnel whose positions are on the special assignment/administrative salary schedule.</p> <p>The Board shall delegate to the Superintendent final authority to employ and dismiss all other noncontractual employees on an at-will basis. In cases of dismissal, the Superintendent shall receive written recommendations from the appropriate personnel in the District's organizational chart. An individual, including the Superintendent, who is recommending dismissal of a noncontractual, at-will</p>

Current with BISD Changes

EMPLOYMENT PRACTICES

DC
(LOCAL)

	employee shall adhere to all administrative procedures and guidelines. [See DCD]
Employment Assistance Prohibited	No District employee shall assist another employee of the District or of any school district in obtaining a new job if the employee knows, or has probable cause to believe, that the other employee engaged in sexual misconduct regarding a minor or student in violation of the law. Routine transmission of an administrative or personnel file does not violate this prohibition. [See CJ for prohibitions relating to contractors and agents and DH(EXHIBIT) for the Educators' Code of Ethics.]
Resignation or Retirement in Lieu of Termination	An employee who retired or resigned in order to avoid termination shall not be eligible for reemployment with the District.
Reappointment	Reappointment shall mean the rehiring of a District employee, who, following the initial appointment experienced a break in service resulting from resignation, termination, or expiration of term. A leave of absence of any type shall not be considered a break in service. An employee who has been terminated under this provision must have used his or her entitlement to due process.
Eligibility for Reappointment	At the discretion of the Superintendent or designee, a terminated employee who is eligible after three years for rehire and who wishes to be considered for reemployment with the District will be eligible for rehire if he or she submits an application and is recommended for employment for which he or she is qualified.

Current with TASB Changes

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

GENERAL
GUIDELINES

Employees shall be courteous to one another and the public, working together in a cooperative spirit to serve the best interests of the District. ~~The~~ District holds all employees accountable ~~shall be expected to adhere to the standards of conduct set out in the~~ Educators' Code of Ethics. [See DH(EXHIBIT)]

Each District employee shall perform his or her duties in accordance with state and federal law, District policy, and ethical standards. [See DH(EXHIBIT)]

Each District employee shall recognize and respect the rights of students, parents, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the District.

An employee wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

EMPLOYEE
RESPONSIBILITIES

Every employee shall be responsible for:

1. Arriving at work on time every day and following attendance procedures;
2. Satisfactorily completing the duties as specified by the job description and/or contract, if any;
3. Relating to colleagues and supervisors with respect, courtesy, and in a professional manner;
4. Spending the workday on work-related activities to the exclusion of personal business;
5. Dressing in a manner that is appropriate for the job assignment, that reflects positively on the District, and that includes the use of all issued safety equipment;
6. Recognizing that employment with the District is not guaranteed, but is dependent on employee performance, budget, and need;
7. Following the established rules of behavior for the District and society in general as defined by local, state, and federal laws;
8. Conducting their duties in a safe manner, following the District's general safety policies and department rules regarding proper use of approved safety equipment and apparel; and
9. Following the directives of the supervisor.

Current with TASB Changes

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

VIOLATIONS OF
STANDARDS OF
CONDUCT

Each employee shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to his or her status as a District employee. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment. [See DCD and DF series]

WEAPONS
PROHIBITED

The District prohibits the use, possession, or display of any firearm, location-restricted ~~illegal~~ knife, club, or prohibited weapon, as defined at FNCG, on District property at all times.

EXCEPTIONS

No violation of this policy occurs when:

1. Use or possession of a firearm by a specific employee is authorized by Board action; [See CKE]
2. A District employee who holds a Texas handgun license stores a handgun or other firearm in a locked vehicle in a parking lot, parking garage, or other parking area provided by the District, provided the handgun or other firearm is not loaded and not in plain view; or
- 2.3. The use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. [See FOD]

ELECTRONIC
COMMUNICATION
MEDIA

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), web logs (blogs), electronic forums (chat rooms), video-sharing websites, editorial comments posted on the Internet, and social network sites. Electronic media also includes all forms of telecommunication, such as landlines, cell phones, and web-based applications.

