

## Coppell ISD – Policy Review Session January 22-23, 2015

Summary Date: March 13, 2015

Consultant: Amy Kadlecek

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

As we discussed during the review session, once the district notifies me of its decisions regarding the proposed changes—by checking the appropriate blanks in the DISTRICT'S RESPONSE column, attaching any relevant material, and returning this document—I will make the appropriate changes to our files. If more time is needed to review and/or revise just a few policies there is no need to delay the whole project. In that case, please return the marked summary and any necessary materials, and the remaining changes can be made through a Local District Update at a later date.

Once the summary is returned and the policy changes are processed, I will order a complete reprint of the district's manual. This will ensure that our records and the district's official manual are in agreement. The board will then adopt all (LOCAL) policies in the newly reprinted manual and the district will record the adoption date on each new (LOCAL) policy, retaining the (LOCAL) policies from the old manual, with their previous adoption dates, in a historical file.

***Please choose ONE of the following options:***

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

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

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

<b>CODE</b>	<b>RECOMMENDATION</b>	<b>ACTION</b>	<b>DISTRICT'S RESPONSE</b>		
<b>AE(LOCAL)</b>	The enclosed revisions are recommended to accurately reflect the district's current mission statement.	<b>REVISE</b> per enclosed policy	<input type="checkbox"/> YES	or	<input type="checkbox"/> NO
<b>BBB(LOCAL)</b>	The enclosed revisions are recommended to update the election cycle and terms for board members.	<b>REVISE</b> per enclosed policy	<input type="checkbox"/> YES	or	<input type="checkbox"/> NO
<b>BBG(LOCAL)</b>	The enclosed revisions are recommended to clarify the district's practices related to expense reimbursement for board members.	<b>REPLACE</b> with TASB version enclosed	<input type="checkbox"/> YES	or	<input type="checkbox"/> NO
<b>BDAA(LOCAL)</b>	To clarify that the district employee assigned to provide assistance to the board is not given the title of Assistant Secretary or seen as another board officer, the enclosed revisions are recommended.	<b>REVISE</b> per enclosed policy	<input type="checkbox"/> YES	or	<input type="checkbox"/> NO
<b>BED(LOCAL)</b>	As confirmed with the board at the review session, the enclosed revisions are recommended to clarify the board's practice regarding public comment during a board meeting.	<b>REPLACE</b> with TASB version enclosed	<input type="checkbox"/> YES	or	<input type="checkbox"/> NO
<b>BQA(LOCAL)</b>	The enclosed revisions are recommended to reflect the operation of the District Education Improvement Council. Although provisions have been revised throughout for greater consistency with policy style and have been rearranged into a more logical order, only the one substantive revision has been annotated.	<b>REVISE</b> per enclosed policy	<input type="checkbox"/> YES	or	<input type="checkbox"/> NO

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<b>BQB(LOCAL)</b>	The enclosed revisions are recommended to reflect the operation of the various campus site-based decision-making committees. Although provisions have been revised throughout for greater consistency with policy style and have been rearranged into a more logical order, only the few substantive revisions have been annotated.	<b>REVISE</b> per enclosed policy	<input type="checkbox"/> YES	or	<input type="checkbox"/> NO
<b>CCA(LOCAL)</b>	As requested by the district's chief financial officer, the enclosed policy on debt management is recommended for inclusion in the district's policy manual.	<b>ADD</b> enclosed policy	<input type="checkbox"/> YES	or	<input type="checkbox"/> NO
<b>CI(LOCAL)</b>	The enclosed revision is recommended to provide the superintendent with the most flexibility with regard to disposing of unnecessary materials, equipment, and supplies.	<b>REPLACE</b> with TASB version enclosed	<input type="checkbox"/> YES	or	<input type="checkbox"/> NO
<b>CLC(LOCAL)</b>	Since the law already authorizes the superintendent to develop administrative regulations as needed (See policy BP), the enclosed policy is recommended for deletion.	<b>DELETE</b> enclosed policy	<input type="checkbox"/> YES	or	<input type="checkbox"/> NO
<b>CNA(LOCAL)</b>	The enclosed revisions are recommended to meet a TEA requirement for a promise of board action when the district receives special funds to transport students who live inside the two-mile limit but who are separated from the school by hazardous conditions.	<b>REPLACE</b> with alternate version enclosed	<input type="checkbox"/> YES	or	<input type="checkbox"/> NO

