

PROPOSED REVISIONS

|                   |   |
|-------------------|---|
| Vision            | Our vision is to ignite brilliance and impact lives by providing transformative learning opportunities that empower students for generations to come.   |
| Mission-Statement | <p>The mission of Robstown Independent School District is to empower, inspire, and invest in our students and staff, igniting the best versions of themselves. Together, we positively impact our community and the world.</p> <p><del>The mission of Robstown ISD, in partnership with parents and community, is to ensure academically prepared students to lead fulfilling and productive lives.</del></p> |
| Motto             | <del>Excellence in Education</del>  |

### **ADD POLICY**

In accordance with state law, the District has completed all requirements for designation as an innovation district, and the Board has adopted an [innovation plan](#).<sup>1</sup>

---

<sup>1</sup> Innovation Plan: <https://www.robstownisd.org/>

BOARD MEMBERS  
ELECTIONS

BBB  
(LOCAL)

PROPOSED REVISIONS

|  |   |
|--|---|
| <b>Membership</b>                      | The Board shall consist of seven members.   |
| <b>Method of Election</b>              | Election of Board members shall be by place.  |
| <b>Election Date</b>                   | General election of Board members shall be on the November uni-<br>form election date.  |
| <b>Terms and Election<br/>Schedule</b> | Board members shall be elected for four-year terms, with elections<br>conducted biennially, as follows:   |
| Places 5, 6, and 7                     | The election for places 5, 6, and 7 shall be held in <del>2018, 2022,</del><br>2026, <b>2030, 2034</b> , and in four-year intervals thereafter. |
| Places 1, 2, 3, and<br>4               | The election for places 1, 2, 3, and 4 shall be held in <del>2020, 2024,</del><br>2028, <b>2032</b> , and in four-year intervals thereafter.    |
| <b>Method of Voting</b>                | To be elected, a candidate must receive more votes than any other<br>candidate for the place.   |
| Plurality                              |   |

## PROPOSED REVISIONS

### Meeting Place and Time

The notice for a Board meeting shall reflect the date, time, and location of the meeting.

### Regular Meetings

Regular meetings of the Board shall normally be held on the second Monday of each month at 6:00 p.m. When determined necessary and for the convenience of Board members, the Board President may change the date, time, or location of a regular meeting with proper notice.

### Special or Emergency Meetings

The Board President shall call special meetings at the Board President's discretion or on request by two members of the Board.

The Board President shall call an emergency meeting when it is determined by the Board President or two members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.

### Agenda

#### Deadline

The deadline for submitting items for inclusion on the agenda is the fourth calendar day before regular meetings and the fourth calendar day before special meetings.

#### Preparation

In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. Any Board member may request that a subject be included on the agenda for a meeting, and the Superintendent shall include on the preliminary agenda of the meeting all topics that have been timely submitted by a Board member.

Before the official agenda is finalized for any meeting, the Superintendent shall consult the Board President to ensure that the agenda and the topics included meet with the Board President's approval. In reviewing the preliminary agenda, the Board President shall ensure that any topics the Board or individual Board members have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future.

**The Board President shall not have authority to remove from the agenda a subject requested by a Board member without that Board member's specific authorization.** ~~Once a matter has been placed on the agenda, the topic may not be removed.~~

### Notice to Members

Members of the Board shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least one hour prior to the time of an emergency meeting.

### Closed Meeting

Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, in accordance with law.

BOARD MEETINGS

BE  
(LOCAL)

The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See BEC]

**Order of Business**

The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting. At the meeting, the order in which posted agenda items are taken may be changed by consensus of Board members.

**Rules of Order**

The Board shall observe the parliamentary procedures as found in *Robert's Rules of Order, Newly Revised*, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present.

Voting

Voting shall be by voice vote or show of hands, as directed by the Board President. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request. [See BDAA(LOCAL) for the Board President's voting rights]

Consent Agenda

When the agenda is prepared, the Board President shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

**Minutes**

Board action shall be carefully recorded by the Board Secretary or clerk; when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board and signed by the Board President and the Board Secretary.

The official minutes of the Board shall be retained on file in the office of the Superintendent and shall be available for examination during regular office hours.

**Discussions and Limitation**

Discussions shall be addressed to the Board President and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the Board President shall halt discussion that does not apply to the business before the Board.

The Board President shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired. Aside from these limitations, the Board President

BOARD MEETINGS

BE  
(LOCAL)

shall not interfere with debate so long as members wish to address themselves to an item under consideration.

### **DELETE POLICY**

**Organizational Chart**     The legal authority of the Board shall be transmitted through the Superintendent along specific lines of authority as shown by the organizational chart for the District. The Superintendent shall prepare the organizational chart, and the Superintendent shall have the freedom to reorganize lines of authority periodically and to revise the organizational chart accordingly.

## DELETE POLICY

|                                   |   |
|-----------------------------------|---|
| <b>Line Functions</b>             | Line functions shall apply to responsibility for administering a major department, division, or the like. Line responsibility shall be delegated by and executed under the direction of the Superintendent.   |
| <b>Staff Functions</b>            | Staff functions shall apply to responsibility for advisory and operational activities. Staff functions shall be assigned by the Superintendent.   |
| <b>Line of Authority</b>          | Personnel shall be expected to refer matters requiring administrative actions to the administrator to whom they are responsible. That administrator shall refer such matters to the next higher administrative authority when necessary. Additionally, all personnel shall keep the person to whom they are immediately responsible informed of their activity by whatever means the person in charge deems appropriate.  |
| <b>Superintendent</b>             | The administration of the school system in all of its aspects shall be delegated to the Superintendent who shall carry out the administrative functions in accordance with Board policy. The execution of all decisions made by the Board concerning the internal operations of the school system shall be delegated to the Superintendent.   |
| <b>Board-Staff Communications</b> | The basic line of communication between the Board and the staff shall be through the Superintendent.  |
| <b>Visits to Schools</b>          | Individual Board members interested in visiting schools or classrooms shall inform the Superintendent of such visits and make arrangements for visitations through the principals of the various schools. Such visits shall be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by Board members shall be carried on only under Board authorization and with the full knowledge of staff, including the Superintendent, principals, and other supervisors.   |
| <b>Social Interaction</b>         | Staff and Board members share a keen interest in the schools and in education generally, and it is to be expected that when they meet at social affairs and other functions, they may informally discuss matters such as educational trends, issues, innovations, and general District problems. Staff members are reminded, however, that individual Board members have no special authority except when they are convened at a legal meeting of the Board or vested with special authority by Board action. [See BBE]. Therefore, discussions by either party of personalities or grievances about personnel or of a personal nature shall be considered evidence of unethical conduct. |

## PROPOSED POLICY

|  |  |
|--|--|
| <b>Districtwide Educational Improvement Advisory Council</b> | In compliance with law, the District shall establish a District-level committee to advise the Board or its designee in establishing and reviewing the District improvement plan [see BQ], as well as the District's educational goals, performance objectives, and major District-wide classroom instructional programs.   |
| <b>Board's Designee</b>                                      | The Superintendent shall serve as the Board's designee and shall regularly consult with the committee.   |
| <b>Meetings</b>  | The chairperson of the committee shall set its agenda and shall schedule at least two meetings per year, including the public meeting required by law.   |
| <b>Communications</b>  | The Superintendent shall ensure that the District-level committee establishes communication strategies to periodically obtain broad-based community, parent, and staff input and provide information to those persons regarding the recommendations of the committee.  |
| <b>Composition</b>   | The committee shall be composed of members who shall represent campus-based professional staff, District-level professional staff, parents, businesses, and the community. When practicable, professional staff representation shall include a representative with the primary responsibility for educating students with disabilities. For purposes of this policy, District-level professional staff shall be defined as professionals who have responsibilities at more than one campus, including, but not limited to, central office staff. |
| <b>Selected Representatives</b>                              | Parent, community member, and business representatives shall be selected in accordance with this policy and administrative regulations.  |
| <i>Parents</i>   | The committee shall include at least two parents of students currently enrolled in the District. The Superintendent shall, through various channels, inform all parents of District students about the committee's duties and composition and shall solicit volunteers.  |
| <i>Community Members</i>                                     | The committee shall include at least two community members selected by a process that provides for adequate representation of the community's diversity. The Superintendent shall use several methods of communication to ensure that community residents are informed of the committee and are provided the opportunity to participate and shall solicit volunteers. Community representatives must reside in the District.   |

PLANNING AND DECISION-MAKING PROCESS  
DISTRICT-LEVEL

BQA  
(LOCAL)

|   |  |
|---|--|
| <b><i>Business Representatives</i></b>                                  | <p>The committee shall include at least two business representatives selected by a process that provides for adequate representation of the community's diversity. The Superintendent shall use several methods of communication to ensure that area businesses are informed of the committee and are provided the opportunity to participate and shall solicit volunteers. Business representatives need not reside in nor operate businesses in the District.</p>  |
| <b>Professional Staff Elections</b>                                     | <p>Professional staff representatives shall be nominated and elected in accordance with this policy and administrative regulations.</p> <p>Classroom teacher representatives shall comprise at least two-thirds of the total professional staff representation on the committee and shall be nominated and elected by classroom teachers assigned to each respective campus.</p> <p>At least one campus-based nonteaching professional representative shall be nominated and elected by the campus-based nonteaching professional staff.</p> <p>At least one District-level professional representative, other than the Superintendent, shall be nominated and elected by the District-level professional staff.</p> <p>An employee's affiliation or lack of affiliation with any organization or association shall not be a factor in either the nomination or election of the employee to the committee. [See DGA]</p> <p>A nominee must consent before the person's name may appear on a ballot. Election of the committee shall be held at a time determined by the Board or its designee.</p> |
| <b>Terms</b>  | <p>All representatives shall serve staggered two-year terms and shall not serve consecutive terms on the committee.</p>  |
| <b>Vacancy</b>  | <p>A vacancy during a term shall be filled for the remainder of the term by election or selection as appropriate for the category.</p>   |
| <b><del>Districtwide Educational Improvement Advisory Council</del></b> | <p><del>In compliance with Education Code 11.251, the Districtwide Educational Improvement Advisory Council shall advise the Board or its designee in establishing and reviewing the District's educational goals, objectives, and major Districtwide classroom instructional programs identified by the Board or its designee. The council shall serve exclusively in an advisory role except that the council shall approve staff development of a Districtwide nature.</del></p>  |

PLANNING AND DECISION-MAKING PROCESS  
DISTRICT-LEVEL

BQA  
(LOCAL)

|                                 |  |
|---------------------------------|--|
| <b>Chairperson</b>              | <del>The Superintendent shall be the Board's designee and shall serve as chairperson of the council.</del>   |
| <b>Meetings</b>                 | <del>The chairperson of the council shall set its agenda, and shall schedule at least four meetings per year; additional meetings may be held at the call of the chairperson.</del>  |
| <b>Duties of Council</b>        | <del>The council shall perform duties as described in BQA(LEGAL).</del>  |
| <b>Community Input</b>          | <del>The Superintendent or designee shall ensure that the District-level council obtains broad-based community, parent, and staff input and provides information to those persons on a systematic basis. Methods of communication shall include, but not be limited to:</del><br><br><del>1. Periodic meetings to gather input and provide information on the work of the council. Agendas shall be posted on each campus.</del><br><br><del>2. Periodic reports to the principals on the work of the council that may be posted on campus bulletin boards.</del>                      |
| <b>Composition</b>              | <del>The council shall be composed of members who shall represent campus-based professional staff, District-level professional staff, parents, businesses, and the community. At least two-thirds of the District and campus professional staff shall be classroom teachers. The remaining one-third shall be professional nonteaching District and campus-level staff. For purposes of this policy, District-level professional staff shall be defined as professionals who have responsibilities at more than one campus, including, but not limited to, central office staff.</del> |
| <b>Parents</b>                  | <del>The council shall include four parents of students currently enrolled within the District, selected in accordance with administrative procedures. The Superintendent shall, through various channels, inform all parents of District students about the council's duties and composition, and shall solicit volunteers. [See BQA(LEGAL)]</del>  |
| <b>Community Members</b>        | <del>The council shall include two community members selected by a process that provides for adequate representation of the community's diversity, in accordance with administrative procedures. The Superintendent shall use several methods of communication to ensure that community residents are informed of the council and are provided the opportunity to participate, and shall solicit volunteers. Community member representatives must reside in the District.</del>   |
| <b>Business Representatives</b> | <del>The council shall include two business people, selected by a process that provides for adequate representation of the community's diversity, in accordance with administrative procedures. The Superintendent shall use several methods of communication to ensure</del>  |

PLANNING AND DECISION-MAKING PROCESS  
DISTRICT-LEVEL

BQA  
(LOCAL)

|                              |  |
|------------------------------|--|
|                              | <p><del>that community residents are informed of the council and are provided the opportunity to participate, and shall solicit volunteers. Business member representatives need not reside in nor operate a business in the District.</del></p>   |
| <b>Professional Staff</b>    | <p><del>The professional employees shall consist of three representatives from each campus. Two representatives shall be nominated by and elected from classroom teachers assigned to the campus. One representative shall be nominated by and elected from nonteaching professional employees assigned to the campus. At least one District-level professional staff member, other than the Superintendent, shall be elected by the District-level professional staff.</del></p>  |
| <b>Elections</b>             | <p><del>An employee's affiliation or lack of affiliation with any organization or association shall not be a factor in either the nomination or election of representatives on the council. [See also DGA]</del></p> <p><del>The consent of each nominee shall be obtained before the person's name may appear on the ballot. Election of the council shall be held in the fall of each school year at a time determined by the Board or its designee. Nomination and election shall be conducted in accordance with this policy and administrative regulations.</del></p> |
| <b>Terms</b>                 | <p><del>Representatives shall serve a two-year term and shall not serve consecutive terms on the council. After the initial election or selection, representatives shall draw lots, within each representative category, to determine the length of initial terms.</del></p>   |
| <b>Vacancy</b>               | <p><del>If a vacancy occurs among the representatives, nominations shall be solicited and an election held for the unexpired term in the same manner as for the annual election.</del></p>   |
| <b>Other Advisory Groups</b> | <p><del>The existence of the District-level council shall not affect the authority of the Board or its designee to appoint or establish other advisory groups or task forces to assist it in matters pertaining to District instruction.</del></p>   |

## PROPOSED POLICY

### Campus-Level Committees

In compliance with law, each campus shall establish a campus-level committee to ensure that effective planning and site-based decision-making occur to direct and support the improvement of student performance for all students. The committees shall assist the principal, as the Board's designee, in establishing and reviewing the goals, performance objectives, and major classroom instructional programs of each campus.

Each committee shall assist with the development, evaluation, and revision of the respective campus improvement plan and shall approve campus staff development needs identified in the campus improvement plan [see BQ and DMA].

### Meetings

The principal shall be responsible for the agenda and shall schedule at least two meetings per year, including the public meeting required by law.

### Communications

The principal shall ensure that the campus-level committee establishes communication strategies to periodically obtain broad-based community, parent, and staff input and provide information to those persons regarding the recommendations of the committee.

### Composition

The committee shall be composed of members who shall represent campus-based professional staff, District-level professional staff, parents, businesses, and the community. When practicable, professional staff representation shall include a representative with the primary responsibility for educating students with disabilities. For purposes of this policy, District-level professional staff shall be defined as professionals who have responsibilities at more than one campus, including, but not limited to, central office staff.

### Selected Representatives

Parent, community member, and business representatives shall be selected in accordance with this policy and administrative regulations.

#### *Parents*

The committee shall include at least two parents of students currently enrolled in the District. The principal shall, through various channels, inform all parents of campus students about the committee's duties and composition and shall solicit volunteers.