USE WITH
STUDENTS

A~~In~~ accordance with administrative regulations, a certified em-~~ployee~~, or licensed employee, or any other employee designated in writing by the Superintendent or a campus principal, may use electronic communication, as this term is defined by law,~~media to com-~~municate with currently enrolled students only about matters within the scope of the employee's professional responsibilities.

Unless an exception has been made in accordance with the em-~~ployee~~ handbook or other administrative regulations, an employee shall not use a personal electronic communication platform, application, or account to communicate with currently enrolled students.

Unless authorized above, all~~A~~ other employees are prohibited from using electronic communication ~~media to communicate~~ directly with students who are currently enrolled in the District. The

Current with TASB Changes

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

	<p><u>employee handbook or other administrative regulations shall further detail address:</u></p> <ol style="list-style-type: none">1. Exceptions for family and social relationships;2. The circumstances under which an employee may use text messaging to communicate with <u>individual students or student groups</u>; and3. <u>Other matters deemed appropriate by the Superintendent or designee Hours of the day during which electronic communication is discouraged or prohibited; and</u>3.4. <u>Other matters deemed appropriate by the Superintendent or designee .</u> <p><u>In accordance with ethical standards applicable to all District employees [see DH(EXHIBIT)], an employee shall be prohibited from using electronic communications in a manner that constitutes prohibited harassment or abuse of a District student; adversely affects the student's learning, mental health, or safety; includes threats of violence against the student; reveals confidential information about the student; or constitutes an inappropriate communication with a student, as described in the Educators' Code of Ethics.</u></p> <p><u>An employee shall have no expectation of privacy in electronic communications with students.</u> Each employee shall comply with the District's requirements for records retention and destruction to the extent those requirements apply to electronic <u>communication media</u>. [See CPC]</p>
PERSONAL USE	<p><u>All employees</u>An employee shall be held to the same professional standards in <u>theirhis or her</u> public use of electronic <u>communication media</u> as for any other public conduct. If an employee's use of electronic <u>communication media</u> violates state or federal law or District policy, or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.</p>
PERSONAL TELECOMMUNICATION ON TELECOMMUNICATIONS DEVICES	<p>A personal, non-District, or unauthorized telecommunications device is a piece of equipment that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor and is not issued or authorized by the District as required for the normal discharge of the employee's duties.</p>
DEFINITION USE	<p>An employee shall not interrupt the performance of his or her duties, or leave the classroom or other work site, to answer, respond</p>

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EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

to, or use a personal, non-District, or unauthorized telecommunications device. The use of personal telecommunications devices shall not interfere with the employee's fulfillment of assigned duties. In the interest of safety, no District employee shall use a personal, non-District, or unauthorized telecommunications device while driving a District vehicle or a personal vehicle while on District business. [See CNB and CNC]

REPORTING
IMPROPER
COMMUNICATION
OR
DISCLOSING
PERSONAL
INFORMATION

In accordance with administrative regulations, an employee shall notify his or her supervisor when a student engages in improper electronic communication with the employee.

An employee shall not be required to disclose his or her personal e-mail address or personal phone number to a student.

OUTSIDE
ACTIVITIES

An employee shall conduct his or her outside activities and affairs in a manner that does not adversely affect the employee's professional status or daily performance of instructional duties.

PROFANITY

When dealing with staff and students, an employee shall not use profane language nor engage in obscene conversations on the job.

REPORTS OF
MISCONDUCT

The Board encourages employees and others connected with the District to bring forward reports in the form of complaints, comments, and suggestions in order to maintain effective and efficient operations, free from disruptions that detract from the District's main objective of educating children.

WORKPLACE
BULLYING

The District considers workplace bullying to be unacceptable and shall not tolerate it under any circumstances.