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<b>CV(LOCAL)</b>	<b>In order to delegate authority to the superintendent to approve construction contract change orders up to a value of \$50,000, the alternate policy version enclosed is recommended to replace the less specific provisions currently found in your manual.</b>	<b>REPLACE with alternate version enclosed</b>	<input type="checkbox"/> <b>YES</b>	<b>or</b>	<input type="checkbox"/> <b>NO</b>
<b>DCA(LOCAL)</b>	<b>Since districts are already allowed to use probationary contracts to their fullest extent in accordance with law, a local policy statement is unnecessary and deletion of the enclosed policy is recommended.</b>	<b>DELETE enclosed policy</b>	<input type="checkbox"/> <b>YES</b>	<b>or</b>	<input type="checkbox"/> <b>NO</b>
<b>DCB(LOCAL)</b>	<b>The enclosed revisions are recommended to clarify that the board will annually approve the list of positions for which the district provides Chapter 21 term contracts though neither SBEC nor the district requires certification.</b>	<b>REVISE per enclosed policy</b>	<input type="checkbox"/> <b>YES</b>	<b>or</b>	<input type="checkbox"/> <b>NO</b>
<b>DCE(LOCAL)</b>	<b>Since the district does use non-Chapter 21 contracts for certain positions, the enclosed policy is recommended for inclusion in your manual to clarify that the board will annually approve the list of positions for which the district provides this type of contract.</b>	<b>ADD enclosed policy</b>	<input type="checkbox"/> <b>YES</b>	<b>or</b>	<input type="checkbox"/> <b>NO</b>
<b>DIA(LOCAL)</b>	<b>The enclosed revisions are recommended to correctly identify the telephone number for the Title IX and ADA/Section 504 coordinators for district employees.</b>	<b>REVISE per enclosed policy</b>	<input type="checkbox"/> <b>YES</b>	<b>or</b>	<input type="checkbox"/> <b>NO</b>

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<b>DNA(LOCAL)</b>	To coordinate with the implementation of the district's alternate appraisal system, the enclosed revisions are recommended to remove provisions regarding PDAS and less-than-annual evaluations for teachers that are no longer reflective of current practice.	<b>REVISE</b> per enclosed policy	<input type="checkbox"/> YES	or	<input type="checkbox"/> NO
<b>DPB(LOCAL)</b>	As confirmed by the administration, the enclosed revisions are recommended to delete provisions that are already addressed in other policies and clarify existing provisions regarding the district's teacher job-share program and part-time employment for teachers and administrators.	<b>REVISE</b> per enclosed policy	<input type="checkbox"/> YES	or	<input type="checkbox"/> NO
<b>EFA(LOCAL)</b>	As requested by the administration at the review session, the enclosed revisions are to reflect TASB's recommended text regarding 1) the selection of instructional materials and 2) formally challenging the use of an instructional material in the educational program on the basis of appropriateness.	<b>REPLACE</b> with TASB version enclosed	<input type="checkbox"/> YES	or	<input type="checkbox"/> NO
<b>EFD(LOCAL)</b>	Deletion of the enclosed policy regarding field trips is recommended since the provisions are administrative in nature.	<b>DELETE</b> enclosed policy	<input type="checkbox"/> YES	or	<input type="checkbox"/> NO
<b>EG(LOCAL)</b>	Because the enclosed policy primarily expresses the district's philosophy regarding curriculum issues that are largely covered in law and rule, the policy is unnecessary. Its deletion is recommended.	<b>DELETE</b> enclosed policy	<input type="checkbox"/> YES	or	<input type="checkbox"/> NO

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<b>EI(LOCAL)</b>	To reflect that it is the district's practice to grant credit on a semester-by-semester basis, in accordance with SBOE rules, the enclosed revisions are recommended.	<b>REVISE</b> per enclosed policy	<input type="checkbox"/> YES	or	<input type="checkbox"/> NO
<b>EIF(LOCAL)</b>	The enclosed revisions are recommended to 1) remove outdated provisions that are no longer applicable; 2) clarify that the district does not offer optional reading credits for graduation credit; and 3) reflect the district's decisions regarding options available to students under the new foundation program for graduation.	<b>REVISE</b> per enclosed policy	<input type="checkbox"/> YES	or	<input type="checkbox"/> NO
<b>EJ(LOCAL)</b>	The enclosed revisions are recommended to meet the requirement that certified counselors help students with their personal graduation plan.	<b>REVISE</b> per enclosed policy	<input type="checkbox"/> YES	or	<input type="checkbox"/> NO
<b>FB(LOCAL)</b>	The enclosed revisions are recommended to correctly identify the telephone number for the Title IX and Section 504 coordinators for district students.	<b>REVISE</b> per enclosed policy	<input type="checkbox"/> YES	or	<input type="checkbox"/> NO
<b>FDA(EXHIBIT)</b>	As confirmed by the administration, all student enrollment forms will be maintained administratively; therefore, this exhibit will be deleted from the policy manual.	<b>NO action</b> required			
<b>FDA(LOCAL)</b>	The enclosed revisions are recommended to remove a locally developed provision that is no longer reflective of district practice.	<b>REPLACE</b> with TASB version enclosed	<input type="checkbox"/> YES	or	<input type="checkbox"/> NO