#### *Community Members*

The committee shall include at least two community members selected by a process that provides for adequate representation of the community's diversity. The principal shall use several methods of communication to ensure that community residents are informed of the committee and are provided the

PLANNING AND DECISION-MAKING PROCESS  
CAMPUS-LEVEL

BQB  
(LOCAL)

|  |  |
|--|--|
|  | <p>opportunity to participate and shall solicit volunteers. Community representatives must reside in the District.</p>   |
| <b><i>Business Representatives</i></b> | <p>The committee shall include at least two business representatives selected by a process that provides for adequate representation of the community's diversity. The principal shall use several methods of communication to ensure that area businesses are informed of the committee and are provided the opportunity to participate and shall solicit volunteers. Business representatives do not need to reside in or operate businesses in the District.</p>  |
| <b>Professional Staff Elections</b>    | <p>Professional staff representatives shall be nominated and elected in accordance with this policy and administrative regulations.</p> <p>Classroom teacher representatives shall comprise at least two-thirds of the professional staff representation on the committee and shall be nominated and elected by classroom teachers assigned to the campus.</p> <p>At least one campus-based nonteaching professional representative shall be nominated and elected by nonteaching professional staff assigned to the campus.</p> <p>At least one District-level professional representative shall be nominated and elected by nonteaching professional staff assigned to the campus.</p> <p>An employee's affiliation or lack of affiliation with any organization or association shall not be a factor in either the nomination or election of the employee to the committee. [See DGA]</p> <p>A nominee must consent before the person's name may appear on the ballot. Election of the committee shall be held at a time determined by the Board or its designee.</p> |
| <b>Terms</b>                           | <p>All representatives shall serve staggered two-year terms and shall not serve consecutive terms on the committee.</p>  |
| <b>Vacancy</b>                         | <p>A vacancy during a term shall be filled for the remainder of the term by election or selection as appropriate for the category.</p>   |
| <b>Campus-Level Committee</b>          | <p><del>A Campus-Level Committee shall be established on each campus to assist the principal. The committee shall meet for the purpose of implementing planning processes and site-based decision-making in accordance with Board policy and administrative procedures and shall be chaired by the principal.</del></p>  |

PLANNING AND DECISION-MAKING PROCESS  
CAMPUS-LEVEL

BQB  
(LOCAL)

|                                      |  |
|--------------------------------------|--|
|                                      | <del>The committee shall serve exclusively in an advisory role except that each committee shall approve staff development of a campus nature.</del>  |
| <b>Duties of Committee</b>           | <del>The committee shall perform duties as described at BQB(LEGAL).</del>  |
| <b>Campus Performance Objectives</b> | <del>Each principal shall be responsible for the development of campus performance objectives. These objectives shall be formulated annually in accordance with a schedule established by the District, shall support the District's educational goals and objectives, and shall be specific to the academic achievement of students served by the campus. The Board shall review and approve campus performance objectives.</del>   |
| <b>Waivers</b>                       | <del>The principal shall be responsible for ensuring that no campus-initiated decision violates rule, law, or policy, unless the campus has obtained a waiver [see BQB(LEGAL) preceding and BF].</del><br><br><del>Except as prohibited by law [see BF], a campus may apply to the Board for a waiver of a local policy. An application for a waiver must state the achievement objectives of the campus and the reasons for requesting the waiver.</del>  |
| <b>Communications</b>                | <del>The principal or designee shall ensure that the campus-level committee obtains broad-based community, parent, and staff input, and provides information to those persons on a systematic basis. Methods of communication shall include, but not be limited to:</del><br><br><del>1. Periodic meetings to gather input and provide information on the work of the committee. Agendas shall be posted at each campus.</del><br><br><del>2. Periodic reports on the work of the committee that may be posted on campus bulletin boards.</del>                          |
| <b>Composition</b>                   | <del>The committee shall be composed of no fewer than nine members who shall represent campus-based professional staff, parents, businesses, and the community. At least two-thirds of the District and campus professional staff shall be classroom teachers. The remaining one-third shall be professional nonteaching District and campus-level staff. For purposes of this policy, District-level professional staff shall be defined as professionals who have responsibilities at more than one campus, including, but not limited to, central office staff.</del> |
| <b>Parents</b>                       | <del>The committee shall include at least two parents of students currently enrolled within the District, selected in accordance with administrative procedures. The principal shall, through various channels, inform all parents of campus students about the committee's</del>  |

PLANNING AND DECISION-MAKING PROCESS  
CAMPUS-LEVEL

BQB  
(LOCAL)

|   |  |
|---|--|
|   | <del>duties and composition, and shall solicit volunteers. [See BQB(LEGAL)]</del>  |
| <b>Community Members</b>                      | <del>The committee shall include at least two community members, selected in accordance with administrative procedures that provide for adequate representation of the community's diversity. The principal shall use several methods of communication to ensure that community residents are informed of the committee and are provided the opportunity to participate, and shall solicit volunteers. Community member representatives must reside in the District.</del>                                     |
| <b>Business Representatives</b>               | <del>The committee shall include at least two business representatives, selected in accordance with administrative procedures that provide for adequate representation of the community's diversity. The principal shall use several methods of communication to ensure that community residents are informed of the committee and are provided the opportunity to participate, and shall solicit volunteers. Business member representatives need not reside in nor operate a business in the District.</del> |
| <b>Classroom Teachers</b>                     | <del>Classroom teachers shall be nominated and elected by classroom teachers assigned to that campus.</del>  |
| <b>Campus-Based Nonteaching Professionals</b> | <del>Other campus-based nonteaching professionals shall be nominated and elected by nonteaching professionals assigned to that campus.</del>   |
| <b>District-Level Personnel</b>               | <del>District-level personnel shall be nominated and elected by campus nonteaching professional staff.</del>   |
| <b>Elections</b>                              | <del>An employee's affiliation or lack of affiliation with any organization or association shall not be a factor in either the nomination or election of representatives on the committee. Nominated employees shall give their consent to serve on the committee before they are eligible for election. Nominations and elections shall be conducted in accordance with this policy and administrative regulations.</del>   |
| <b>Terms</b>                                  | <del>Representatives shall serve a two-year term and shall not serve consecutive terms on the committee. After the initial election or selection, representatives shall draw lots, within each representative category, to determine the length of initial terms.</del>  |
| <b>Vacancy</b>                                | <del>A vacancy during a term shall be filled for the remainder of the term by election or selection as appropriate for the category.</del>   |
| <b>Meetings</b>                               | <del>The committee shall meet a minimum of two times a year; additional meetings may be held as needed at the request of the principal. The principal shall set the agenda for each meeting. All meetings shall be held outside the regular school day.</del>  |

## PROPOSED REVISIONS

### Investment Authority

The Superintendent shall be designated as the investment officer of the District, and the **chief financial officer**~~business manager~~ shall be the alternate investment officer in the absence of the Superintendent. The designated investment officer shall invest District funds as directed by the Board and in accordance with the District's written investment policy and generally accepted accounting procedures. All investment transactions except investment pool funds and mutual funds shall be settled on a delivery versus payment basis.

### Approved Investment Instruments

From those investments authorized by law and described further in CDA(LEGAL) under Authorized Investments, the Board shall permit investment of District funds, including bond proceeds and pledged revenue to the extent allowed by law, in only the following investment types, consistent with the strategies and maturities defined in this policy:

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

### Safety

The primary goal of the investment program is to ensure safety of principal, to maintain liquidity, and to maximize financial returns

OTHER REVENUES  
INVESTMENTS

CDA  
(LOCAL)

within current market conditions in accordance with this policy. Investments shall be made in a manner that ensures the preservation of capital in the overall portfolio, and offsets during a 12-month period any market price losses resulting from interest-rate fluctuations by income received from the balance of the portfolio. No individual investment transaction shall be undertaken that jeopardizes the total capital position of the overall portfolio.

**Investment  
Management**

In accordance with Government Code 2256.005(b)(3), the quality and capability of investment management for District funds shall be in accordance with the standard of care, investment training, and other requirements set forth in Government Code Chapter 2256.

**Liquidity and  
Maturity**

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

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 four 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.

Assets of the District shall be invested by matching the maturity of investment instruments selected as they correspond to the cash flow requirements of the particular fund for which they are invested. Such investments shall be subject to any legal limits.

This strategy shall maintain a "buy to hold" investment philosophy that gives the District the ability to sell before maturity if the move is in the interest of the preservation of the portfolio integrity and capital directive.

**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 changes 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 advisers, and representatives/advisers of investment pools or money market funds. Monitoring shall be done at least quarterly, as required by law, and more

OTHER REVENUES  
INVESTMENTS

CDA  
(LOCAL)

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 applicable strategy defined below. All strategies described below for the investment of a particular fund should be based on an understanding of the suitability of an investment to the financial requirements of the District and consider preservation and safety of principal, liquidity, marketability of an investment if the need arises to liquidate before maturity, diversification of the investment portfolio, and yield.

Operating Funds

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

Custodial Funds

Investment strategies for custodial funds shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.

Debt Service Funds

Investment strategies for debt service funds shall have as their primary 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 Project  
Funds

Investment strategies for capital project funds shall have as their primary objective sufficient investment liquidity to timely meet capital project obligations. Maturities longer than one year are authorized provided legal limits are not exceeded.

**Safekeeping and  
Custody**

The District shall retain clearly marked receipts providing proof of the District's ownership. The District may delegate, however, to an investment pool the authority to hold legal title as custodian of investments purchased with District funds by the investment pool.

**Sellers of  
Investments**

Prior to handling investments on behalf of the District, a broker/dealer or a qualified representative of a business organization must submit required written documents in accordance with law. [See Sellers of Investments, CDA(LEGAL)]

Representatives of brokers/dealers shall be registered with the Texas State Securities Board and must have membership in the

OTHER REVENUES  
INVESTMENTS

CDA  
(LOCAL)

Securities Investor Protection Corporation (SIPC) and be in good standing with the Financial Industry Regulatory Authority (FINRA).

**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**

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.

The District shall monitor interest rate risk using weighted average maturity and specific identification.

**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 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.

**Annual Review**

The Board shall review this investment policy and investment strategies not less than annually and shall document its review in writing, which shall include whether any changes were made to either the investment policy or investment strategies.

**Annual Audit**

In conjunction with the annual financial audit, the District shall perform a compliance audit of management controls on investments and adherence to the District's established investment policies.

## PROPOSED REVISIONS

**Note:** For purposes of this policy, the terms “gift,” ~~and~~ “donation,” ~~and “sponsorship agreements”~~ have the same meaning.

### Unsolicited Gifts

#### Authority to Accept

The Board delegates to the Superintendent the authority to accept unsolicited gifts on behalf of the District. ~~However, any gift with a cost or market value of \$50,000 or more~~ **However**, any gift that the potential donor has expressly made conditional upon the District’s use for a specified purpose, or any gift of real property, shall require Board approval.

Once accepted, a gift becomes the sole property of the District.

~~All items purchased with gift funds shall be subject to the District’s purchasing policies and procedures. [See CH]~~

~~Regardless of cost, gifts and donations of the following items shall be reviewed by the business services department:~~

- ~~1. Computer and technology equipment;~~
- ~~2. Contracted services;~~
- ~~3. Food preparation equipment;~~
- ~~4. Equipment that requires dedicated space or additional electrical capacity; and~~
- ~~5. Items that involve the removal or addition of permanent fixtures to buildings or grounds.~~

#### Criteria for Acceptance

The District shall not accept any gift that would violate or conflict with policies of or actions by the Board or with federal or state law.

Before the Superintendent accepts a gift or recommends acceptance of a gift to the Board, as applicable, the Superintendent shall consider whether the gift:

1. Has a purpose consistent with the District’s educational philosophy, goals, and objectives;
2. Places any restrictions on a campus or District program;
3. Would support a program that the Board may be unable or unwilling to continue when the donation of funds is exhausted;
4. Would result in ancillary or ongoing costs for the District;
5. Requires employment of additional personnel;

OTHER REVENUES  
GIFTS AND SOLICITATIONS

CDC  
(LOCAL)

6. Requires or implies the endorsement of a specific business or product [see GKB for advertising opportunities];
7. Would result in inequitable funding, equipment, or resources among District schools or programs;
8. Obligates the District or a campus to engage in specific actions; or
9. Affects the physical structure of a building or would require extensive maintenance on the part of the District.

**Event or Activity  
Sponsorship**

~~Sponsorship of District events and activities may be in the form of a gift or donation and shall create a business relationship.~~

**Agreement**

~~All sponsorships shall be accompanied by a written sponsorship agreement between the District and the sponsor. Sponsorship agreements shall be for a definite term and shall be terminable in the event of conduct by the sponsor that is so detrimental to the standing and image of the sponsor as to impair or destroy the public goodwill that is the underlying consideration for the agreement.~~

**Approval / Use of  
Funds**

~~Sponsorship of District activities or events from which tickets will be sold or revenue derived shall require approval of the Superintendent or designee.~~

~~All sponsorships for the benefit of the schools shall vest in the District. Funds from the sponsorships or income therefrom may be expended:~~

- ~~1. For any purpose specified in the sponsorship agreement that is in keeping with the lawful purposes of the schools that are to benefit from the sponsorship; or~~
- ~~2. For any legal purpose if the sponsorship agreement does not specify a purpose.~~

**Approval Criteria**

~~Sponsorships shall be consistent with District policies, goals, and objectives. The District retains the right to approve or disapprove any sponsorship at its sole discretion~~

~~In addition to considering the CRITERIA FOR ACCEPTANCE, above, the District shall not enter into a sponsorship from the following:~~

- ~~1. Religious or political organizations;~~
- ~~2. Sexually oriented businesses; or~~
- ~~3. Companies, firms, or other entities whose activities, business, or revenues are substantially derived from or related to alcohol, tobacco, firearms, or other goods and services deemed~~

OTHER REVENUES  
GIFTS AND SOLICITATIONS

CDC  
(LOCAL)

~~incompatible with the District's educational mission, programs, and activities.~~

~~All sponsorship proceeds shall become the sole property of the District for use and disposition as deemed appropriate and as specified in the sponsorship agreement.~~

**Solicitations**

An employee who solicits gifts on behalf of the District or for use in the fulfillment of his or her professional responsibilities shall comply with relevant state and federal law and any District administrative regulations.

All donations solicited on behalf of the District, including solicitations in the name of the District or a campus, or donations solicited using District or campus resources, become the sole property of the District.

**Web-Based  
Solicitations**

An employee may solicit web-based donations of money or items for use by the employee in fulfilling his or her professional responsibilities or for the District's use, including "crowdfunding." However, an employee shall obtain prior approval from the employee's supervisor before using the name or image of the District, a campus, or any student.