Workplace bullying shall be defined as engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs in the workplace that:

1. Has the effect or will have the effect of physically harming another employee, damaging the employee's property, or placing the employee in reasonable fear of harm to the employee's person or of damage to the employee's property;
2. Is sufficiently severe, persistent, and pervasive that the action or threat creates an intimidating, threatening, or abusive work environment for the employee;

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EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

	<ol style="list-style-type: none">3. Exploits an imbalance of power between the employee perpetrator and the employee victim through written or verbal expression or physical conduct; or4. Interferes with the victim's employment or substantially disrupts the operation of the work location. <p>Workplace bullying shall not include the legitimate exercise of employee management, including task assignment, employee coaching, and work-related employee discipline.</p>
DISRUPTIVE ACTIVITY	<p>A staff member who instigates or otherwise incites disruptive activity involving staff or students on school property or at a school event shall be subject to disciplinary action by the Superintendent and the Board.</p>
SAFETY REQUIREMENTS	<p>Each employee shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.</p>
HARASSMENT OR ABUSE	<p>An employee shall not engage in prohibited harassment, including sexual harassment, of:</p> <ol style="list-style-type: none">1. Other employees. [See DIA]2. Students. [See FFH; see FFG regarding child abuse and neglect.] <p>While acting in the course of employment, an employee shall not engage in prohibited harassment, including sexual harassment, of other persons, including Board members, vendors, contractors, volunteers, or parents.</p> <p>An employee shall report child abuse or neglect as required by law. [See FFG]</p>
RELATIONSHIPS WITH STUDENTS	<p>An employee shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See FFH]</p> <p><u>As required by law, the District shall notify the parent of a student with whom an educator is alleged to have engaged in certain misconduct. [See FFF]</u></p>
TOBACCO AND E-CIGARETTES	<p>An employee shall not smoke or use tobacco products or e-cigarettes on District property, in District vehicles, or at school-related activities. [See also GKA]</p>

Current with TASB Changes

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

ALCOHOL AND
DRUGS / NOTICE
OF DRUG-FREE
WORKPLACE

As a condition of employment, an employee shall abide by the terms of the following drug-free workplace provisions. An employee shall notify the Superintendent in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace in accordance with Arrests, Indictments, Convictions, and Other Adjudications, below.

An employee shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while on District property or at school-related activities during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.

EXCEPTIONS

It shall not be considered a violation of this policy if the employee:

1. Manufactures, possesses, or dispenses a substance listed above as part of the employee's job responsibilities;
2. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee's personal use; or
3. Possesses a controlled substance or drug that a licensed physician has prescribed for the employee's child or other individual for whom the employee is a legal guardian.

~~Notice~~ SANCTIONS

~~Each~~ **An** employee who violates these drug-free workplace provisions shall be subject to disciplinary sanctions. Sanctions may include:

1. Referral to drug and alcohol counseling or rehabilitation programs;
2. Referral to employee assistance programs;
3. Termination from employment with the District; and

Current with TASB Changes

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

NOTICE

4. Referral to appropriate law enforcement officials for prosecution.

Employees shall receive given a copy of this policy, the District's notice regarding drug-free schools. {See DI(EXHIBIT)}

A copy of this policy, a purpose of which is to eliminate drug abuse from the workplace, shall be provided to each employee at the beginning of each year or upon employment.

An employee who tests positive for prohibited drugs and/or alcohol shall be subject to termination, except when an employee voluntarily admits to alcohol or illegal drug use and commences counseling or rehabilitation prior to an event that leads to the initiation of any alcohol or drug testing. Such an employee must thereafter refrain from using alcohol and/or illegal drugs.

UNAUTHORIZED
PERSONS ON
DISTRICT
PREMISES

A District employee shall not bring his or her own relative, personal aide, or hired helper to assist the employee in the performance of duties on District premises or at school-sponsored activities without prior approval from the principal/work location supervisor and/or Human Resources Department.

MONEY LENDING

The District prohibits loans made by one employee to another with the intent of collecting interest.

ANNUAL
CRIMINAL
HISTORY RECORD
CHECK

An annual criminal background check shall be conducted on all active personnel who do not have electronic fingerprints on file with the Texas Department of Public Safety.

REVIEW
COMMITTEE

A review committee will assess the records of employees found to have criminal records that may bar them from continued employment in the District.

RESPONSIBILITY
TO REPORT
CHARGES

An employee shall notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

1. Crimes involving school property or funds;
2. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;

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EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or
4. Crimes involving moral turpitude, which include:
 - Dishonesty; fraud; deceit; theft; misrepresentation;
 - Deliberate violence;
 - Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
 - Felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
 - Felony driving while intoxicated (DWI); or
 - Acts constituting abuse or neglect under the Texas Family Code.

