



UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

TOPIC: First and Final Reading of Policies Dealing with District of Innovation

SUBMITTED BY: Gloria S. Rendon **OF:** Superintendent's Office

APPROVED FOR TRANSMITTAL TO SCHOOL BOARD: _____

DATE ASSIGNED FOR BOARD CONSIDERATION: January 24, 2018

RECOMMENDATIONS

It is recommended that the Board of Trustees approve First and Final Reading of the following policies relating to District of Innovation:

AF LOCAL: Innovation Districts

DBA LOCAL: Employment Requirements and Restrictions Credentials and Records

DK LOCAL: Assignments and Schedules

EB LOCAL: School Year

FEC LOCAL: Attendance-Attendance for Credit

FO LOCAL: Student Discipline

RATIONALE:

BUDGETARY INFORMATION:

BOARD POLICY REFERENCE AND COMPLIANCE:

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](#).¹

¹ Innovation Plan: [<http://web1.usd.net/about-united-isd/district-of-innovation>]

PROPOSED REVISIONS

Note: [This local policy has been revised in accordance with the District's innovation plan.](#)¹

UPDATING
CREDENTIALS

All employees who have earned certificates, endorsements, or degrees of higher rank since the previous school year shall file with the District:

1. An official college transcript showing the highest degree earned and date conferred.
2. Proof of the certificate or endorsement.

CONTRACT
PERSONNEL

The Superintendent or designee shall ensure that contract personnel possess valid credentials before issuing contracts.

STATE TEACHER
CERTIFICATION

In accordance with the District's innovation plan, the District is exempt from the state law that generally requires school districts to hire teachers who are certified by the State Board for Educator Certification. State certification shall not be required for teachers of career and technical education and dual credit courses. In addition, the Superintendent shall have the authority to permit a certified teacher to teach up to one course outside his or her certified field(s). All other teaching assignments shall require certification in accordance with state law. [See DK]

SOCIAL SECURITY
NUMBER

The District shall not use an employee's social security number as an employee identifier, except for tax purposes [see DC]. In accordance with law, the District shall keep an employee's social security number confidential.

¹ Innovation Plan: [<http://web1.uisd.net/about-united-isd/district-of-innovation>]

PROPOSED REVISIONS

Note: [This local policy has been revised in accordance with the District's innovation plan.¹](#)

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.

Assignment and transfer of professional staff members to positions in various District schools, divisions, or departments shall be a joint effort by administrators and shall be consistent with District-approved personnel actions. [See BQ series and DK(LEGAL)]

When possible, without violating contract obligations or policy provisions, the principal or department supervisor shall have input into the selection and placement of personnel. Assignments shall be made to budgeted or approved positions only. If a vacancy exists for which an employee returning from leave is qualified, the employee returning shall have priority in being assigned to the vacancy on the campus or department where last assigned.

CAMPUS ASSIGNMENTS

[In accordance with the District's local innovation plan exemption regarding SBEC certification \[see DBA\], the Superintendent shall have the authority to approve a request by the principal for a qualified individual with experience in a career and technical education \(CTE\) field or an adjunct faculty member from an institute of higher education to teach a CTE course or dual credit course, respectively, in accordance with the District's local innovation plan. In addition, the Superintendent shall have the authority to approve the principal's request to assign a certified teacher to teach up to one CTE course outside his or her certified field\(s\). All other teaching assignments shall require certification in accordance with state law. \[See DBA\]](#)

SUPERVISION OF RELATIVES PROHIBITED

No person shall be assigned to a campus or department where a member of his or her own family who is related by blood (consanguinity) within the third degree or by marriage (affinity) within the second degree serves as an administrator. [See DBE(EXHIBIT)]

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DK
(LOCAL)

Adopted or foster relationships shall be treated as natural relationships. For the purposes of this policy, the term "administrator" shall not mean counselor, librarian, or coordinator.

REASSIGNMENT
WITHIN CAMPUS OR
DEPARTMENT

The campus principal or department supervisor shall be responsible for the assignment and reassignment of all personnel to the specific grade, subject area, or position for which the employee is qualified in his or her area of certification or skill level within the campus or department. Requests from employees for changes in assignment at the campus or department shall be submitted in writing to the principal or department supervisor.