ANNUAL OPERATING BUDGET

CE  
(LOCAL)

**PROPOSED REVISIONS**

|  |  |
|--|--|
| <b>Fiscal Year</b>                     | The District shall operate on a fiscal year beginning September 1 and ending August 31.  |
| <b>Budget Planning</b>                 | Budget planning shall be an integral part of overall program planning so that the budget effectively reflects the District's programs and activities and provides the resources to implement them. In the budget planning process, general educational goals, specific program goals, and alternatives for achieving program goals shall be considered, as well as input from the District- and campus-level planning and decision-making committees. Budget planning and evaluation are continuous processes and shall be a part of each month's activities.  |
| <b>Budget Meeting</b>                  | <p>The annual public meeting to discuss the proposed budget and tax rate shall be conducted as follows:</p> <ol style="list-style-type: none"><li>1. The Board President shall request at the beginning of the meeting that all persons who desire to speak on the proposed budget and/or tax rate sign up on the sheet provided.</li><li>2. Prior to the beginning of the meeting, the Board may establish time limits for speakers.</li><li>3. Speakers shall confine their remarks to the appropriation of funds as contained in the proposed budget and/or the tax rate.</li><li>4. No officer or employee of the District shall be required to respond to questions from speakers at the meeting.</li></ol> |
| <b>Authorized Expenditures</b>         | The adopted budget provides authority to expend funds for the purposes indicated and in accordance with state law, Board policy, and the District's approved purchasing procedures. The expenditure of funds shall be under the direction of the Superintendent or designee who shall ensure that funds are expended in accordance with the adopted budget.  |
| <b>Budget Amendments</b>               | The Board shall amend the budget when a change is made increasing any one of the functional spending categories or increasing revenue object accounts and other resources.   |
| <del>Fund Balance Classification</del> | <del>Fund balance classification shall be recorded in accordance with governmental accounting standards as promulgated by the Governmental Accounting Standards Board.</del>   |
| <del>Order of Expenditure</del>        | <del>The order of spending and availability of the fund balance shall be to reduce funds from the listed areas in the following order: restricted, committed, assigned, and unassigned. Negative amounts shall not be reported for restricted, committed, or assigned funds.</del>   |

ANNUAL OPERATING BUDGET

CE  
(LOCAL)

|   |  |
|---|--|
| <del>Fund Balance</del>                     | <del>Fund balance shall mean the gross difference between governmental fund assets and liabilities reflected on the balance sheet. Governmental fund assets are those of the general fund, special revenue funds, debt service funds, and capital project funds.</del>   |
| <del>Fund Balance of the General Fund</del> | <del>The fund balance of the general fund, one of the governmental fund types, is of primary significance because the general fund is the primary fund, which finances most functions in the District. The fund balance of the general fund shall mean the gross difference between general fund assets and liabilities reflected on the balance sheet.</del><br><br><del>The five classifications of fund balance of the governmental types are as follows:</del>   |
| <del>Nonspendable Fund Balance</del>        | <del>1. Nonspendable fund balance shall mean the portion of the gross fund balance that is not expendable (such as inventories) or is legally earmarked for a specific use (such as the self-funded reserves program).</del><br><br><del>Examples of nonspendable fund balance reserves for which fund balance shall not be available for financing general operating expenditures include:</del> <ul style="list-style-type: none"><li><del>• Inventories;</del></li><li><del>• Prepaid items;</del></li><li><del>• Deferred expenditures;</del></li><li><del>• Long term receivables; and</del></li><li><del>• Outstanding encumbrances.</del></li></ul> |
| <del>Restricted Fund Balance</del>          | <del>2. Restricted fund balance shall include amounts constrained to a specific purpose by the provider, such as a grantor.</del><br><br><del>Examples of restricted fund balances include:</del> <ul style="list-style-type: none"><li><del>• Child nutrition programs;</del></li><li><del>• Technology programs;</del></li><li><del>• Construction programs; and</del></li><li><del>• Resources from other granting agencies.</del></li></ul>  |
| <del>Committed Fund Balance</del>           | <del>3. Committed fund balance shall mean that portion of the fund balance that is constrained to a specific purpose by the Board.</del><br><br><del>Examples include:</del>   |

ANNUAL OPERATING BUDGET

CE  
(LOCAL)

|                                |  |
|--------------------------------|--|
|                                | <ul style="list-style-type: none"><li>• <del>Potential litigation, claims, and judgments;</del></li><li>• <del>Campus activity funds; and</del></li><li>• <del>Building improvements.</del></li></ul>  |
| <i>Assigned Fund Balance</i>   | <p>4. <del>Assigned fund balance shall mean that portion of the fund balance that is spendable or available for appropriation but has been tentatively earmarked for some specific purpose by the Superintendent or designee.</del></p> <p><del>In current practice, such plans or intent may change and may never be budgeted, or may result in expenditures in future periods of time.</del></p> <p><del>Examples include:</del></p> <ul style="list-style-type: none"><li>• <del>Insurance deductibles;</del></li><li>• <del>Program start-up costs; and</del></li><li>• <del>Other legal uses.</del></li></ul> |
| <i>Unassigned Fund Balance</i> | <p>5. <del>Unassigned fund balance shall include amounts available for any legal purpose. This portion of the total fund balance in the general fund is available to finance operating expenditures.</del></p> <p><del>The unassigned fund balance shall be the difference between the total fund balance and the total of the nonspendable fund balance, restricted fund balance, committed fund balance, and assigned fund balance.</del></p>  |

## PROPOSED REVISIONS

### Capitalization ThresholdFixed Assets Accounting

The ~~District's~~ capitalization **threshold for purposes** of ~~fixed~~**classi-**  
**fying individual capital** assets ~~shall be~~ **is** \$5,000 ~~and shall be de-~~  
~~preciated in accordance with the fixed asset management program~~  
~~function.~~

~~Purchases of fixed assets valued between \$500—\$4,999 shall be~~  
~~controlled for accountability.~~

The Superintendent shall determine the capitalization threshold for  
a group of assets, the individual cost of which does not exceed the  
capitalization threshold above but for which the cost in the aggre-  
gate is significant.

PURCHASING AND ACQUISITION

CH  
(LOCAL)

**PROPOSED REVISIONS**

**Purchasing  
Authority**

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

**Exception for  
Emergency  
Contracts**

In the event of a catastrophe, emergency, or natural disaster affecting the District, the Board delegates to the Superintendent the authority to contract for the replacement, construction, or repair of school equipment or facilities in accordance with law, if emergency replacement, construction, or repair is necessary for the health and safety of District students and staff. The Superintendent shall report to the Board at the next regular meeting any contract made under this authority. [See Disaster Exception, CH(LEGAL)]

The delegation regarding emergency contracts does not waive competitive purchasing requirements under Education Code Chapter 44. Only the Board is authorized to waive competitive purchasing requirements under limited circumstances in accordance with Education Code 44.031(h). [See Emergency Damage or Destruction, CH(LEGAL)]

**Purchasing  
Procedures**

The Superintendent shall develop purchasing procedures to implement the requirements of state and federal law. [See also CB, CBB, CH(LEGAL), and COA]

**Purchasing Method**

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

***Competitive  
Bidding***

If competitive bidding is chosen as the purchasing method, the Superintendent shall prepare bid specifications. All bids shall be in accordance with administrative regulations, and the submission of any electronic bids shall also be in accordance with Board-adopted rules. All bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.

The District may reject any and all bids in accordance with state or federal law, as applicable.

***Competitive  
Sealed Proposals***

If competitive sealed proposals are chosen as the purchasing method, the Superintendent shall prepare the request for proposals and/or specifications for items to be purchased. All proposals shall be in accordance with administrative regulations, and the submission of any electronic proposals shall also be in accordance with

PURCHASING AND ACQUISITION

CH  
(LOCAL)

Board-adopted rules. Proposals received after the specified time shall not be considered. Proposals shall be opened at the time specified, and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time of opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.

The District may reject any and all proposals in accordance with state or federal law, as applicable.

~~Unsealed  
Competitive  
Proposals~~

~~A request for proposals may also be used as a procurement option to generate an unsealed competitive proposal. In this instance, the District may open the proposal upon receipt and begin the negotiation process for the goods or services.~~

Electronic Bids or  
Proposals

Bids or proposals that the District has chosen to accept through electronic transmission shall be administered in accordance with Board-adopted rules. Such rules shall safeguard the integrity of the competitive procurement process; ensure the identification, security, and confidentiality of electronic bids or proposals; and ensure that the electronic bids or proposals remain effectively unopened until the proper time.

**Responsibility for  
Debts**

The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with the adopted budget, state law, Board policy, and the District's purchasing procedures. [See CE] The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control. Persons making unauthorized purchases shall assume full responsibility for all such debts.

**Purchase  
Commitments**

All purchase commitments shall be made by the Superintendent in accordance with administrative procedures, including the District's purchasing procedures.

**Personal Purchases**

District employees shall not be permitted to make purchases for personal use through the District's business office.

### PROPOSED REVISIONS

The Superintendent is authorized to declare District materials, equipment, personal property such as vehicles, and supplies to be unnecessary **and shall dispose of unnecessary materials, equipment, personal property such as vehicles, and supplies for fair market value. If the unnecessary property has no value, the Superintendent may dispose of such property according to administrative discretion.**

~~The Board shall approve disposal of unnecessary materials, equipment, personal property such as vehicles, and supplies with a value greater than \$500. The Superintendent is authorized to dispose of all other unnecessary materials, equipment, and personal property such as vehicles and supplies for fair market value. If the unnecessary property has no value, the Superintendent may dispose of such property according to administrative discretion.~~

Instructional materials shall be disposed of in accordance with law.  
[See CMD(LEGAL)]

Property obtained with federal funds or as federal surplus shall be managed in accordance with federal law.

### ADD POLICY

|                                   |  |
|-----------------------------------|--|
| <b>District Police Department</b> | To ensure sufficient security and protection of students, staff, and property, the Board authorizes the formation of a District police department and shall employ and commission police officers.   |
| Supervisory Authority             | The chief of police shall be accountable to and shall report to the Superintendent. In accordance with law, the Superintendent shall not delegate this supervisory responsibility.   |
| Jurisdiction                      | The jurisdiction of District police officers shall include all territory within District boundaries, as well as all real and personal property outside the boundaries of the District that is owned, leased, or rented by the District, or is otherwise under the District's control.  |
| Police Authority and Duties       | <p>Each District police officer shall have all the powers, privileges, and immunities of police officers on or off duty within the jurisdiction of the District. Subject to limitations in law, each District police officer shall:</p> <ol style="list-style-type: none"><li>1. Protect the safety and welfare of any person in the jurisdiction of the District and protect the property of the District.</li><li>2. Enforce all laws, including municipal ordinances, county ordinances, and state laws, and investigate violations of law as needed. In doing so, District police officers may serve search warrants in connection with District-related investigations in compliance with the Texas Code of Criminal Procedure.</li><li>3. Arrest suspects consistent with state and federal statutory and constitutional standards governing arrests, including arrests without warrant, for offenses that occur in the officer's presence or under the other rules set out in the Texas Code of Criminal Procedure.</li><li>4. Coordinate and cooperate with commissioned officers of all other law enforcement agencies in the enforcement of this policy as necessary.</li><li>5. Enforce District policies, rules, and regulations on District property, in school zones, at bus stops, or at District functions.</li><li>6. Investigate violations of District policy, rules, and regulations as requested by the Superintendent and participate in hearings concerning alleged violations.</li><li>7. Carry weapons as directed by the chief of police and approved by the Superintendent.</li><li>8. Carry out all other duties as directed by the chief of police or Superintendent.</li></ol> |

SECURITY PERSONNEL  
COMMISSIONED PEACE OFFICERS

CKEA  
(LOCAL)

|   |   |
|---|---|
|   | <p>A District police officer shall not be assigned routine classroom discipline or administrative tasks.</p>  |
| <p>Limitations on<br/>Nonschool<br/>Employment</p>        | <p>No officer commissioned under this policy shall provide law enforcement or security services for an outside employer without prior written approval from the chief of police and Superintendent. Each District police officer shall enforce all laws, including municipal ordinances, county ordinances, and state laws within another law enforcement agency's jurisdiction while working off-duty or temporarily assigned to another agency.</p>   |
| <p>Relationship with<br/>Outside Agencies</p>             | <p>The District's police department and the law enforcement agencies with which it has overlapping jurisdiction shall enter into memoranda of understanding and other appropriate interlocal agreements that outline reasonable communication and coordination efforts among the department and the agencies. The chief of police and the Superintendent shall review the memoranda of understanding and other agreements at least once every year. All such agreements shall be approved by the Board.</p> |
| <p><i>Interlocal<br/>Agreement for<br/>Mutual Aid</i></p> | <p>While operating pursuant to an interlocal agreement for mutual aid or other support for another law enforcement agency, each District police officer shall perform the duties and have the authorities set out in the agreement, including enforcing all laws within the other agency's jurisdiction.</p>  |
| <p>Video Monitoring</p>                                   | <p>If available, video equipment shall be used on a District police car for safety purposes whenever the flashing lights on the car are in use.</p>   |
| <p><i>Access to<br/>Recordings</i></p>                    | <p>Recordings shall be considered law enforcement records, shall remain in the custody of the chief of police, and shall be maintained as required by the department regulations manual and law. A parent or student who wishes to view a video recording in response to disciplinary action taken against the student may request such access under the procedures set out by law. [See FL(LEGAL)]</p>   |
| <p>Body-Worn<br/>Cameras</p>                              | <p>A District police officer shall use a body-worn camera only when performing official law enforcement duties for the District and in accordance with the provisions of the District police department's body-worn camera program. Each District police officer shall receive training on the program, including proper use and operation of cameras. Any District employee who has access to data from body-worn cameras shall receive training on storage, retention, and release of recordings.</p>     |
| <p>Training</p>   | <p>Each District police officer shall receive at least the minimum amount of education and training required by law.</p>  |

SECURITY PERSONNEL  
COMMISSIONED PEACE OFFICERS

CKEA  
(LOCAL)

|                               |  |
|-------------------------------|--|
| Department Regulations Manual | To carry out the provisions in this policy, the police department shall compile and maintain a manual that describes and sets forth operational procedures, rules, and regulations pertaining to the administration of police services. The chief of police and the Superintendent shall review the manual annually and make any appropriate revisions.  |
| <i>Racial Profiling</i>       | The chief of police shall develop and implement regulations to ensure compliance with laws regarding racial profiling. A District police officer shall not initiate any law enforcement action based on an individual's race, ethnicity, or national origin.   |
| <i>Use of Force</i>           | The use of force, including deadly force, shall be authorized only when reasonable and necessary, as outlined in the department regulations manual.  |
| <i>High-Speed Pursuit</i>     | A District police officer shall not engage in high-speed chases in a motor vehicle when the immediate danger to the public or the officer created by the pursuit exceeds the immediate or potential danger presented by the offenders remaining at large. Guidelines for high-speed pursuits shall be addressed in the department regulations manual.  |
| Complaints                    | <p>Complaints against a District police officer shall be in writing on a form provided by the District and shall be signed by the person making the complaint. In accordance with law, the District shall provide to the police officer a copy of the complaint.</p> <p>Appeals regarding this complaint process shall be filed in accordance with DGBA, FNG, or GF, as appropriate.</p> <p>[See CKE(LEGAL) and CKEA(LEGAL)]</p> |

FACILITIES CONSTRUCTION

CV  
(LOCAL)

**Compliance with Law**

The Superintendent shall establish procedures that ensure that all school facilities within the District comply with applicable laws and local building codes.

**Construction Contracts**

Prior to advertising, the Board shall determine the project delivery/contract award method to be used for each construction contract valued at or above \$50,000. To assist the Board, the Superintendent shall recommend the project delivery/contract award method that he or she determines provides the best value to the District. [See CV series generally and CBB(LEGAL) for requirements if federal funds are involved.]

For construction contracts valued at or above \$~~50,000~~<sup>10,000</sup>, the Superintendent shall also submit the resulting contract to the Board for approval. Lesser expenditures for construction and construction-related materials or services shall be at the discretion of the Superintendent and consistent with law and policy. [See also CH and CBB(LEGAL)]

---

**Note:** For provisions regarding delegation of authority for construction contracts in the event of a catastrophe, emergency, or natural disaster affecting the District, see CH(LOCAL).

---

**Change Orders**

Change orders permitted by law shall be approved by the Board or its designee prior to any changes being made in the approved plans or the actual construction of the facility.

**Project Administration**

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

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

**Final Payment**

The District shall not make final payments for construction or the supervision of construction until the work has been completed and the Board has accepted the work.

### PROPOSED REVISIONS

#### Specifications

The Superintendent shall ensure that detailed specifications are prepared for any construction project for which competitive bids are sought.

#### Bid Process

All bids shall be submitted in sealed envelopes, plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened at ~~a properly called regular or special Board meeting at~~ the time specified. All interested parties shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.

#### Safety Record

If the District considers the safety record of bidders in determining to whom to award a contract, the safety record shall be defined as a bidder's OSHA (Occupational Safety and Health Administration) inspection logs for the last three years, a loss analysis from the bidder's insurance carrier, and a loss history covering all lines of insurance coverage carried by the bidder.

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS

DB  
(LOCAL)

**DELETE POLICY**

All District administrators shall reside within 30 miles of the limits of the District.

## PROPOSED REVISIONS

|   |   |
|---|---|
| <b>Personnel Duties</b>                       | 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.   |
| <b>Posting Vacancies</b>                      | The Superintendent or designee shall establish guidelines for advertising employment opportunities and posting notices of vacancies. These guidelines shall advance the Board's commitment to equal opportunity employment and to recruiting well-qualified candidates. Current District employees may apply for any vacancy for which they have appropriate qualifications.  |
| <b>Hiring Relatives</b>                       | <del>A District employee with responsibility for recommending applicants for employment shall not recommend for employment any person related to himself or herself within the third degree by blood or marriage.</del>   |
| <b>Applications</b>                           | <p>All applicants shall complete the application form supplied by the District. Information on applications shall be confirmed before a contract is offered for a contractual position and before hiring or as soon as possible thereafter for a noncontractual position.</p> <p>[For information related to the evaluation of criminal history records, see DBAA.]</p>   |
| <b>Employment of Contractual Personnel</b>    | <p>The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel.</p> <p>The Board retains final authority for employment of contractual personnel. From <del>April</del>May 1 to September 1, however, the Board delegates to the Superintendent final authority to employ classroom teachers. The Superintendent shall inform the Board of any persons hired under this authority.</p> <p>[See DCA, DCB, DCC, and DCE as appropriate]</p> |
| <b>Employment of Noncontractual Personnel</b> | <hr/> <p><b>Note:</b> For employment of a bus driver related to a Board member or the Superintendent, see DBE(LEGAL).</p> <hr/> <p>The Board delegates to the Superintendent final authority to employ and dismiss noncontractual employees on an at-will basis.<br/>[See DCD]</p>  |
| <b>Employment Assistance Prohibited</b>       | 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]  |

EMPLOYMENT PRACTICES

DC  
(LOCAL)

relating to contractors and agents and DH(EXHIBIT) for the Educators' Code of Ethics.]