REASSIGNMENT
PENDING FINAL
DISPOSITION

An employee shall be subject to being temporarily reassigned when the District becomes aware of any pending charge, previous conviction, or deferred adjudication. The decision to reassign an employee shall be made by the appropriate direct report to the Superintendent or designee.

DETERMINATION
UPON FINAL
DISPOSITION

A determination regarding what action, if any, to take shall be made after the final disposition of the pending charge(s) or, in the case of a conviction or deferred adjudication, after a recommendation is made to the Administrator in charge, Human Resources (HR), by the criminal history review committee. In the case of an employee, final disposition of pending charges means a conviction, deferred adjudication, or dismissal of the charges. An employee's completion of probation or other sentencing is not required for a final disposition by the District.

DRESS AND
GROOMING

An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with the following standards of dress and hygiene:

1. An employee shall dress in neat clean clothing in good state of repair and appropriate for the assignment and safety of the job.
2. Good personal hygiene shall be expected of each employee, including well-groomed, neatly trimmed hair. Men are allowed to wear a neatly trimmed mustache or beard.

Current with TASB Changes

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

Additional standards shall be established by supervisors and approved by the Superintendent.

Current with TASB Changes

EMPLOYEE WELFARE

DI
(EXHIBIT)

~~DRUG-FREE WORKPLACE NOTICE~~

~~The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants, and alcohol in the workplace.~~

~~Employees who violate this prohibition shall be subject to disciplinary sanctions. Sanctions may include:~~

- ~~• Referral to drug and alcohol counseling or rehabilitation programs;~~
- ~~• Referral to employee assistance programs;~~
- ~~• Termination from employment with the District; and~~
- ~~• Referral to appropriate law enforcement officials for prosecution.~~

~~As a condition of employment, an employee shall:~~

- ~~• Abide by the terms of this notice; and~~
- ~~• Notify the Superintendent, in writing, if the employee is convicted for a violation of a criminal drug statute occurring in the workplace. The employee must provide the notice in accordance with DH(LOCAL).~~

~~[This notice complies with the requirements of the federal Drug Free Workplace Act (41 U.S.C. 702).]~~

Proposed TASB Policy

Note: Unless otherwise noted, the terms “video recording,” “video surveillance,” and “video monitoring” shall also include any associated audio recordings. In addition, the term, “classroom” shall also include other special education settings subject to video and audio recording required by law.

To promote student safety, the District shall comply with requests for video and audio monitoring of certain self-contained special education classrooms as required by law. Regular or continual monitoring of video recordings shall be prohibited. Video recordings shall not be used for teacher evaluation or monitoring or for any purpose other than the promotion of student safety.

The Superintendent is responsible for coordinating the provision of equipment to campuses in compliance with the law.

The Superintendent shall ensure that administrative regulations are developed to implement this policy.

REQUESTS FOR FOLLOWING YEAR

A parent of a student receiving special education services and whose placement for the following school year will be in a self-contained classroom eligible for video surveillance may request that a video camera be placed in the classroom by the end of the current school year or by the tenth business day after the student’s admission, review, and dismissal (ARD) committee determines the student’s placement, whichever is later. If such a request is made, the campus shall begin operation of the camera by the deadlines in law.

FOR CURRENT YEAR

Written requests from a parent, assistant principal, principal, staff member, or the Board shall be submitted and processed in accordance with the procedures in law.

RESPONSE

As required by law, the District shall provide a response to the requestor not later than the seventh business day after receipt of the request.

NOTICE

Before a camera is activated, the principal shall provide advance written notice to staff on the campus and to parents of the students assigned to or engaging in school activities in the classroom that video and audio surveillance will be conducted in the classroom.

Proposed TASB Policy

INSTALLATION AND OPERATION

The classroom subject to the request shall begin operation of video surveillance not later than the time frames required in law, except when the District is granted an extension of time.

When the District has installed video cameras in a classroom as required by law, the District shall operate the cameras during the instructional day at all times when students are in the classroom. For purposes of this policy, the instructional day shall be defined as the portion of a school day during which instruction is taking place in the classroom.