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<b>FDB(LOCAL)</b>	The enclosed revisions are recommended to remove the reference to the school year when the provision addressing transfers between district high schools was first implemented.	<b>REVISE</b> per enclosed policy	<input type="checkbox"/> YES	or	<input type="checkbox"/> NO
<b>FEE(LOCAL)</b>	The enclosed policy is recommended for deletion because its provisions are better addressed through administrative regulation.	<b>DELETE</b> enclosed policy	<input type="checkbox"/> YES	or	<input type="checkbox"/> NO
<b>FEF(LOCAL)</b>	The enclosed policy is recommended for deletion as its provisions are addressed in program guidelines and administrative regulations.	<b>DELETE</b> enclosed policy	<input type="checkbox"/> YES	or	<input type="checkbox"/> NO
<b>FFA(LOCAL)</b>	The enclosed revisions are recommended to accurately reflect the district's current practices regarding wellness goals and identify the employee responsible for overseeing the implementation of the district's wellness policy.	<b>REVISE</b> per enclosed policy	<input type="checkbox"/> YES	or	<input type="checkbox"/> NO
<b>FFAC(LOCAL)</b>	The enclosed revisions are recommended to clarify the district's practices regarding the administration of 1) herbal substances provided by the parent for his or her student and 2) nonprescription medication given to athletes in accordance with the athletic trainer's certification.	<b>REVISE</b> per enclosed policy	<input type="checkbox"/> YES	or	<input type="checkbox"/> NO
<b>FFC(LOCAL)</b>	The enclosed revisions are recommended to update the contact information for the district's liaison for homeless students.	<b>REVISE</b> per enclosed policy	<input type="checkbox"/> YES	or	<input type="checkbox"/> NO

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<b>FFG(EXHIBIT)</b>	The enclosed revisions to this (EXHIBIT) on reporting suspected child abuse are recommended for clarification.	NO action required			
<b>FFH(LOCAL)</b>	The enclosed revisions are recommended to correctly identify the telephone number for the Title IX and Section 504 coordinators for district students.	REVISE per enclosed policy	<input type="checkbox"/> YES	or	<input type="checkbox"/> NO
<b>FJ(LOCAL)</b>	To clarify that no outside organizations or individuals are permitted to solicit contributions within the school the enclosed revisions are recommended. Other minor edits are for consistency with policy style.	REVISE per enclosed policy	<input type="checkbox"/> YES	or	<input type="checkbox"/> NO
<b>FM(LOCAL)</b>	The enclosed revisions are recommended to remove provisions regarding extracurricular absences that are no longer reflective of district practice.	REVISE per enclosed policy	<input type="checkbox"/> YES	or	<input type="checkbox"/> NO
<b>FMG(LOCAL)</b>	The enclosed revisions are recommended to simplify the policy and clarify who provides approval for student travel associated with school-sponsored organizations and groups. As confirmed by the administration at the review session, applicable information recommended for deletion from the policy will be maintained as an administrative regulation.	REVISE per enclosed policy	<input type="checkbox"/> YES	or	<input type="checkbox"/> NO



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<b>FMH(LOCAL)</b>	<b>As confirmed by the administration, the enclosed revisions are recommended to reflect that it is the district's practice to allow participation in the graduation ceremony even if the student has not passed state-mandated assessments.</b>	<b>REPLACE with TASB version enclosed</b>	<input type="checkbox"/> <b>YES</b>	<b>or</b>	<input type="checkbox"/> <b>NO</b>
<b>FNA(LOCAL)</b>	<b>To accurately reflect who designates the time, place, and manner for distribution of nonschool literature by students, the enclosed revisions are recommended.</b>	<b>REPLACE with alternate version enclosed</b>	<input type="checkbox"/> <b>YES</b>	<b>or</b>	<input type="checkbox"/> <b>NO</b>
<b>FNAB(LOCAL)</b>	<b>The enclosed revisions are recommended to clarify that the principal reviews requests, provides approval, and designates the time and location of meetings for approved student groups using district facilities for nonschool purposes.</b>	<b>REVISE per enclosed policy</b>	<input type="checkbox"/> <b>YES</b>	<b>or</b>	<input type="checkbox"/> <b>NO</b>
<b>FNF(LOCAL)</b>	<b>The enclosed revisions are recommended to clarify that students assigned to DAEP are subject to metal detector searches upon entering the center each day, but that the district does not subject all students to metal detector searches on a random basis.</b>	<b>REVISE per enclosed policy</b>	<input type="checkbox"/> <b>YES</b>	<b>or</b>	<input type="checkbox"/> <b>NO</b>
<b>FNG(LOCAL)</b>	<b>As confirmed with the administration at the review session, the enclosed revisions are recommended to provide the district the most flexibility with regards to recording the Level Two conferences.</b>	<b>REPLACE with TASB version enclosed</b>	<input type="checkbox"/> <b>YES</b>	<b>or</b>	<input type="checkbox"/> <b>NO</b>

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<b>GBBA(LOCAL)</b>	<b>As requested by the administration, the enclosed revisions are recommended to clarify that the superintendent may designate another employee to be spokesperson and communicate with the media during a crisis.</b>	<b>REVISE per enclosed policy</b>	<input type="checkbox"/> <b>YES</b> or <input type="checkbox"/> <b>NO</b>
<b>GKD(LOCAL)</b>	<b>The enclosed revisions are recommended to clarify the district's practices regarding nonschool use of district facilities.</b>	<b>REPLACE with enclosed policy</b>	<input type="checkbox"/> <b>YES</b> or <input type="checkbox"/> <b>NO</b>