## PROPOSED REVISIONS

See pgs. 3-5

### Leave Administration

The Superintendent shall develop administrative regulations addressing employee leaves and absences to implement the provisions of this policy.

### Definitions

The term "immediate family" is defined as:

#### Immediate Family

1. Spouse.
2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*.
3. Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
4. Sibling, stepsibling, and sibling-in-law.
5. Grandparent and grandchild.
6. Any person residing in the employee's household at the time of illness or death.

For purposes of the Family and Medical Leave Act (FMLA), the definitions of spouse, parent, son or daughter, and next of kin are found in DECA(LEGAL).

#### Family Emergency

The term "family emergency" shall be limited to disasters and life-threatening situations involving the employee or a member of the employee's immediate family.

#### Leave Day

A "leave day" for purposes of earning, using, or recording leave shall mean the number of hours per day equivalent to the employee's usual assignment, whether full-time or part-time.

#### School Year

A "school year" for purposes of earning, using, or recording leave shall mean the term of the employee's annual employment as set by the District for the employee's usual assignment, whether full-time or part-time.

#### Catastrophic Illness or Injury

A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee's immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the District. Such conditions typically require prolonged hospitalization or recovery or are expected to result in disability or death. Conditions

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

relating to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.

---

**Note:** For District contribution to employee insurance during leave, see CRD(LOCAL).

---

**Availability**

The District shall make state personal leave and local leave for the current year available for use at the beginning of the school year.

**State Leave  
Proration**

If an employee separates from employment with the District before his or her last duty day of the school year or begins employment after the first duty day of the school year, state personal leave shall be prorated based on the actual time employed.

If an employee separates from employment before the last duty day of the school year, the employee's final paycheck shall be reduced for state personal leave the employee used beyond his or her pro rata entitlement for the school year.

**Medical Certification**

An employee shall submit medical certification of the need for leave if:

1. The employee is absent more than three consecutive work-days because of personal illness or illness in the immediate family;
2. The District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or Superintendent; or
3. The employee requests FMLA leave for the employee's serious health condition; a serious health condition of the employee's spouse, parent, or child; or for military caregiver leave.

In each case, medical certification shall be made by a health-care provider as defined by the FMLA. [See DECA(LEGAL)]

**State Personal Leave**

The Board requires employees to differentiate the manner in which state personal leave is used.

**Nondiscretionary  
Use**

Nondiscretionary use of leave shall be for the same reasons and in the same manner as state sick leave accumulated before May 30, 1995. [See DEC(LEGAL)]

Nondiscretionary use includes leave related to the birth or placement of a child and taken within the first year after the child's birth, adoption, or foster placement.

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

|                            |   |
|----------------------------|---|
| Discretionary Use          | Discretionary use of leave is at the individual employee's discretion, subject to limitations set out below.  |
| <i>Request for Leave</i>   | <p>In deciding whether to approve or deny a request for discretionary use of state personal leave, the supervisor shall not seek or consider the reasons for which an employee requests to use leave. The supervisor shall, however, consider the duration of the requested absence in conjunction with the effect of the employee's absence on the educational program and District operations, as well as the availability of substitutes.</p> <p><b>Discretionary use of state personal leave shall not exceed five consecutive workdays.</b></p>  |
| <b>Local Leave</b>         | <p>Each employee shall earn five paid local leave days per school year in accordance with administrative regulations.</p> <p>Local leave shall accumulate to a maximum of 60 leave days.</p> <p>Local leave shall be used according to the terms and conditions of state <b>personal leave</b>. <b>[See State Personal Leave, above]</b><del>sick leave accumulated before the 1995-96 school year, except that an employee may donate local leave to a sick leave pool. [See DEC(LEGAL)]</del></p>   |
| <b>Bereavement Leave</b>   | <p>A full-time employee shall be granted three days of bereavement leave, per occurrence, upon the death of a member of the employee's immediate family. Such leave shall be taken with no loss of pay or other paid leave.</p>   |
| <b>Extended Sick Leave</b> | <p>After all available paid leave days and any applicable compensatory time have been exhausted, an employee shall be granted in a school year a maximum of 20 leave days of extended sick leave to be used only for the employee's own catastrophic illness or injury, including pregnancy-related illness or injury.</p> <p>A written request for extended sick leave must be accompanied by medical certification of the illness or injury.</p> <p>For professional employees, the District shall deduct \$90 for each day of extended sick leave taken, whether or not a substitute is employed. For all other employees, the District shall deduct \$45 for each day of extended sick leave taken.</p> |
| <b>Sick Leave Pool</b>     | <p>An employee who has exhausted all paid leave as well as any applicable compensatory time and who suffers from a catastrophic illness or injury may request the establishment of a sick leave pool, to which District employees may donate local leave for use by the eligible employee.</p>  |

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

The pool shall cease to exist when the employee no longer needs leave for the purpose requested, uses the maximum number of days allowed under a pool, or exhausts all leave days donated to the sick leave pool.

The Superintendent shall develop regulations for the implementation of the sick leave pool that address the following:

1. Procedures to request the establishment of a sick leave pool;
2. The maximum number of days an employee may donate to a sick leave pool;
3. The maximum number of days per school year an eligible employee may receive from a sick leave pool; and
4. The return of unused days to donors.

Appeal

An employee may appeal a decision regarding the establishment or implementation of the District's sick leave pool in accordance with DGBA(LOCAL), beginning with the Superintendent or appropriate administrator.

**Mental Health Leave**

**A District peace officer who experiences a traumatic event in the scope of employment shall be granted a maximum of five days of mental health leave per traumatic event. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.**

**The Superintendent shall develop regulations regarding mental health leave that address the following:**

- 1. Circumstances or reasons under which an eligible employee may use mental health leave;**
- 2. Procedures for requesting mental health leave and maintaining the anonymity of the requester;**
- 3. The administrator authorized to approve requests for mental health leave; and**
- 4. Other procedures deemed necessary for administering this provision.**

**Quarantine Leave**

**A District peace officer shall be granted quarantine leave when ordered by the local health authority or the peace officer's supervisor to quarantine or isolate due to possible or known exposure to a communicable disease while on duty. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.**

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

The Superintendent shall develop regulations regarding quarantine leave that address the following:

1. Continuation of all employment benefits and compensation for the duration of the leave;
2. Reimbursement for reasonable costs related to the quarantine; and
3. Other procedures deemed necessary for administering this provision.

Line of Duty Illness  
or Injury Leave of  
Absence

Following a leave of absence with full pay as required by law, the District shall not extend the leave of absence for a police officer's line of duty illness or injury. In accordance with law, the police officer may use accumulated leave.

Family and Medical  
Leave

FMLA leave shall run concurrently with applicable paid leave and compensatory time, as applicable.

---

**Note:** See DECA(LEGAL) for provisions addressing FMLA.

---

Twelve-Month  
Period

For purposes of an employee's entitlement to FMLA leave, the 12-month period shall begin on the first duty day of the school year.

Combined Leave for  
Spouses

When both spouses are employed by the District, the District shall limit FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks. The District shall limit military caregiver leave to a combined total of 26 weeks.

Intermittent or  
Reduced Schedule  
Leave

The District shall ~~not~~ permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee.

Certification of  
Leave

When an employee requests leave, the employee shall provide certification, in accordance with FMLA regulations, of the need for leave.

Fitness-for-Duty  
Certification

In accordance with administrative regulations, when an employee takes FMLA leave due to the employee's own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification.

Leave at the End of  
Semester

When a teacher takes leave near the end of the semester, the District may require the teacher to continue leave until the end of the semester.

Temporary Disability  
Leave

Any full-time employee whose position requires educator certification by the State Board for Educator Certification or by the District

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

shall be eligible for temporary disability leave. The maximum length of temporary disability leave shall be 180 calendar days. [See DBB(LOCAL) for temporary disability leave placement and DEC(LEGAL) for return to active duty.]

An employee's notification of need for extended absence due to the employee's own medical condition shall be forwarded to the Superintendent as a request for temporary disability leave.

The District shall require the employee to use temporary disability leave and paid leave, including any compensatory time, concurrently with FMLA leave.

**Workers'  
Compensation**

---

**Note:** Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the District's contribution to health insurance.

---

An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable.

**No Paid Leave  
Offset**

The District shall not permit the option for paid leave offset in conjunction with workers' compensation income benefits. [See CRE]

**Court Appearances**

Absences due to compliance with a valid subpoena or for jury duty shall be fully compensated by the District and shall not be deducted from the employee's pay or leave balance.

**Payment for  
Accumulated Leave  
Upon Retirement**

The following leave provisions shall apply to local leave accumulated beginning on the original effective date of this program.

An employee who retires from the District shall be eligible for payment for accumulated local leave under the following conditions:

1. The employee's retirement is voluntary, i.e., the employee is not being discharged or nonrenewed.
2. The employee provides advance written notice of intent to retire. Contract employees must provide written notice at least 30 days before the last day of employment. Noncontract employees must provide written notice at least two weeks before the last day of employment.

The employee shall receive payment for each day of accumulated local leave at a rate of \$30 for the first 30 days and \$15 for each additional day, to a maximum of 60 days. If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee.

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

**Neutral Absence  
Control**

The rate established by the Board shall be in effect until the Board adopts a new rate. Any changes to the rate shall apply beginning with the school year following the adoption of the rate change.

If an employee does not return to work after exhausting all available paid and unpaid leave, the District shall provide the employee written notice that he or she no longer has leave available for use. The District shall automatically pursue termination of an employee who has exhausted all available leave, regardless of the reason for the absence [see DF series]. The employee's eligibility for reasonable accommodations, as required by the Americans with Disabilities Act [see DAA(LEGAL)], shall be considered before termination. If terminated, the employee may apply for reemployment with the District.

## PROPOSED REVISIONS

See pgs. 2-5

### Leave Administration

The Superintendent shall develop administrative regulations addressing employee leaves and absences to implement the provisions of this policy.

### Definitions

The term "immediate family" is defined as:

#### Immediate Family

1. Spouse.
2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*.
3. Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
4. Sibling, stepsibling, and sibling-in-law.
5. Grandparent and grandchild.
6. Any person residing in the employee's household at the time of illness or death.

For purposes of the Family and Medical Leave Act (FMLA), the definitions of spouse, parent, son or daughter, and next of kin are found in DECA(LEGAL).

#### Family Emergency

The term "family emergency" shall be limited to disasters and life-threatening situations involving the employee or a member of the employee's immediate family.

#### Leave Day

A "leave day" for purposes of earning, using, or recording leave shall mean the number of hours per day equivalent to the employee's usual assignment, whether full-time or part-time.

#### School Year

A "school year" for purposes of earning, using, or recording leave shall mean the term of the employee's annual employment as set by the District for the employee's usual assignment, whether full-time or part-time.

#### Catastrophic Illness or Injury

A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee's immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the District. Such conditions typically require prolonged hospitalization or recovery or are expected to result in disability or death. Conditions

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

relating to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.

---

**Note:** For District contribution to employee insurance during leave, see CRD(LOCAL).

---

**Availability**

The District shall make state personal leave and local leave for the current year available for use at the beginning of the school year.

**State Leave  
Proration**

If an employee separates from employment with the District before his or her last duty day of the school year or begins employment after the first duty day of the school year, state personal leave shall be prorated based on the actual time employed.

If an employee separates from employment before the last duty day of the school year, the employee's final paycheck shall be reduced for state personal leave the employee used beyond his or her pro rata entitlement for the school year.

**Medical Certification**

An employee shall submit medical certification of the need for leave if:

1. The employee is absent more than three consecutive work-days because of personal illness or illness in the immediate family;
2. The District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or Superintendent; or
3. The employee requests FMLA leave for the employee's serious health condition; a serious health condition of the employee's spouse, parent, or child; or for military caregiver leave.

In each case, medical certification shall be made by a health-care provider as defined by the FMLA. [See DECA(LEGAL)]

**State Personal Leave**

The Board requires employees to differentiate the manner in which state personal leave is used.

**Nondiscretionary  
Use**

Nondiscretionary use of leave shall be for the same reasons and in the same manner as state sick leave accumulated before May 30, 1995. [See DEC(LEGAL)]

Nondiscretionary use includes leave related to the birth or placement of a child and taken within the first year after the child's birth, adoption, or foster placement.

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

|                            |   |
|----------------------------|---|
| Discretionary Use          | Discretionary use of leave is at the individual employee's discretion, subject to limitations set out below.  |
| <i>Request for Leave</i>   | <p>In deciding whether to approve or deny a request for discretionary use of state personal leave, the supervisor shall not seek or consider the reasons for which an employee requests to use leave. The supervisor shall, however, consider the duration of the requested absence in conjunction with the effect of the employee's absence on the educational program and District operations, as well as the availability of substitutes.</p> <p><b>Discretionary use of state personal leave shall not exceed five consecutive workdays.</b></p>  |
| <b>Local Leave</b>         | <p>Each employee shall earn five paid local leave days per school year in accordance with administrative regulations.</p> <p>Local leave shall accumulate to a maximum of 60 leave days.</p> <p>Local leave shall be used according to the terms and conditions of state <b>personal leave</b>. <b>[See State Personal Leave, above]</b><del>sick leave accumulated before the 1995-96 school year, except that an employee may donate local leave to a sick leave pool. [See DEC(LEGAL)]</del></p>   |
| <b>Extended Sick Leave</b> | <p>After all available paid leave days and any applicable compensatory time have been exhausted, an employee shall be granted in a school year a maximum of 20 leave days of extended sick leave to be used only for the employee's own catastrophic illness or injury, including pregnancy-related illness or injury.</p> <p>A written request for extended sick leave must be accompanied by medical certification of the illness or injury.</p> <p>For professional employees, the District shall deduct \$90 for each day of extended sick leave taken, whether or not a substitute is employed. For all other employees, the District shall deduct \$45 for each day of extended sick leave taken.</p> |
| <b>Sick Leave Pool</b>     | <p>An employee who has exhausted all paid leave as well as any applicable compensatory time and who suffers from a catastrophic illness or injury may request the establishment of a sick leave pool, to which District employees may donate local leave for use by the eligible employee.</p> <p>The pool shall cease to exist when the employee no longer needs leave for the purpose requested, uses the maximum number of days allowed under a pool, or exhausts all leave days donated to the sick leave pool.</p>   |

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

The Superintendent shall develop regulations for the implementation of the sick leave pool that address the following:

1. Procedures to request the establishment of a sick leave pool;
2. The maximum number of days an employee may donate to a sick leave pool;
3. The maximum number of days per school year an eligible employee may receive from a sick leave pool; and
4. The return of unused days to donors.

Appeal

An employee may appeal a decision regarding the establishment or implementation of the District's sick leave pool in accordance with DGBA(LOCAL), beginning with the Superintendent or appropriate administrator.