For the school year in which a campus receives a request for video and audio surveillance, the campus shall continue to operate and maintain any video cameras placed in the classroom for as long as the classroom continues to satisfy the requirements in Education Code 29.022(a). However, the campus may discontinue operation of the video camera during the year if the requestor withdraws the request in writing and no request is submitted to continue the surveillance.

Video cameras must be capable of recording video and audio of all areas of the classroom, including a room attached to the classroom used for time out as defined by law. No visual monitoring, other than incidental coverage, shall be conducted of the inside of a bathroom or other area used for toileting or diapering a student or removing or changing a student's clothes.

The District shall post notice at the entrance to a classroom in which video cameras are placed stating that video and audio surveillance is conducted in that classroom.

RETENTION OF RECORDINGS

Video recordings shall be retained for at least three months after the date of the recording but may be retained for a longer period in accordance with the District's records management program or as required by law. [See CPC]

CONFIDENTIALITY OF RECORDINGS

Video recordings made in accordance with this policy shall be confidential and shall only be accessed or viewed by the individuals and in the limited circumstances permitted by law. The following individuals shall have authority to view video recordings to the extent permitted by the Family Educational Rights and Privacy Act (FERPA):

1. A District employee or a parent of a student who is involved in

Proposed TASB Policy

an alleged incident documented by a recording and reported to the District;

2. Appropriate Department of Family and Protective Services (DFPS) personnel as part of an investigation of alleged abuse or neglect of a child;

3. A peace officer, school nurse, District administrator trained in deescalation and restraint techniques, or human resource staff member in response to a report of an alleged incident or an investigation of an employee or a report of alleged abuse committed by a student; and

4. Appropriate TEA or State Board for Educator Certification personnel or their agents as part of an investigation.

For purposes of this policy, the term “human resource staff member” shall include the Superintendent, a principal, an assistant principal or other campus administrator, and any supervisory position within the District’s human resources office. If an individual listed in items 2 through 4 above believes that a recording shows a violation of District policy or campus procedures, the individual may allow access to the recording by appropriate legal and human resources personnel designated by the District for the purpose of determining whether a policy or procedure has been violated.

Any person who suspects that child abuse or neglect has occurred shall report this suspicion as required by law and District policy. [See FFG]

REPORTING AN INCIDENT

A person alleging that an incident, as defined by law, has occurred in a classroom in which video surveillance is conducted shall file a report on the form provided by the District with the principal as soon as possible after the person suspects the alleged incident. If possible, an incident report form shall be filed within 48 hours of the facts giving rise to the allegation. The principal shall promptly view, or direct an authorized individual to view, the video surveillance footage to identify the relevant portion of the recording. No later than ten District business days after the report is filed, the principal or designee shall respond by notifying the person whether the alleged incident was recorded in the District’s video surveillance footage and shall initiate other steps as required by law, District policy, or local procedures.

Proposed TASB Policy

SPECIAL EDUCATION
VIDEO/AUDIO MONITORING

EHBAF
(LOCAL)

COMPLAINTS

Complaints related to video and audio recordings under this policy shall be filed in accordance with DGBA, FNG, or GF, as applicable. A complainant who is dissatisfied with the outcome of the District's complaint process may appeal in writing to the commissioner of education in accordance with Education Code 7.057, including requesting an expedited review.

Current with TASB Changes

ACADEMIC GUIDANCE PROGRAM

EJ
(LOCAL)

~~GUIDANCE AND
COUNSELING
SERVICES~~

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

~~AREAS OF
STUDENT NEED~~

~~The services may assist individuals or groups of students in:~~

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

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

Current with TASB Changes

WELLNESS AND HEALTH SERVICES
PHYSICAL EXAMINATIONS

FFAA
(LOCAL)

Tuberculosis Screening	<p>All students entering District schools for the first time in any grade shall provide evidence of having received a tuberculosis screening in accordance with regional and county health department guidelines.</p> <p>Any student withdrawing from the District for more than three weeks shall be required to take a tuberculosis screen. There is no exemption for TB screening.</p>
UIL Participation	<p>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.</p>
Additional Screening	<p>The District may provide additional screening as District and community resources permit.</p>
Referrals	<p>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.</p>
Notice of Lice	<p>A school nurse or administrator who discovers or becomes aware that a child enrolled in a District elementary school has lice shall provide written or electronic notice to parents within the time frames prescribed in law.</p>

Current with BISD Changes

STUDENT ASSISTANCE PROGRAMS/COUNSELING COMPREHENSIVE GUIDANCE PROGRAM

FFEA
(LOCAL)

Guidance and Counseling Services

The Texas Model for Comprehensive School Counseling Programs provides a conceptual framework to foster the growth of all students at the primary, intermediate, middle/junior high, and high school stages of development. The Texas Model supports the educational, career, personal, and social development of all students through the four school counseling program service delivery components of Guidance Curriculum, Individual Planning, Responsive Services, and System Support (TEC §33.005). Delivery of school counseling program services are organized through sequenced age appropriate activities designed to impact students' development through the curricular content areas of Intrapersonal Effectiveness, Interpersonal Effectiveness, Postsecondary Education and Career Readiness and Personal Health and Safety that align with program foundations and domains.

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

Services

Guidance services shall be coordinated with the regular instructional program so that they contribute to a unified educational program. Guidance services shall operate with central coordination and shall be a cooperative project of the entire professional staff. Teachers shall use opportunities in the classroom, in extracurricular activities, and in contacts with parents to achieve guidance objectives. Qualified counselors shall provide personal, academic, and career guidance to all students.

The services may assist individuals or groups of students in:

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

Current with BISD Changes

STUDENT ASSISTANCE PROGRAMS/COUNSELING COMPREHENSIVE GUIDANCE PROGRAM

FFEA
(LOCAL)

	<p><u>8. Delivering ongoing mental health education, crisis interventions, individual/small group counseling and parent conferences to discuss early mental health intervention referrals. Mental health education will also include presentations to parents and District/campus staff development on topics that include but are not limited to suicide prevention, child trauma, sexual abuse, anxiety, depression and other mental health disorders.</u></p>
Use of Counselors Time	<p>Each counselor at elementary, middle, and high schools shall plan, develop, implement, and evaluate his or her campus guidance and counseling program components and services using the following use of time as outlined in the <i>Model Comprehensive, Developmental Guidance and Counseling Program for Texas Public Schools: A Guide for Program Development, Pre-K–12th Grade Texas Model for Comprehensive School Counseling Programs 5th Edition</i> to ensure program balance.</p>
Elementary School Level	<p>Percentage of time spent on each activity at elementary schools:</p> <ul style="list-style-type: none">• 35–45 percent for guidance curriculum• 30–40 percent for responsive services• 5–10 percent for individual planning• 10–15 percent for system support
Middle School Level	<p>Percentage of time spent on each activity at middle schools:</p> <ul style="list-style-type: none">• 35–40 percent for guidance curriculum• 30–40 percent for responsive services• 15–25 percent for individual planning• 10–15 percent for system support
High School Level	<p>Percentage of time spent on each activity at high schools:</p> <ul style="list-style-type: none">• 15–25 percent for guidance curriculum• 25–35 percent for responsive services• 25–35 percent for individual planning• 15–20 percent for system support

Current with TASB Changes

STUDENT WELFARE
CRISIS INTERVENTION

FFB
(LOCAL)

~~PREVENTION AND
INTERVENTION
PROGRAMS~~

~~The District shall implement programs for mental health promotion and intervention, substance abuse prevention and intervention and suicide prevention for students, which shall include training for appropriate District staff on early warning signs and the possible need for intervention.~~

~~LIAISON~~

~~The District designates the following person as a liaison for the purpose of identifying students who may be in need of mental health or substance abuse intervention or who may be at risk of committing suicide:~~

~~Name: _____ Merrill Hammons~~

~~Position: _____ Guidance and Counseling Administrator~~

~~Address: _____ 1900 Price Road, Brownsville, TX 78521~~

~~Telephone: _____ (956) 548-8000~~

~~The District shall publish the name and contact information of the liaison in the student handbook.~~

~~MAKING A REPORT~~

~~In accordance with the District's programs, District staff shall report to the liaison a student who displays early warning signs indicating a possible need for early mental health or substance abuse intervention or who may be at risk of committing suicide.~~