**Mental Health Leave**

**A District peace officer who experiences a traumatic event in the scope of employment shall be granted a maximum of five days of mental health leave per traumatic event. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.**

**The Superintendent shall develop regulations regarding mental health leave that address the following:**

- 1. Circumstances or reasons under which an eligible employee may use mental health leave;**
- 2. Procedures for requesting mental health leave and maintaining the anonymity of the requester;**
- 3. The administrator authorized to approve requests for mental health leave; and**
- 4. Other procedures deemed necessary for administering this provision.**

**Quarantine Leave**

**A District peace officer shall be granted quarantine leave when ordered by the local health authority or the peace officer's supervisor to quarantine or isolate due to possible or known exposure to a communicable disease while on duty. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.**

**The Superintendent shall develop regulations regarding quarantine leave that address the following:**

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

|   |  |
|---|--|
|   | <ol style="list-style-type: none"><li>1. Continuation of all employment benefits and compensation for the duration of the leave;</li><li>2. Reimbursement for reasonable costs related to the quarantine; and</li><li>3. Other procedures deemed necessary for administering this provision.</li></ol>             |
| Line of Duty Illness or Injury Leave of Absence | Following a leave of absence with full pay as required by law, the District shall not extend the leave of absence for a police officer's line of duty illness or injury. In accordance with law, the police officer may use accumulated leave.   |
| Family and Medical Leave                        | FMLA leave shall run concurrently with applicable paid leave and compensatory time, as applicable.<br><hr/> <b>Note:</b> See DECA(LEGAL) for provisions addressing FMLA. <hr/>   |
| Twelve-Month Period                             | For purposes of an employee's entitlement to FMLA leave, the 12-month period shall begin on the first duty day of the school year.   |
| Combined Leave for Spouses                      | When both spouses are employed by the District, the District shall limit FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks. The District shall limit military caregiver leave to a combined total of 26 weeks. |
| Intermittent or Reduced Schedule Leave          | The District shall <del>not</del> permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee.   |
| Certification of Leave                          | When an employee requests leave, the employee shall provide certification, in accordance with FMLA regulations, of the need for leave.   |
| Fitness-for-Duty Certification                  | In accordance with administrative regulations, when an employee takes FMLA leave due to the employee's own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification.   |
| Leave at the End of Semester                    | When a teacher takes leave near the end of the semester, the District may require the teacher to continue leave until the end of the semester.   |
| Temporary Disability Leave                      | Any full-time employee whose position requires educator certification by the State Board for Educator Certification or by the District shall be eligible for temporary disability leave. The maximum length of temporary disability leave shall be 180 calendar days. [See   |

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

DBB(LOCAL) for temporary disability leave placement and DEC(LEGAL) for return to active duty.]

An employee's notification of need for extended absence due to the employee's own medical condition shall be forwarded to the Superintendent as a request for temporary disability leave.

The District shall require the employee to use temporary disability leave and paid leave, including any compensatory time, concurrently with FMLA leave.

**Workers'  
Compensation**

---

**Note:** Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the District's contribution to health insurance.

---

An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable.

**No Paid Leave  
Offset**

The District shall not permit the option for paid leave offset in conjunction with workers' compensation income benefits. [See CRE]

**Court Appearances**

Absences due to compliance with a valid subpoena or for jury duty shall be fully compensated by the District and shall not be deducted from the employee's pay or leave balance.

**Payment for  
Accumulated Leave  
Upon Retirement**

The following leave provisions shall apply to local leave accumulated beginning on the original effective date of this program.

An employee who retires from the District shall be eligible for payment for accumulated local leave under the following conditions:

1. The employee's retirement is voluntary, i.e., the employee is not being discharged or nonrenewed.
2. The employee provides advance written notice of intent to retire. Contract employees must provide written notice at least 30 days before the last day of employment. Noncontract employees must provide written notice at least two weeks before the last day of employment.

The employee shall receive payment for each day of accumulated local leave at a rate of \$30 for the first 30 days and \$15 for each additional day, to a maximum of 60 days. If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee.

The rate established by the Board shall be in effect until the Board adopts a new rate. Any changes to the rate shall apply beginning with the school year following the adoption of the rate change.

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

**Neutral Absence  
Control**

If an employee does not return to work after exhausting all available paid and unpaid leave, the District shall provide the employee written notice that he or she no longer has leave available for use. The District shall automatically pursue termination of an employee who has exhausted all available leave, regardless of the reason for the absence [see DF series]. The employee's eligibility for reasonable accommodations, as required by the Americans with Disabilities Act [see DAA(LEGAL)], shall be considered before termination. If terminated, the employee may apply for reemployment with the District.

COMPENSATION AND BENEFITS  
EXPENSE REIMBURSEMENT

DEE  
(LOCAL)

**PROPOSED REVISIONS**

**Prior Approval  
Required**

An employee shall be reimbursed for reasonable, allowable ex-  
penses incurred in carrying out District business only with the prior  
approval of the employee's supervisor and in accordance with ad-  
ministrative regulations.

**Documentation  
Required**

For any allowable expense incurred, the employee shall submit a  
statement, with receipts to the extent feasible, documenting actual  
expenses.

**Exception**

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

## PROPOSED REVISIONS

### Suspension with Pay

A term contract employee may be suspended with pay and placed on administrative leave by the Superintendent during an investigation of alleged misconduct by the employee or at any time the Superintendent determines that the District's best interest will be served by the suspension.

### ~~Good Cause~~

~~An employee on term contract may be discharged and salary payments terminated by the employer during any contract year for one or more of the reasons listed below which shall constitute good cause for discharge:~~

- ~~1. Immorality.~~
- ~~2. Conviction of any felony or other crime involving moral turpitude.~~
- ~~3. Drunkenness.~~
- ~~4. Repeated failure to comply with official directives of established Board policy.~~
- ~~5. Repeated failure to correct deficiencies pointed out in written formal evaluations or communications.~~
- ~~6. Physical or mental incapacity preventing performance of the contract of employment.~~
- ~~7. Repeated and continuing neglect of duties.~~
- ~~8. Assault of an employee of the District, a student of the District, or a parent or legal guardian of a student of the District.~~
- ~~9. Consuming, possessing, or delivering to another during the school day, or while attending a school-sponsored student function, either of the following:~~
  - ~~a. An alcoholic beverage.~~
  - ~~b. A controlled substance except in compliance with a written prescription for medication issued by a licensed doctor of medicine or dentistry. In no event shall the employee have in possession more of the controlled substance than is necessary for medication during the period of time upon school property or attending or participating in a school-sponsored student function.~~
- ~~10. Being under the influence of an alcoholic beverage or a controlled substance during the school day, or while attending a school-sponsored student function except in compliance with a written prescription for medication issued by a licensed~~

TERM CONTRACTS  
SUSPENSION/TERMINATION DURING CONTRACT

DFBA  
(LOCAL)

~~doctor of medicine or dentistry. In no event shall the employee have in possession more of the controlled substance than is necessary for medication during the period of time upon school property or attending or participating in a school-sponsored student function.~~

- ~~11. Dishonorable conduct during the school day.~~
- ~~12. Reduction in force as provided in DFBC(LEGAL) and (LOCAL).~~
- ~~13. Failure to report to duty after all District leave has been exhausted.~~
- ~~14. Repeated failure to follow established written campus rules and guidelines approved by the principal and the Site-Based Management Committee.~~
- ~~15. Failure to maintain the appropriate credentials or certification required for the position to which the employee is assigned.~~
- ~~16. Falsification of records or other documents related to the District's activities.~~
- ~~17. Misrepresentation of facts to a supervisor or other District official in the conduct of District business.~~
- ~~18. Any attempt to encourage or coerce a child to withhold information from the child's parent.~~
- ~~19. Any other conduct that fails to meet the accepted standards of conduct for the profession as generally recognized and applied in similarly situated school districts in the State, the magnitude or consequences of which warrant discharge.~~

EMPLOYEE STANDARDS OF CONDUCT  
SEARCHES AND ALCOHOL/DRUG TESTING

DHE  
(LOCAL)

**PROPOSED REVISIONS**

**See pg. 3**

**Reasonable  
Suspicion Searches**

The District reserves the right to conduct searches when the District has reasonable suspicion to believe that a search will uncover evidence of work-related misconduct. The District may search the employee, the employee's personal items, work areas, lockers, and private vehicles parked on District premises or worksites or used in District business. Searches that reveal a violation of the District's standards of conduct may result in disciplinary action. [See DH]

**Reasonable  
Suspicion Alcohol  
and Drug Testing**

The District may remove an employee from duty and require testing if there is reasonable suspicion that the employee is under the influence of alcohol or drugs used in violation of District policy. The determination of reasonable suspicion may be based on specific observations of the appearance, behavior, speech, or body odors of the employee whose motor ability, emotional equilibrium, or mental acuity seems to be impaired while on duty or other relevant information. Any employee who is asked to submit to drug or alcohol testing shall be given the opportunity to provide relevant information about prescription or nonprescription medications that may affect the screening.

A District employee who refuses to comply with a directive to submit to testing based upon reasonable suspicion shall be subject to disciplinary action, up to and including termination.

A District employee confirmed to have violated the District's policy pertaining to alcohol or drugs may be subject to disciplinary action. [See DF series and DH]

---

**Note:** The following provisions apply to employees who are covered by the federal Department of Transportation (DOT) rules.

---

**Federally Required  
DOT Testing  
Program**

In accordance with DOT rules, the District shall establish an alcohol and controlled substances testing program to help prevent accidents and injuries resulting from the misuse of alcohol and controlled substances by the drivers of commercial motor vehicles, including school buses. The primary purpose of the testing program is to prevent impaired employees from performing safety-sensitive functions.

The Superintendent shall designate a District official who shall be responsible for ensuring that information is disseminated to employees covered under this testing program regarding prohibited

EMPLOYEE STANDARDS OF CONDUCT  
SEARCHES AND ALCOHOL/DRUG TESTING

DHE  
(LOCAL)

driver conduct, alcohol and controlled substances tests, and the consequences that follow positive test results.

Drug-Related  
Violations

The following constitute drug-related violations under the DOT rules:

1. Refusing to submit to a required test for alcohol or controlled substances.
2. Providing an adulterated, diluted, or a substituted specimen on an alcohol or controlled substances test.
3. Testing positive for alcohol, at a concentration of 0.04 or above, in a post-accident test.
4. Testing positive for controlled substances in a post-accident test.
5. Testing positive for alcohol, at a concentration of 0.04 or above, in a random test.
6. Testing positive for controlled substances in a random test.
7. Testing positive for alcohol, at a concentration of 0.04 or above, in a reasonable suspicion test.
8. Testing positive for controlled substances in a reasonable suspicion test.

An employee who operates a commercial motor vehicle, including a bus, and commits a drug-related DOT violation as defined above shall not be eligible for reinstatement as a driver.

Alcohol Results  
Between 0.02 and  
0.04

In accordance with DOT rules, a driver tested under this policy and found to have an alcohol concentration of 0.02 or greater, but less than 0.04, shall be suspended from driving duties for at least 24 hours.

[In the event of a positive test result for alcohol of 0.02 or greater, see the disciplinary consequences at District-Imposed Consequences, below.]

Reasonable  
Suspicion DOT  
Testing

Only supervisors specifically trained in accordance with federal regulations may, based upon reasonable suspicion, remove a driver from a safety-sensitive position and require testing for alcohol and/or controlled substances. The determination of reasonable suspicion shall be based on specific observations of the appearance, behavior, speech, or body odors of the driver whose motor ability, emotional equilibrium, or mental acuity seems to be impaired. Such observations must take place just preceding, during, or just after the period of the workday that the driver is on duty.

EMPLOYEE STANDARDS OF CONDUCT  
SEARCHES AND ALCOHOL/DRUG TESTING

DHE  
(LOCAL)

The observations may include indication of the chronic and withdrawal effects of controlled substances. Within 24 hours of the observed behavior, the supervisor shall provide a signed, written record documenting the observations leading to a controlled substance reasonable suspicion test.

**District-Defined  
Violations**

An employee violates District policy if he or she tests positive for alcohol at a concentration of 0.02 or greater.

**District-Imposed  
Consequences**

In addition to the consequences established by federal law, a District employee confirmed to have violated the District's policy pertaining to alcohol or controlled substances shall be subject to District-imposed discipline, as determined by his or her supervisor and the Superintendent. Such discipline may include any appropriate action from suspension without pay during the period of removal from safety-sensitive functions, up to and including termination of employment. [See DF series]

In cases where a driver is also employed in a nondriving capacity by the District, disciplinary action imposed for violation of alcohol and controlled substances policies shall apply to the employee's functions and duties that involve driving. Additionally, upon recommendation of the employee's supervisor, disciplinary measures up to and including termination of employment with the District may be considered.

**Notification  
Regarding Fitness  
to Drive**

~~An employee who voluntarily notifies the District that he or she is unfit to drive, at a time the employee is on duty but not scheduled or asked to be tested, shall be removed from safety sensitive functions for as long as the employee remains unfit to drive. If the reason is due to medically authorized prescription medication, there shall be no consequences other than removal from safety sensitive functions until the course of medication is complete. The driver, insofar as possible, shall be assigned other duties or shall take leave without pay or personal leave.~~

~~If the reason given by the employee is due to alcohol consumption or use of controlled substances and this is the first occurrence, the employee shall be removed from safety sensitive functions until the employee is again fit to drive, as determined by the supervisor. The employee shall have a written reprimand placed in his or her personnel file. The employee shall be referred for alcohol or drug counseling and shall be told that any further violation shall result in termination of employment with the District.~~

ASSIGNMENT AND SCHEDULES

DK  
(LOCAL)

**PROPOSED REVISIONS**

**Superintendent's  
Authority**

All personnel are employed subject to assignment and reassignment by the Superintendent or designee when the Superintendent determines that the assignment or reassignment is in the best interest of the District. Reassignment shall be defined as a transfer to another position, department, or facility that does not necessitate a change in the employment contract of a contract employee. Any change in an employee's contract shall be in accordance with policy DC.

Any employee may request reassignment within the District to another position for which he or she is qualified.

**Supervising  
Relatives**

~~A District employee with responsibility for supervising other District personnel shall not supervise any person related to himself or herself within the third degree by blood or marriage.~~

**Assignment of  
Relatives**

~~Persons who are employed by the District and related to one another shall be assigned to different schools and/or different departments. If two employees marry while serving on the same campus or in the same department, one of the employees shall be transferred to another campus or department. The Board authorizes the Superintendent to make exceptions to this requirement after consulting with the Board~~

**Campus  
Assignments**

The principal's criteria for approval of campus assignments and reassignments shall be consistent with District policy regarding equal opportunity employment, and with staffing patterns approved in the District and campus plans. [See BQ series] In exercising their authority to approve assignments and reassignments, principals shall work cooperatively with the central office staff to ensure the efficient operation of the District as a whole.

**Supplemental Duties**

Noncontractual supplemental duties for which supplemental pay is received may be discontinued by either party at any time. An employee who wishes to relinquish a paid supplemental duty may do so by notifying the Superintendent or designee in writing. Paid supplemental duties are not part of the District's contractual obligation to the employee, and an employee shall hold no expectation of continuing assignment to any paid supplemental duty.

**Work Calendars and  
Schedules**

Subject to the Board-adopted budget and compensation plan and in harmony with employment contracts, the Superintendent shall determine required work calendars for all employees. [See DC, EB]

Daily time schedules for all employees shall be determined by the Superintendent or designee and principals.

**PROPOSED REVISIONS**

**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 **special education director**~~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 in writing 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 requester 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.

**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.

SPECIAL EDUCATION  
VIDEO/AUDIO MONITORING

EHBAF  
(LOCAL)

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 one or more 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 requester withdraws the request in writing and no request is submitted to continue the surveillance. Before a camera is deactivated, 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 discontinued in the classroom and of the opportunity to request continued video and audio 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 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 released 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 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;

SPECIAL EDUCATION  
VIDEO/AUDIO MONITORING

EHBAF  
(LOCAL)

3. A peace officer, school nurse, District administrator trained in de-escalation 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 Texas Education Agency 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 2–4, 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~~**10** 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.

**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 and 19 Administrative Code 103.1303. A parent, staff member, or District administrator may request an expedited review in accordance with 19 Administrative Code 103.1303.

### **DELETE POLICY**

**Definition of At-Risk**

In addition to the criteria stated in EHBC(LEGAL), the District shall identify as eligible for compensatory/accelerated services students who:

1. Are identified as likely not to be promoted to the next grade level because they have not met District standards or policies for academic achievement or have not demonstrated proficiency of the subject matter for the course or grade level; or
2. Have failed to successfully master 70 percent of the Texas Essential Knowledge and Skills taught during any given reporting period.

**PROPOSED REVISIONS**

**Consistent  
Application for  
Graduating Class**

The District shall apply the same class rank calculation method and rules for local graduation honors for all students in a graduating class, regardless of the school year in which a student first earned high school credit.

**Calculation**

The District shall include in the calculation of class rank semester grades earned in high school credit courses taken at any grade level, unless excluded below.

**The class rank calculation shall not include semester grades from a course that is retaken after a passing grade has been earned, and the new grade shall not be recorded on the transcript.**

The calculation shall include failing grades.