~~NOTICE TO
PARENT~~

~~When the liaison receives a report that a student is possibly in need of mental health or substance abuse intervention or at risk of committing suicide, the liaison shall notify the student's parent and provide information about available counseling options.~~

~~MEDICAL
SCREENINGS~~

~~Only a student's parent may consent to a medical screening. Unless a student's parent has provided prior consent, no medical screening shall be used as part of the process of identifying whether a student is possibly in need of intervention or at risk of committing suicide.~~

Proposed TASB Policy

STUDENT WELFARE
STUDENT SAFETY

FFF
(LOCAL)

The District shall notify a parent of a student with whom an educator is alleged to have engaged in misconduct, informing the parent:

1. As soon as feasible that the alleged misconduct may have occurred;
2. Whether the educator was terminated following an investigation of the alleged misconduct or resigned before completion of the investigation; and
3. Whether a report was submitted to the State Board for Educator Certification (SBEC) concerning the alleged misconduct.

For purposes of this policy, misconduct is defined as an educator's alleged abuse or commission of an otherwise unlawful act with the student or involvement in a romantic relationship, or soliciting or engaging in sexual contact with the student.

[See also FFG for reporting requirements related to child abuse and FFH for parental notification requirements regarding prohibited conduct as defined by that policy.]

Current with TASB Changes

STUDENT WELFARE FREEDOM FROM BULLYING

FFI
(LOCAL)

BULLYING PROHIBITED

DEFINITION

EXAMPLES

Note: This policy addresses bullying of District students. For purposes of this policy, the term bullying includes cyber-bullying.

For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.

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

The District prohibits bullying, including cyberbullying, as defined by state law this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the District and that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

This conduct is considered bullying if it:

1. Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
2. Interferes with a student's education or substantially disrupts the operation of a school.

Current with TASB Changes

STUDENT WELFARE FREEDOM FROM BULLYING

FFI
(LOCAL)

	<p>Bullying of a student <u>could occur by physical contact or through electronic means and</u> may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.</p>
RETALIATION	<p>The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.</p>
EXAMPLES	<p>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.</p>
FALSE CLAIM	<p>A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.</p>
TIMELY REPORTING	<p>Reports of bullying 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>
REPORTING PROCEDURES	
STUDENT REPORT	<p>To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, <u>school</u> counselor, principal, or other District employee. <u>The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.</u></p>
EMPLOYEE REPORT	<p>Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.</p>
REPORT FORMAT	<p>A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.</p>
<u>NOTICE OF REPORT</u>	<p><u>When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.</u></p>
PROHIBITED CONDUCT	<p>The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined</p>

Current with TASB Changes

STUDENT WELFARE
FREEDOM FROM BULLYING

FFI
(LOCAL)

	by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, <u>sex</u> , gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.
INVESTIGATION OF REPORT	The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.
CONCLUDING THE INVESTIGATION	<p>Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.</p> <p>The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.</p>
NOTICE TO PARENTS	If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.
DISTRICT ACTION BULLYING	If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. <u>The District may notify law enforcement in certain circumstances.</u>
DISCIPLINE	<p>A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.</p> <p>The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.</p>
CORRECTIVE ACTION	Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine <u>whether</u> if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify

Current with TASB Changes

STUDENT WELFARE
FREEDOM FROM BULLYING

FFI
(LOCAL)

	problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.
TRANSFERS	The principal or designee shall refer to FDB for transfer provisions.
COUNSELING	The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.
IMPROPER CONDUCT	If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.
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.
APPEAL	A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.
RECORDS RETENTION	Retention of records shall be in accordance with CPC(LOCAL).
ACCESS TO POLICY AND PROCEDURES	This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website Web site , to the extent practicable, and shall be readily available at each campus and the District's administrative offices.

Current with TASB Changes

INFORMATION ACCESS
REQUESTS FOR INFORMATION

GBAA
(LOCAL)

CHARGINGCHARGE
NG FOR
PERSONNEL TIME

As authorized by law 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 at the requestor for ~~any~~ additional personnel time spent producing information for the requestor after personnel of the District have collectively spent:

1. 36 hours of time during the District's fiscal year; or 15 hours of time during a one-month period. , in accordance with law.

INFORMATION ACCESS
REQUESTS FOR INFORMATION

Current
GBAA
(REGULATION)

REQUESTS FOR
INFORMATION

Public records will be made available in accordance with policy GBA. The following guidelines will apply:

1. Requests for records will be made in writing on the District form provided [see GBAA(EXHIBIT)-A].
2. The District shall indicate the disposition of the request [see GBAA(EXHIBIT)-B]] and notify the person making the request of the action taken.
3. A schedule of charges will be made available to the person requesting records [see GBAA(EXHIBIT)-C].
4. Records will be made available after a statement of charges [see GBAA(EXHIBIT)-D] has been prepared. Payment will be made to the custodian of records.

A photo identification card, such as a driver's license, may be required to verify the person's identity.

Requests will be handled in the order in which they are received.

FEES

A schedule of charges for any requested copies of records will be made available to all persons requesting records. [See GBAA(EXHIBIT)] If the cost of copies will exceed \$40, the District will prepare a written estimate of charges and the availability of any less expensive method for viewing the information. [See GBAA(EXHIBIT)] If an estimate of charges is necessary, the copies will be made available only if the requestor responds in writing within ten days to indicate that he or she modified the request or is willing to accept the charges and still wants the copies as originally requested. Payment must be made to the officer for public records.

DOCUMENTS
UNAVAILABLE

In the event the requested documents are in active use or in storage and, therefore, are not available at the time the request to review documents is submitted, the Superintendent or designee shall notify the requestor in writing and set a date and hour when the requested materials will be available for inspection. If the requested documents cannot be made available within ten business days after receipt of the request, the Superintendent or designee will notify the requestor of that fact in writing and set a date and hour within a reasonable time when the information will be available.

DESIGNATED
INSPECTION AREA
AND HOURS

Persons inspecting documents may do so only in a designated inspection area, with a District employee available for assistance. Documents may be inspected during regular school hours.

COPY LIMIT

The Superintendent or designee may limit the number of pages that can be copied and supplied during a person's visit if the number of copies requested is beyond the reasonable capacity of the available

INFORMATION ACCESS
REQUESTS FOR INFORMATION

Current
GBAA
(REGULATION)

personnel and machines. Copies in excess of the number available during a single visit will be made and mailed to the requestor.

Current with TASB Changes

COMMUNITY RELATIONS
VISITORS TO THE SCHOOLS

GKC
(LOCAL)

The following rules apply to all persons other than teachers and students enrolled in the school who may come to the school for any reason during the school day:

1. Many visitors may normally be expected on the campus of a public school during the school day. Since the principal is responsible for all persons on the campus, visitors are asked to proceed first to the school office. These visitors may include parents of students, interested citizens, invited speakers, central staff personnel, maintenance and repair people, salesmen, representatives of the news media, students not enrolled in school, and others.
2. Any person on school property who has not registered with the school office is illegally on school property and shall be asked to identify himself or herself properly or to leave the school grounds.
3. If the visitor refuses to leave the school grounds or creates any disturbance, the principal has the authority to request aid from the law enforcement agency and file proper charges. [See GKA]

[See BBE(LOCAL) for visits to District facilities by Board members.]

REGISTERED SEX
OFFENDER
ON A SCHOOL
CAMPUS
District
Premises

The Superintendent ~~and, working with~~ campus administrators, shall develop and implement procedures regarding a campus visitor visitors who is registered ~~are identified~~ as a sex offender offenders. These procedures shall address:

1. Parental rights;
2. Escort by District personnel;
3. Access to common areas of the campus;
4. Access to classrooms;
5. Drop off and release of students;
6. Eligibility to serve as volunteers; and
7. Any other relevant issues.

Proposed TASB Policy

COMMUNITY RELATIONS
BUSINESS , CIVIC, AND YOUTH GROUPS

GKE
(LOCAL)

A campus principal shall have the authority to offer a representative of a patriotic society an opportunity to speak to students during regular school hours about membership in the society.

The principal shall have discretion over the date and time of such visits and is authorized to limit this opportunity to a single school day and to limit a presentation by a patriotic society to ten minutes in length.

[For more information about patriotic societies, see GKD(LEGAL).]