**Exclusions**

The calculation of class rank shall exclude grades earned in any local credit course; any course for credit recovery; any **distance learning**~~traditional correspondence~~ course; any course earned in a home school; or through credit by examination, with or without prior instruction.

**Beginning with the graduating class of 2028, the calculation of class rank shall exclude grades earned in any local credit course, unless the course is required for graduation by the District; any course for credit recovery; any distance learning course; any course earned in a home school; or through credit by examination, with or without prior instruction.**

**Weighted Grade  
System**

**Categories**

The District shall categorize and weight eligible courses as Advanced Placement (AP)/Dual Credit, Honors, and Regular in accordance with provisions of this policy and as designated in appropriate District publications.

*AP/Dual Credit*

Eligible AP and dual credit courses shall be categorized and weighted as Advanced Placement/Dual Credit courses.

*Honors*

Eligible courses locally designated as honors shall be categorized and weighted as Honors courses.

*Regular*

All other eligible courses shall be categorized and weighted as Regular courses.

~~The District shall record unweighted numerical grades on student transcripts.~~

**Weighted Grade  
Point Average**

**The District shall convert semester grades earned in eligible courses to grade points in accordance with the following**

ACADEMIC ACHIEVEMENT  
CLASS RANKING

EIC  
(LOCAL)

chart and shall calculate a weighted grade point average  
(GPA):

| <b>Alpha<br/>Grade</b> | <b>Numeric<br/>Grade</b> | <b>AP/Dual<br/>Credit<br/>Classes</b> | <b>Honors/<br/>Adv.<br/>(AEIS)<br/>Classes</b> | <b>Regular</b> |
|------------------------|--------------------------|---------------------------------------|--|----------------|
| A                      | 100                      | 6.5                                   | 6.0  | 5.0            |
| A                      | 99                       | 6.4                                   | 5.9  | 4.9            |
| A                      | 98                       | 6.3                                   | 5.8  | 4.8            |
| A                      | 97                       | 6.2                                   | 5.7  | 4.7            |
| A                      | 96                       | 6.1                                   | 5.6  | 4.6            |
| A                      | 95                       | 6.0                                   | 5.5  | 4.5            |
| A                      | 94                       | 5.9                                   | 5.4  | 4.4            |
| A                      | 93                       | 5.8                                   | 5.3  | 4.3            |
| A                      | 92                       | 5.7                                   | 5.2  | 4.2            |
| A                      | 91                       | 5.6                                   | 5.1  | 4.1            |
| A                      | 90                       | 5.5                                   | 5.0  | 4.0            |
| B                      | 89                       | 5.4                                   | 4.9  | 3.9            |
| B                      | 88                       | 5.3                                   | 4.8  | 3.8            |
| B                      | 87                       | 5.2                                   | 4.7  | 3.7            |
| B                      | 86                       | 5.1                                   | 4.6  | 3.6            |
| B                      | 85                       | 5.0                                   | 4.5  | 3.5            |
| B                      | 84                       | 4.9                                   | 4.4  | 3.4            |
| B                      | 83                       | 4.8                                   | 4.3  | 3.3            |
| B                      | 82                       | 4.7                                   | 4.2  | 3.2            |
| B                      | 81                       | 4.6                                   | 4.1  | 3.1            |
| B                      | 80                       | 4.5                                   | 4.0  | 3.0            |
| C                      | 79                       | 4.4                                   | 3.9  | 2.9            |
| C                      | 78                       | 4.3                                   | 3.8  | 2.8            |
| C                      | 77                       | 4.2                                   | 3.7  | 2.7            |
| C                      | 76                       | 4.1                                   | 3.6  | 2.6            |
| C                      | 75                       | 4.0                                   | 3.5  | 2.5            |
| C                      | 74                       | 3.9                                   | 3.4  | 2.4            |
| C                      | 73                       | 3.8                                   | 3.3  | 2.3            |
| C                      | 72                       | 3.7                                   | 3.2  | 2.2            |

ACADEMIC ACHIEVEMENT  
CLASS RANKING

EIC  
(LOCAL)

| <b>Alpha Grade</b> | <b>Numeric Grade</b> | <b>AP/Dual Credit Classes</b> | <b>Honors/ Adv. (AEIS) Classes</b> | <b>Regular</b> |
|--------------------|----------------------|-------------------------------|------------------------------------|----------------|
| <b>C</b>           | 71                   | 3.6                           | 3.1                                | 2.1            |
| <b>C</b>           | 70                   | 3.5                           | 3.0                                | 2.0            |
| <b>F</b>           | Below 70             | 0                             | 0                                  | 0              |

Transferred Grades

When a student transfers semester grades for courses that would be eligible under the Regular category and the District has accepted the credit, the District shall include the grades in the calculation of class rank.

When a student transfers semester grades for courses that would be eligible to receive additional weight under the District's weighted grade system, the District shall assign additional weight to the grades based on the categories and grade weight system used by the District.

**Local Graduation Honors**

For the purpose of determining honors to be conferred during graduation activities, the District shall calculate class rank in accordance with this policy and administrative regulations by using grades available at the time of calculation at the end of the fifth six-week grading period of the senior year.

For the purpose of applications to institutions of higher education, the District shall also calculate class rank as required by state law. The District's eligibility criteria for local graduation honors shall apply only for local recognitions and shall not restrict class rank for the purpose of automatic admission under state law. [See EIC(LEGAL)]

Valedictorian and Salutatorian

The valedictorian and salutatorian shall be the eligible students with the highest and second highest rank, respectively. To be eligible for this local graduation honor, a student must:

1. Have been continuously enrolled in the District high school for the **threetwo** full school years prior to **being classified as a attaining** senior ~~status~~; and
2. Have completed the foundation program with at least one endorsement.

*Breaking Ties*

In case of a tie in weighted GPA after calculation to the **fourth decimalthousandths** place, the District shall count the number of dual credit courses taken by each student involved in the tie to determine recognition as valedictorian or salutatorian.

ACADEMIC ACHIEVEMENT  
CLASS RANKING

EIC  
(LOCAL)

|                                    |  |
|------------------------------------|--|
|                                    | <p>If the tie is not broken after applying <del>this</del><b>these</b> methods, the District shall recognize all students involved in the tie as sharing the honor and title.</p>  |
| <del>Top Ten Honor Graduates</del> | <del>The District shall recognize as top ten honor graduates the ten highest-ranking graduates. In order to qualify for this local graduation honor, a student must have been continuously enrolled in the District high school for the two full school years prior to attaining senior status.</del>  |
| <del>Academic Honors</del>         | <del>The District shall recognize students with academic honors in accordance with the following:</del> <ul style="list-style-type: none"><li><del>• Summa cum laude — a weighted GPA of at least 4.60 and completion of five or more Honors or AP classes.</del></li><li><del>• Magna cum laude — a weighted GPA of 4.00 to 4.59 and completion of five or more Honors or AP classes.</del></li><li><del>• Cum laude — a weighted GPA of at least 4.00.</del></li></ul> |
| <b>Highest-Ranking Graduate</b>    | <p>The student meeting the local eligibility criteria for recognition as the valedictorian shall also be considered the highest-ranking graduate for purposes of receiving the honor graduate certificate from the state of Texas.</p>   |

## PROPOSED REVISIONS

### Curriculum Mastery

Promotion and course credit shall be based on mastery of the curriculum. Expectations and standards for promotion shall be established for each grade level, content area, and course and shall be coordinated with compensatory, intensive, and/or accelerated services. [See EHBC] The District shall comply with applicable state and federal requirements when determining methods for students with disabilities [see FB] or students who are English language learners [see EHBE and EKBA] to demonstrate mastery of the curriculum.

### Students Receiving Special Education Services

Any modified promotion standards for a student receiving special education services shall be determined by the student's admission, review, and dismissal (ARD) committee and documented in the student's individualized education program (IEP). [See EHBA series and EKB]

### Standards for Mastery

In addition to the factors in law that must be considered for promotion, mastery shall be determined as follows:

1. Course assignments and unit evaluation shall be used to determine student grades in a subject. An average of 70 or **above on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills)** ~~higher~~ shall be considered a passing grade.
2. Mastery of the skills necessary for success at the next level shall be validated by assessments that may either be incorporated into unit or final exams or may be administered separately. Mastery of at least 70 percent of the objectives shall be required.

### ~~Prekindergarten~~

~~In prekindergarten, achievement or progress shall be graded developmentally.~~

### ~~Kindergarten—~~ Grades **1-8**

In ~~kindergarten~~ **grades 1-8**, promotion to the next grade level shall be based on an overall average of 70 **or above on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills)** for all subject areas and a grade of 70 or above in **reading/language arts (RLA)** and mathematics.

### Grades 9-12

Grade-level advancement for students in grades 9-12 shall be earned by course credits. [See EI]

### PROPOSED REVISIONS

|   |  |
|---|--|
| <b>Course Requirements</b>                    | To graduate, a student must complete the courses required by the District in addition to those mandated by the state.  |
| <b>Foundation Program</b>                     | The courses that satisfy District requirements under the foundation program, including courses for the distinguished level of achievement and courses for endorsements offered by the District, shall be listed in appropriate District publications.  |
| Without an Endorsement                        | The District requires no additional credits beyond the number mandated by the state to graduate under the foundation program without an endorsement. Graduation under the foundation program without an endorsement shall be permitted only as authorized under state law and rules.   |
| With an Endorsement                           | The District requires no additional credits beyond the number mandated by the state to graduate under the foundation program with an endorsement.<br><br><b>Beginning with the graduating class of 2028, the District requires completion of 1 credit in addition to the number mandated by the state for graduation under the foundation program with an endorsement.</b>   |
| Distinguished Level of Achievement            | The District requires no additional credits beyond the number mandated by the state to graduate under the foundation program with the distinguished level of achievement.<br><br><b>Beginning with the graduating class of 2028, the District requires completion of 1 credit in addition to the number mandated by the state for graduation under the foundation program with the distinguished level of achievement.</b> |
| <b>No Fine Arts Substitutions</b>             | The District shall not award state graduation credit in fine arts for participation in a community-based fine arts program.  |
| <b>Physical Education Substitutions</b>       | To the extent permitted by state rules, the District shall award state graduation credit in physical education for participation in approved activities and elective courses.  |
| Activities and Courses                        |  |
| No Private or Commercial Programs             | The District shall not award state graduation credit in physical education for private or commercially sponsored physical activity programs conducted either on or off campus. [See also EHAC]   |
| <b>Financial Aid Application Confirmation</b> | As confirmation of a student's completion and submission of a free application for federal student aid (FAFSA) or a Texas application for state financial aid (TASFA), the District shall accept the following:  |

ACADEMIC ACHIEVEMENT  
GRADUATION

EIF  
(LOCAL)

1. A screenshot that includes the processed date field in ApplyTexas Counselor Suite FAFSA data;
2. Notification, such as a copy of an email, from the United States Department of Education verifying completion of the FAFSA;
3. A copy or screenshot of the FAFSA acknowledgment page;
4. A screenshot of the TASFA submission acknowledgment page (from those institutions that offer an electronic form);
5. An acknowledgment receipt from an institution of higher education (IHE); or
6. A copy of a financial aid award letter from an IHE.

[For students who choose not to complete and submit a FAFSA or a TASFA, see EIF(LEGAL).]

The District shall maintain individual student documentation of the financial aid application requirement as an education record. [See FL]

## PROPOSED REVISIONS

|   |  |
|---|--|
| <b>Persons Age 21 and Over</b>                                | The District shall <b>not</b> admit <b>into its public schools any person age 21 or over unless otherwise required by law.</b> <del>persons who are at least age 21 and under age 26 for the purpose of completing the requirements for a high school diploma.</del>   |
| <b>Registration Forms</b>                                     | The student's parent, legal guardian, or other person having lawful control shall annually complete registration forms. A student who has reached age 18 shall be permitted to complete these forms.   |
| Proof of Residency  | In accordance with administrative regulations, the parent, guardian, or other person having lawful control of the student under order of a court shall present proof of residency. The District may investigate stated residency as necessary.   |
| <b>Minor Living Apart</b>                                     | A minor student residing in the District but whose parent, guardian, or other person having lawful control under a court order does not reside in the District shall present a power of attorney or an authorization agreement as provided in Chapter 34 of the Family Code assigning responsibility for the student in all school-related matters to an adult resident of the District.   |
| Person Standing in Parental Relation                          |  |
| Misconduct  | A minor student living apart who has engaged in misconduct that results in any of the consequences found in Education Code 25.001(d) shall not be permitted to attend a District school.   |
| Exceptions  | Based on an individual student's circumstance, the Superintendent shall have authority to grant exceptions to the requirement for a power of attorney or authorization agreement and to the exclusion for misconduct.  |
| Extracurricular Activities                                    | The Superintendent shall determine whether a minor student living apart is present in the District for the primary purpose of participating in extracurricular activities.   |
| <b>Nonresident Student in Grandparent's After-School Care</b> | <p>The parent and grandparent of a nonresident student requesting admission under Education Code 25.001(b)(9) shall provide to the Superintendent the required information on the grandparent's residency and complete a form provided by the District describing the extent of after-school care to be provided by the grandparent.</p> <p>The Superintendent shall have authority to approve or deny such admissions requests in accordance with criteria approved by the Board.</p> |
| <b>"Accredited" Defined</b>                                   | For the purposes of this policy, "accredited" shall be defined as accreditation by TEA, an equivalent agency from another state, or an accrediting association recognized by the commissioner of education.  |

ADMISSIONS

FD  
(LOCAL)

**Grade-Level  
Placement**

Accredited Schools

The parent, guardian, or other person having lawful control of a student enrolling in a District school from an accredited public, private, or parochial school shall provide evidence of the prior schooling outside the District. The student shall be placed initially at the grade level reached elsewhere, pending observation by the classroom teacher, guidance personnel, and the principal. On the basis of these observations and results of tests that may be administered by appropriate District personnel, the principal shall determine the final grade placement.

Nonaccredited  
Schools

A student enrolling in a District school from a nonaccredited public, private, or parochial school, including a homeschool, shall be placed initially at the discretion of the principal, pending observation by classroom teachers, guidance personnel, and the principal. Criteria for placement may include:

1. Scores on achievement tests, which may be administered by appropriate District personnel.
2. Recommendation of the sending school.
3. Prior academic record.
4. Chronological age and social and emotional development of the student.
5. Other criteria deemed appropriate by the principal.

**Transfer of Credit**

Accredited Texas  
Public Schools

Credit toward state graduation requirements earned in an accredited public school district in Texas shall be transferable and recognized by the District.

Other Accredited or  
Nonaccredited  
Schools

Before recognizing credit in a course earned in an accredited non-public school, an accredited school outside of Texas, or a nonaccredited school, appropriate personnel shall evaluate a student's records and transcript. The District may require the student to demonstrate mastery of the content or use alternative methods to verify course content for the award of credit.

Transition  
Assistance

In accordance with law, when a student who is identified as homeless or in substitute care enrolls in the District, the District shall assess the student's available records and other relevant information to ensure credit, including proportionate credit, is awarded appropriately for all subjects and courses taken prior to enrollment.

[See EI]

**Withdrawal**

A parent or guardian wishing to withdraw a minor student shall present a signed statement that includes the reason for the withdrawal. A student who is 18 or older may submit a withdrawal statement without a parent's or guardian's signature.

[For District withdrawal of students no longer in attendance, see  
FEA(LOCAL).]

## PROPOSED REVISIONS

|                          |   |
|--------------------------|---|
| <b>Authority</b>         | <p>The Superintendent is authorized to accept or reject any transfer requests, provided that such action is without regard to race, religion, color, sex, disability, national origin, or ancestral language.</p> <p>A resident student who becomes a nonresident during the course of a <del>school-year</del>semester shall be permitted to continue in attendance for the remainder of the <del>school-year</del>semester.</p> |
| <b>Transfer Requests</b> | <p>A nonresident student wishing to transfer into the District shall file an application for transfer each school year with the Superintendent or designee. Transfers shall be granted for one regular school year at a time.</p>   |
| Factors                  | <p>In approving transfers, the Superintendent or designee shall consider availability of space and instructional staff and the student's disciplinary history and attendance records.</p>   |
| Transfer Agreements      | <p>A transfer student shall be notified in the written transfer agreement that he or she must follow all rules and regulations of the District. Violation of the terms of the agreement may result in a transfer request not being approved the following year.</p>   |
| <b>Tuition</b>           | <p><b>If the District charges tuition, the amount shall be set by the Board, within statutory limits.</b></p>   |
| <b>Waivers</b>           | <p><b>The Board may waive tuition for a student based on financial hardship upon written application by the student, parent, or guardian. [See FP]</b></p>  |
| <b>Nonpayment</b>        | <p><b>The District may initiate withdrawal of students whose tuition payments are delinquent.</b></p>   |
| <b>Appeals</b>           | <p>Any appeals shall be made in accordance with FNG(LOCAL) and GF(LOCAL), as appropriate.</p>   |

## PROPOSED REVISIONS

### **Absences Considered**

This policy shall apply to a student who has not been in attendance for 90 percent of the days the class is offered.

Except as otherwise provided by law, all absences incurred while enrolled in the District shall be considered in determining whether a student has attended the required percentage of days under this policy.

### **Attendance Committees**

The Board shall establish an attendance committee or as many committees as necessary for efficient implementation of Education Code 25.092.

The Superintendent shall make the specific appointments in accordance with legal requirements.

### **Parental Notice of Excessive Absences**

A student and the student's parent or guardian shall be given written notice prior to and at such time when a student's attendance in any class drops below 90 percent of the days the class is offered.

### **Methods for Regaining Credit or Awarding a Final Grade**

When a student's attendance drops below 90 percent but remains at least at 75 percent of the days the class is offered, the student may earn credit for the class or a final grade by completing a plan approved by the principal. This plan must provide for the student to meet the instructional requirements of the class as determined by the principal.

If the student fails to successfully complete the plan, or when a student's attendance drops below 75 percent of the days the class is offered, the student, parent, or representative may request award of credit or a final grade by submitting a written petition to the appropriate attendance committee.

Petitions for credit or a final grade may be filed at any time the student receives notice but, in any event, no later than ~~30 days after~~ the last day of classes.

The attendance committee shall review the student's entire attendance record and the reasons for absences and shall determine whether to award credit or a final grade. The attendance committee may also, whether a petition is filed or not, review the records of all students whose attendance drops below 90 percent of the days the class is offered.

A student who has lost credit or has not received a final grade because of excessive absences may regain credit or be awarded a final grade by fulfilling the requirements established by the attendance committee.

**Personal Illness**

The principal or attendance committee may require verification from a health-care provider in accordance with administrative regulations as a condition of classifying an absence for personal illness as one for which there are extenuating circumstances.

**Best Interest Standard**

In reaching consensus regarding a student's absences and how the student can be awarded credit or a final grade, the attendance committee shall attempt to ensure that its decision is in the best interest of the student. The Superintendent shall develop administrative regulations to document the attendance committee's decision.

**Guidelines on Extenuating Circumstances**

The attendance committee shall consider whether a student has mastered the essential knowledge and skills and maintained passing grades in the course or subject.

When makeup work is completed satisfactorily, the attendance committee shall consider extracurricular absences and other excused absences as days of attendance for award of credit or a final grade. [See FEA]

The attendance committee shall consider whether the reasons for the absences were out of the parent's or student's control and whether documentation for the absence is acceptable.

The student or parent shall be given an opportunity to present any information to the committee about the absences and to discuss ways to earn or regain credit or be awarded a final grade.

**Imposing Conditions for Awarding Credit or a Final Grade**

The attendance committee shall consider the student's unique circumstances and, if necessary, shall impose conditions for awarding credit or a final grade that permit the student to meet the instructional requirements of the class rather than assigning a student to attend a specified program for an amount of time equivalent to the student's absences. Conditions may include:

1. Maintaining attendance standards for the rest of the semester.
2. Completing additional assignments, as specified by the committee or teacher.
3. Attending tutorial sessions as scheduled.
4. Completing other instructional programs, as specified by the committee.
5. Taking an examination to earn credit. [See EHDB]

In all cases, the student must earn a passing grade in order to receive credit.

**Appeal Process**

A parent or student may appeal the decision of the attendance committee in accordance with FNG(LOCAL).

### **DELETE POLICY**

**Leaving Campus  
During Lunch Time**

No student shall be permitted to leave campus during lunch except as approved by the principal, on a case-by-case basis in response to a parent's written request.

**All Students**

Students who leave campus during lunch or at any other time without administrative approval shall be subject to disciplinary action in accordance with the Student Code of Conduct.

## PROPOSED REVISIONS

### See pg. 3

The District shall support the general wellness of all students by implementing measurable goals to promote sound nutrition and student health and to reduce childhood obesity.

[See EHAA for information regarding the District's coordinated school health program.]

#### **Development, Implementation, and Review of Guidelines and Goals**

The local school health advisory council (SHAC), on behalf of the District, shall review and consider evidence-based strategies and techniques and shall develop nutrition guidelines and wellness goals as required by law. In the development, implementation, and review of these guidelines and goals, the SHAC shall permit participation by parents, students, representatives of the District's food service provider, physical education teachers, school health professionals, members of the Board, school administrators, and members of the public.

[See BDF for required membership of the SHAC.]

#### **Wellness Plan**

The SHAC shall develop a wellness plan to implement the District's nutrition guidelines and wellness goals. The wellness plan shall, at a minimum, address:

1. Strategies for soliciting involvement by and input from persons interested in the wellness plan and policy;
2. Objectives, benchmarks, and activities for implementing the wellness goals;
3. Methods for measuring implementation of the wellness goals;
4. The District's standards for foods and beverages provided, but not sold, to students during the school day on a school campus; and
5. The manner of communicating to the public applicable information about the District's wellness policy and plan.

The SHAC shall review and revise the plan on a regular basis and recommend revisions to the wellness policy when necessary.

#### **Nutrition Guidelines**

##### **Foods and Beverages Sold**

The District's nutrition guidelines for reimbursable school meals and all other foods and beverages sold or marketed to students during the school day shall be designed to promote student health and reduce childhood obesity and shall be at least as restrictive as federal regulations and guidance, except when the District allows

STUDENT WELFARE  
WELLNESS AND HEALTH SERVICES

FFA  
(LOCAL)

|                                   |   |
|-----------------------------------|---|
|                                   | an exemption for fundraising activities as authorized by state and federal rules. [See CO and FJ]   |
| Foods and Beverages Provided      | The District shall establish standards for all foods and beverages provided, but not sold, to students during the school day. These standards shall be addressed in the District's wellness plan.   |
| <b>Wellness Goals</b>             |   |
| Nutrition Promotion and Education | <p>The District shall implement, in accordance with law, a coordinated school health program with a nutrition education component. [See EHAA] The District's nutrition promotion activities shall encourage participation in the National School Lunch Program, the School Breakfast Program, and any other supplemental food and nutrition programs offered by the District.</p> <p>The District establishes the following goals for nutrition promotion:</p> <ol style="list-style-type: none"><li>1. The District's food service staff, teachers, and other District personnel shall consistently promote healthy nutrition messages in cafeterias, classrooms, and other appropriate settings.</li><li>2. The District shall share educational nutrition information with families and the general public to promote healthy nutrition choices and positively influence the health of students.</li></ol> <p>The District establishes the following goals for nutrition education:</p> <ol style="list-style-type: none"><li>1. The District shall deliver nutrition education that fosters the adoption and maintenance of healthy eating behaviors.</li><li>2. The District shall make nutrition education a District-wide priority and shall integrate nutrition education into other areas of the curriculum, as appropriate.</li></ol> |
| Physical Activity                 | <p>The District shall implement, in accordance with law, a coordinated health program with physical education and physical activity components and shall offer at least the required amount of physical activity for all grades. [See BDF, EHAA, EHAB, and EHAC]</p> <p>The District establishes the following goals for physical activity:</p> <ol style="list-style-type: none"><li>1. The District shall provide an environment that fosters safe, enjoyable, and developmentally appropriate fitness activities for all students, including those who are not participating in physical education classes or competitive sports.</li><li>2. The District shall provide appropriate staff development and encourage teachers to integrate physical activity into the academic curriculum where appropriate.</li></ol>  |

STUDENT WELFARE  
WELLNESS AND HEALTH SERVICES

FFA  
(LOCAL)

3. The District shall encourage parents to support their children's participation, to be active role models, and to include physical activity in family events.
4. The District shall encourage students, parents, staff, and community members to use the District's recreational facilities, such as tracks, playgrounds, and the like, that are available outside of the school day. [See GKD]

Other School-Based  
Activities

The District establishes the following goals to create an environment conducive to healthful eating and physical activity and to promote and express a consistent wellness message through other school-based activities:

1. The District shall allow sufficient time for students to eat meals in cafeteria facilities that are clean, safe, and comfortable.
2. The District shall promote wellness for students and their families at suitable District and campus activities.
3. The District shall promote employee wellness activities and involvement at suitable District and campus activities.

**Implementation**

The **director of health services** ~~SHAC committee chair~~ shall oversee the implementation of this policy and the development and implementation of the wellness plan and appropriate administrative procedures.

**Evaluation**

The District shall comply with federal requirements for evaluating this policy and the wellness plan.

**Public Notification**

The District shall annually inform and update the public about the content and implementation of the wellness policy, including posting on its website copies of the wellness policy, the wellness plan, and the required implementation assessment.

**Records Retention**

The District shall retain all the required records associated with the wellness policy, in accordance with law and the District's records management program. [See CPC and FFA(LEGAL)]

## PROPOSED REVISIONS

No employee shall give any student prescription medication, non-prescription medication, herbal substances, anabolic steroids, or dietary supplements of any type, except as authorized by this or other District policy.

### Medication Provided by Parent

The Superintendent shall designate the employees who are authorized to administer medication that has been provided by a student's parent. An authorized employee is permitted to administer the following medication in accordance with administrative regulations:

1. Prescription medication in accordance with legal requirements.
2. Nonprescription medication, upon a parent's written request, when properly labeled and in the original container.
3. Herbal substances or dietary supplements provided by the parent and only if required by the individualized education program or Section 504 plan for a student with disabilities.

### Medication Provided by District

Except as required by law and provided by this policy, the District shall not purchase medication to administer to a student.

#### First Aid

**The District shall purchase certain topical nonprescription medications for use when administering first aid to students in accordance with administrative regulations.**

**The Superintendent shall designate the employees who are authorized to administer nonprescription medication under this provision.**

#### Epinephrine

**The District authorizes school personnel who have agreed in writing and been adequately trained to administer an unassigned epinephrine auto-injector in accordance with law and this policy. Administration of epinephrine shall only be permitted when an authorized and trained individual reasonably believes a person is experiencing anaphylaxis.**

#### On Campus

**Authorized and trained individuals may administer an unassigned epinephrine auto-injector at any time to a person experiencing anaphylaxis on a school campus.**

**The District shall ensure that at each campus a sufficient number of authorized individuals are trained to administer epinephrine so that at least one trained individual is present on campus during all hours the campus is open. In accordance with state rules, the campus shall be considered open for this**

WELLNESS AND HEALTH SERVICES  
MEDICAL TREATMENT

FFAC  
(LOCAL)

|   |  |
|---|--|
|   | <p>purpose during regular on-campus school hours and whenever school personnel are physically on site for school-sponsored activities.</p>   |
| <i>Off Campus</i>   | <p>Authorized and trained individuals may administer an unassigned epinephrine auto-injector to a person experiencing anaphylaxis at an off-campus school event or while in transit to or from a school event when an unassigned epinephrine auto-injector is available.</p>   |
| <i>Maintenance, Availability, and Training</i>            | <p>The Superintendent shall develop administrative regulations designating a coordinator to manage policy implementation and addressing annual training of authorized individuals in accordance with law; procedures for auto-injector use; and acquisition or purchase, maintenance, expiration, disposal, and availability of unassigned epinephrine auto-injectors at each campus, at off-campus events, and while in transit to and from a school event.</p>   |
| <i>Notice to Parents</i>                                  | <p>In accordance with law, the District shall provide notice of the policy to parents regarding the epinephrine program, including notice of any change to or discontinuation of this program.</p>   |
| Opioid Antagonist   | <p>This provision shall be applicable to each campus that serves students in grades 6-12.</p>  |
| <i>On Campus</i>  | <p>The District authorizes school personnel who have been adequately trained to administer an opioid antagonist in accordance with law and this policy. Administration of an opioid antagonist shall only be permitted when an authorized and trained individual reasonably believes a person is experiencing an opioid-related overdose.</p> <p>Each applicable campus shall have at least one individual who is authorized and trained to administer an opioid antagonist present during regular school hours.</p>                                     |
| <i>Maintenance, Availability, Training, and Reporting</i> | <p>Each applicable campus shall have at least two unused, unexpired opioid antagonist doses available.</p> <p>All opioid antagonists shall be stored in a secure location and shall be easily accessible by individuals who are authorized and trained to administer an opioid antagonist.</p> <p>The Superintendent shall develop administrative regulations addressing acquisition, maintenance, expiration, and disposal of opioid antagonists in the District, as well as reporting, employee training, and emergency notification requirements.</p> |

WELLNESS AND HEALTH SERVICES  
MEDICAL TREATMENT

FFAC  
(LOCAL)

**Psychotropics**

Except as permitted by law, an employee shall not:

1. Recommend to a student or a parent that the student use a psychotropic drug;
2. Suggest a particular diagnosis; or
3. Exclude the student from a class or a school-related activity because of the parent's refusal to consent to psychiatric evaluation or examination or treatment of the student.

**Medical Treatment**

A student's parent, legal guardian, or other person having lawful control shall annually complete and sign a form that provides emergency information and addresses authorization regarding medical treatment. A student who has reached age 18 shall be permitted to complete this form.

The District shall seek appropriate emergency care for a student as required or deemed necessary.

## PROPOSED REVISIONS

### See pg. 5

#### **Comprehensive System**

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

#### **Cumulative Record**

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

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

#### **Custodian of Records**

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

#### **Types of Education Records**

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

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

STUDENT RECORDS

FL  
(LOCAL)

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

**Access by Parents**

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

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

Copies of records are available at a per copy cost, payable in advance. Copies of records must be requested in writing. Parents

STUDENT RECORDS

FL  
(LOCAL)

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

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

**Access by School Officials**

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

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

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

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

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

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities;
3. Compiling statistical data;

STUDENT RECORDS

FL  
(LOCAL)

4. Reviewing an education record to fulfill the official's professional responsibility; or
5. Investigating or evaluating programs.

**Transcripts and  
Transfers of Records**

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

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

**Records  
Responsibility for  
Students in Special  
Education**

The special education director shall be responsible for ensuring the confidentiality of any personally identifiable information in records of students in special education.

A current listing of names and positions of persons who have access to records of students in special education is maintained at the special education office at 701 N. First St. and Ortiz Intermediate School at 208 E. Avenue H.

**Procedure to Amend  
Records**

Within 15 District business days of the record custodian's receipt of a request to amend records, the District shall notify the parents in writing of its decision on the request and, if the request is denied, of their right to a hearing. If a hearing is requested, it shall be held within 10 District business days after the request is received.

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

The parents shall be notified of the decision in writing within 10 District business days of the hearing. The decision shall be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision. If the decision is to deny the request, the parents shall be informed that they have 30 District business days within which to exercise their right to place in the record a statement commenting on the contested information and/or stating any reason for disagreeing with the District's decision.

STUDENT RECORDS

FL  
(LOCAL)

**Directory  
Information**

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

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

**School-Sponsored  
Purposes**

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

**All Other  
Purposes**

For all other purposes, directory information shall include student name; telephone listing; electronic mail address; and grade level.

~~The District has designated the following categories of information as directory information: student name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams.~~

### **DELETE POLICY**

School activities shall conform to the purposes of the instructional program. Any social or other activity that is not part of the instructional program under the direction of District personnel shall be planned for, and limited to, nonschool hours.

District social activities shall be controlled by the following guidelines:

1. All activities shall have prior approval of the principal and shall be placed on the school calendar.
2. All school-sponsored social events shall have faculty supervision.
3. Rules of conduct applicable to regular school hours shall be applicable to all school-sponsored social activities.

Regulations concerning supervision, parental participation, refreshments, curfew, visitor participation, and other matters essential to the proper handling of such events shall be developed and implemented by principals, who shall work in conjunction with parents and student leaders in their formulation.

#### **Dances/ Sock Hops**

School-sponsored dances/sock hops may be held on school property for intermediate, junior high school and high school students only.

**PROPOSED REVISIONS**

**Commencement  
Exercises**

~~Except as provided below,~~ **t**To be eligible to participate fully in commencement activities and ceremonies, a student shall meet all state and local graduation requirements, including all applicable state testing. [See EI, EIF]

~~A student who has satisfied all state and local graduation requirements except passing the applicable state test shall be allowed limited participation in commencement exercises. The student shall be allowed to wear a cap and gown and participate in the processional and recession but shall not be presented on stage as a graduate of the District. If the student's parent provides consent, or if the student is over the age of 18 and wishes to do so, the student shall be permitted to stand and be acknowledged as a summer graduate.~~

## PROPOSED REVISIONS

### Uniforms

~~The Board has determined that mandatory use of school uniforms (prekindergarten–grade 12) will improve the learning environment at the District.~~

### Purpose

The **District's dress code**~~use of school uniforms~~ is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority.

### General Guidelines

Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. The District prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal school operations.

The District prohibits pictures, emblems, or writings on clothing that:

1. Are lewd, offensive, vulgar, or obscene.
2. Advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited under FNC(LEGAL).
3. ~~Are evidence of membership or affiliation in any gang or unauthorized club or organization. [See FMC(LOCAL)]~~

**The student and parent may determine the student's personal dress and grooming standards, provided that they comply with the general guidelines set out above and with the student dress code outlined in the student handbook.**

### Implementation

~~In order to require students to wear uniforms the District shall, in consultation with the District Educational Improvement Council (DEIC), request Board approval to institute a uniform requirement. The request must be approved by the Board at least 90 calendar days prior to the implementation date of the uniform requirement. The request presented to the Board must:~~

- ~~1. Include a detailed and specific description of the uniform;~~
- ~~2. Include a plan and funding source(s) for providing uniforms for educationally disadvantaged students;~~
- ~~3. Be consistent with the provisions of this dress code policy;~~
- ~~4. Specify disciplinary consequences for students who violate the uniform requirements.~~

~~Any such process and procedures must include the opportunity for the parent or guardian, having provided a written statement, to~~

STUDENT CONDUCT  
DRESS CODE

FNCA  
(LOCAL)

|                                   |   |
|-----------------------------------|---|
|                                   | <del>have the Board or its designee determine whether the parent has made a bona fide religious or philosophical objection to the uniform requirement.</del>  |
| <b>Funding</b>                    | <p><del>The District's public funds shall not be used to purchase uniforms without specific approval by the Board. The funding source for providing uniforms for students unable to pay may include one or more of the following:</del></p> <ol style="list-style-type: none"><li><del>1. Donations, gifts, and/or grants;</del></li><li><del>2. Funds generated at the campus level by students, staff, Parent Involvement (PI), and/or business/community partners;</del></li><li><del>3. Title I, Part A (schoolwide funds); or</del></li><li><del>4. Any other source as approved by the Board.</del></li></ol> |
| <b>Evaluation</b>                 | <p><del>The District shall design an evaluation instrument to measure the effect of the mandatory uniform requirement on the overall instructional program. All groups involved shall participate in the evaluation process. Schools shall be evaluated at the end of the first year of implementation. Thereafter, the evaluation of the uniform program shall be included in the District and campus improvement plans.</del></p>   |
| <b>Compliance</b>                 | <p><del>To ensure a smooth transition to the mandatory uniform policy, a five-day grace period at the beginning of the school year shall be observed by each participating school during the first year of implementation.</del></p>  |
| <b>Extracurricular Activities</b> | <p>The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students who violate dress and grooming standards established for such an activity may be removed or excluded from the activity for a period determined by the principal or sponsor and may be subject to other disciplinary action, as specified in the Student Code of Conduct.<br/>[See FO series]</p>  |

## PROPOSED REVISIONS

### See pgs. 3-4

#### **Student Code of Conduct**

The District's rules of discipline are maintained in the Board-adopted Student Code of Conduct and are established to support an environment conducive to teaching and learning.

Rules of conduct and discipline shall not have the effect of discriminating on the basis of gender, race, color, disability, religion, ethnicity, or national origin.

At the beginning of the school year and throughout the school year as necessary, the Student Code of Conduct shall be:

1. Posted and prominently displayed at each campus or made available for review in the principal's office, as required by law; and
2. Made available on the District's website and/or as a hard copy to students, parents, teachers, administrators, and others on request.

#### Revisions

Revisions to the Student Code of Conduct approved by the Board during the year shall be made available promptly to students and parents, teachers, administrators, and others.

#### **Extracurricular Standards of Behavior**

With the approval of the principal and Superintendent, sponsors and coaches of extracurricular activities may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards. Extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off school property.

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

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

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

STUDENT DISCIPLINE

FO  
(LOCAL)

**“Parent” Defined**

Throughout the Student Code of Conduct and discipline policies, the term “parent” includes a parent, legal guardian, or other person having lawful control of the child.

**General Discipline Guidelines**

A District employee shall adhere to the following general guidelines when imposing discipline:

1. A student shall be disciplined when necessary to improve the student’s behavior, to maintain order, or to protect other students, school employees, or property.
2. A student shall be treated fairly and equitably. Discipline shall be based on an assessment of the circumstances of each case. Factors to consider shall include:
  - a. The seriousness of the offense;
  - b. The student’s age;
  - c. The frequency of misconduct;
  - d. The student’s attitude;
  - e. The potential effect of the misconduct on the school environment;
  - f. Requirements of Chapter 37 of the Education Code; and
  - g. The Student Code of Conduct adopted by the Board.
3. Before a student under 18 is assigned to detention outside regular school hours, notice shall be given to the student’s parent to inform him or her of the reason for the detention and permit arrangements for necessary transportation.

**Corporal Punishment**

Corporal punishment may be used as a discipline management technique in accordance with this policy and the Student Code of Conduct.

Corporal punishment shall not be administered to a student whose parent has submitted to the principal a signed statement for the current school year prohibiting the use of corporal punishment with his or her child. The parent may reinstate permission to use corporal punishment at any time during the school year by submitting a signed statement to the principal.

Guidelines

Corporal punishment shall be limited to spanking or paddling the student and shall be administered in accordance with the following guidelines:

1. The student shall be told the reason corporal punishment is being administered.

STUDENT DISCIPLINE

FO  
(LOCAL)

2. Corporal punishment shall be administered only by the principal or designee.
3. Corporal punishment shall be administered only by an employee who is the same sex as the student.
4. The instrument to be used in administering corporal punishment shall be approved by the principal.
5. Corporal punishment shall be administered in the presence of one other District professional employee and in a designated place out of view of other students.

Disciplinary  
Records

The disciplinary record reflecting the use of corporal punishment shall include any related disciplinary actions, the corporal punishment administered, the name of the person administering the punishment, the name of the witness present, and the date and time of punishment.

**Physical Restraint**

**Note:** A District employee may restrain a student with a disability who receives special education services only in accordance with law. [See FOF(LEGAL)]

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

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

**Video and Audio  
Monitoring**

**Video and audio recording equipment shall be used for safety purposes to monitor student behavior on District property.**

**The District shall post signs notifying students and parents about the District's use of video and audio recording equipment. Students shall not be notified when the equipment is turned on.**

**Use of Recordings**

**The principal shall review recordings as needed, and evidence of student misconduct shall be documented. A student found**

STUDENT DISCIPLINE

FO  
(LOCAL)

|                      |   |
|----------------------|---|
|                      | to be in violation of the District's Student Code of Conduct shall be subject to appropriate discipline.  |
| Access to Recordings | Recordings shall remain in the custody of the campus principal and shall be maintained as required by law. A parent or student who wishes to view a recording in response to disciplinary action taken against the student may request such access under the procedures set out by law. [See FL(LEGAL)] |

## **DELETE POLICY**

### **Policy**

The District shall make every reasonable attempt to keep the public informed of its policies, administrative operations, objectives, and educational programs. Full and accurate information of school plans and programs shall be provided to students, parents, teachers, staff, and the general public.

The purpose of this policy is to facilitate communication among students, parents, teachers, staff, and the general public with the Board and the Superintendent in order to help improve instructional programs, productivity, and effectiveness.

This communications policy shall consist of advice, counsel, and exchange of information within the guidelines and statutes of the state of Texas. Nothing in this policy shall infringe upon or diminish in any way the exclusive power of the Board to govern or oversee the management of the public schools of the District granted by the Texas Education Code, Section 11.151(b) or the power of the Superintendent to manage the District under Texas Education Code, Section 11.201.

The Board shall set an example for school employees in dealing with the public.

### **Facilitating Communications**

It is the conviction and belief of the Board that:

1. The public has a right to know about all aspects of the schools and their operation.
2. The schools are only as strong as the informed support of the people of the community.
3. The support of the people must be based upon their knowledge of, their understanding about, and the participation in the aims and efforts of the District.

### **Board-Staff Communications**

All communications between the Board and the staff shall be coordinated through the Superintendent.

### **Publications**

All pamphlets, magazines, reports, and bulletins published by the District shall be approved by the Superintendent or designee. Local school publications shall be produced in accordance with Policy FMA.

### **Advisory Groups**

The Superintendent shall be responsible for approving the formation and implementation of advisory groups needed to ensure appropriate channels for community involvement and shall keep the Board informed regarding the groups, findings and recommendations.

PUBLIC INFORMATION PROGRAM  
SCHOOL COMMUNICATIONS PROGRAM

GBB  
(LOCAL)

**Partnerships**

Under the supervision of the Superintendent or designee, the schools may enter into partnerships, such as Adopt-a-School programs, that enhance educational opportunities. Periodically, the Board shall recognize partners and their achievements.

**Community  
Organizations**

The Superintendent or designee shall represent the District in community or governmental organizations and task forces for the mutual benefit of the community and the schools. By participation in such community-based organizations, the Superintendent shall seek to involve and inform the organizations regarding the schools and create public support for education.

### PROPOSED REVISIONS

#### News Releases

News releases concerning political or controversial issues or the overall operation of District schools, or involving more than one campus, shall be made only by the Superintendent ~~or designee~~.

Other news releases concerning athletic events, programs, and activities at an individual campus shall be made by the Superintendent ~~or designee~~.

#### Communications During a Crisis

In any crisis situation affecting the District or an individual campus, the Superintendent ~~or designee~~ shall be the official District spokesperson and shall be responsible for all communication with the news media.

## PROPOSED REVISIONS

The District has established a limited open forum for nonschool use of District facilities in accordance with this policy.

The District shall provide equal access to youth groups designated in federal law, including the Boy Scouts, as it provides to other nonschool users of District facilities. [See Patriotic Societies in GKD(LEGAL)]

### Scope of Use

The District shall permit nonschool use of designated District facilities for educational, recreational, civic, or social activities when these activities do not conflict with school use or with this policy.

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

---

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

- Use by employee professional organizations: DGA
- Use of facilities for school-sponsored and school-related activities: FM
- Use by noncurriculum-related student groups: FNAB
- Use by District-affiliated school-support organizations: GE

### Nonprofit Fundraising

The District shall permit nonprofit organizations to conduct fundraising events on District property when these activities do not conflict with school use or with this policy.

### For-Profit Use

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

### Scheduling

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

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

### Approval of Use

The Superintendent is authorized to approve any nonschool use of any District facility.

COMMUNITY RELATIONS  
NONSCHOOL USE OF SCHOOL FACILITIES

GKD  
(LOCAL)

|                         |   |
|-------------------------|---|
| Exception               | No approval shall be required for nonschool-related recreational use of the District's unlocked, outdoor recreational facilities, such as the track, playgrounds, tennis courts, and the like, when the facilities are not in use by the District or for a scheduled nonschool purpose.   |
| Emergency Use           | In case of emergencies or disasters, the Superintendent may authorize the use of <del>school</del> District facilities by civil defense, health, or emergency service authorities.  |
| <b>Repeated Use</b>     | The District shall permit repeated use by any group or organization for nonschool purposes no more frequently than once a month.  |
| Exception               | The limitations on repeated use by a nonschool group or organization shall not apply to any group or organization when the primary participants in the activities are school-aged children.   |
| <b>Use Agreement</b>    | Any organization or individual approved for a nonschool use of District facilities shall be required to complete a written agreement indicating receipt and understanding of this policy and any applicable administrative regulations, and acknowledging that the District is not liable for any personal injury or damages to personal property related to the nonschool use.   |
| <b>Fees for Use</b>     | <p>Nonschool users shall be charged a fee for the use of designated District facilities.</p> <p>The <del>business office</del>facility use committee shall establish and publish a schedule of fees based on the cost of the physical operation of the facilities, as well as any applicable personnel costs for supervision, custodial services, food services, security, and technology services.</p>   |
| Exceptions              | <p><b>Fees shall not be charged when District facilities are used:</b></p> <ol style="list-style-type: none"><li><b>For public meetings sponsored by state or local governmental agencies; or</b></li><li><b>By District employee professional organizations. [see DGA]</b></li></ol> <p><del>Fees shall not be charged for use by when school buildings are used for public meetings sponsored by state or local governmental agencies.</del></p> <p><del>Fees shall not be charged for use by District employee professional organizations. [See DGA]</del></p> |
| <b>Required Conduct</b> | <p>Persons or groups using <del>school</del>District facilities shall:</p> <ol style="list-style-type: none"><li>Conduct business in an orderly manner.</li></ol>   |

COMMUNITY RELATIONS  
NONSCHOOL USE OF SCHOOL FACILITIES

GKD  
(LOCAL)

2. Abide by all laws and policies, including but not limited to those prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, and firearms, and the use of tobacco products **or e-cigarettes** on school property. [See GKA]
3. Make no alteration, temporary or permanent, to school property without prior written consent from the Superintendent.

All groups using ~~school~~**District** facilities shall be responsible for the cost of repairing any damages incurred during use and shall be required to indemnify the District for the cost of any such repairs.

NONSCHOOL USE OF SCHOOL FACILITIES  
DISTRIBUTION OF NONSCHOOL LITERATURE

GKDA  
(LOCAL)

**PROPOSED REVISIONS**

**Distribution of  
Nonschool Literature  
Permitted**

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the District or by a District-affiliated school-support organization shall not be sold, circulated, distributed, or posted on any District premises by any District employee or by persons or groups not associated with the District, except in accordance with this policy.

The District shall not be responsible for, nor shall the District endorse, the contents of any nonschool literature distributed on any District premises.

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

**Limitations on  
Content**

Nonschool literature shall not be distributed on District property if:

1. The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.
2. The materials endorse actions endangering the health or safety of students.
3. The materials promote illegal use of drugs, alcohol, or other controlled substances.
4. The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person.
5. The materials contain defamatory statements about public figures or others.
6. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
7. The materials are hate literature or similar publications that scurrilously attack ethnic, religious, or racial groups or contain content aimed at creating hostility and violence, and the materials would materially and substantially interfere with school activities or the rights of others.
8. There is reasonable cause to believe that distribution of the nonschool literature would result in material and substantial interference with school activities or the rights of others.

**Prior Review**

All nonschool literature intended for distribution on school campuses or other District premises under this policy shall be submitted to the **principal** **Superintendent** for prior review in accordance with the following:

NONSCHOOL USE OF SCHOOL FACILITIES  
DISTRIBUTION OF NONSCHOOL LITERATURE

GKDA  
(LOCAL)

1. Materials shall include the name of the person or organization sponsoring the distribution.
2. Using the standards found in this policy at Limitations on Content, the ~~principal~~ ~~Superintendent~~ shall approve or reject submitted materials within two school days of the time the materials were received.

**Exceptions to Prior Review**

Prior review shall not be required for distribution of nonschool literature in the following circumstances:

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

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

Even when prior review is not required, all other provisions of this policy shall apply.

**Time, Place, and Manner Restrictions**

Each ~~campus~~ principal shall designate times, locations, and means by which nonschool literature that is appropriate for distribution, as provided in this policy, may be made available or distributed to students or others at the principal's campus.

The Superintendent shall designate times, locations, and means for distribution of nonschool literature at District facilities other than school campuses, in accordance with this policy.

**Violations of Policy**

Failure to comply with this policy regarding distribution of nonschool literature shall result in appropriate administrative action, including but not limited to confiscation of nonconforming materials and/or suspension of use of District facilities. Appropriate law enforcement officials may be called if a person refuses to comply with this policy or fails to leave the premises when asked. [See GKA]

**Appeals**

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