TRANSFER

The primary reason for transfers shall be for improvement of the District's instructional programs. Generally, an employee shall be considered eligible for transfer only after he or she has been assigned to a campus for three or more years; however, the Superintendent may approve an employee transfer request sooner if it is made on the basis of an extreme hardship. For purposes of this policy, extreme hardship may include, but not be limited to, physical or personal circumstances that necessitate transfer to another campus.

The Superintendent shall consider District needs and campus demographics in establishing an allowable maximum percentage of transfers per campus.

Principals shall submit recommendations to the District human resources department concerning personnel assignments at their respective schools.

All personnel may request a transfer to another employment position within the District. Individuals electing to seek assignments to other campuses, positions, locations, and the like shall complete the District transfer form, which shall be submitted to the campus administrator or department supervisor and then to the human resources department. The human resources department shall coordinate the transfer with the appropriate administrator. A transfer shall not be made during the school year except in unusual or exceptional cases, as approved by the Superintendent. The Superintendent shall make the final decision on all transfer requests and shall consider the District's needs and campus demographics in establishing the maximum allowable percentage of transfers. The Superintendent shall consider the following factors in approving or declining a transfer in the following order:

1. Identified needs of District campuses, departments, special assignments, and/or staffing-management committee recommendations.

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(LOCAL)

2. Analysis of the number of transfer requests.
3. Date of hire.
4. Employee certification.
5. Years of experience in the District.
6. Years of experience at the present campus.
7. Years of experience at the present grade or assignment.

During the spring semester, a designated date shall be announced, and the associate superintendent of support services shall furnish the Superintendent with a projection of estimated student enrollment for the next school year, as well as a projection of staff needs.

PROFESSIONAL /
PARA-
PROFESSIONAL
REASSIGNMENT

The factors to be considered in the reassignment of professional and paraprofessional staff members shall be in the following order:

1. Identified needs of District campuses, departments, special assignments, and/or staffing-management committee recommendations.
2. Analysis of transfer volunteer requests.
3. Date of hire.
4. Employee certification.
5. Years of experience in the District.
6. Years of experience at the present campus.
7. Years of experience at the present grade or assignment.

Personnel may be reassigned at anytime in the best interest of the District as determined by the Superintendent.

Shifts in student population, the opening of a new school, and/or budgetary necessity may cause decreases or reductions in personnel allocations or reassignment of personnel from a campus or department. The human resources department shall be responsible for determining the individuals who shall be reassigned with the approval of the Superintendent.

PRINCIPAL'S
APPROVAL

Procedures to be followed by the principal in approving staff assignments are:

1. Identify the campus personnel needs;
2. Notify the human resources department of campus needs;

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(LOCAL)

3. Select qualified applicants from the pool of pre-screened applicants (i.e., those who have been screened and have met all requirements) provided by the human resources department.
4. Schedule and conduct interviews; and
5. Notify the human resources department in writing of his or her choice of applicants;

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.

TARDINESS

Employees are expected to arrive at work at the time designated by their supervisors. Unexcused or excessive tardiness may result in disciplinary action, including termination of employment.

EMPLOYEE WORK
YEAR

Full-time employees shall render service in accordance with the following provisions:

1. Beginning and ending work dates for each employee category shall be designated in the official salary notice.
2. Leave such as for personal illness, illness in the family, death in the family, and personal business shall be considered as leave with pay, as stipulated in DEC(LOCAL).
3. Holiday schedules for various employment periods shall be issued by the Superintendent.
4. A pay rate for each employee's workday shall be calculated from the annual pay scale.
5. Unless approved by the Superintendent or in emergency situations, employees shall work only the total number of days provided in the funding source for the position.

In cases of emergency, or when schools must close, the Superintendent is authorized to modify the above provisions within the constraints of the law.

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EMPLOYEE WORK
SCHEDULES

Teachers shall be on duty at least seven hours and 45 minutes each day as determined by the school principal. A principal may require additional duty time for in-service training, staff meetings, and/or "parent/teacher nights" with as much notice as possible to the teachers, unless urgent circumstances arise that demand immediate attention.

Paraprofessional and auxiliary/classified personnel, with the exception of transportation and department of safety personnel, shall be on duty seven to eight hours each day, as determined by their individual job assignments and by the principal or department supervisor.

All other professional and support personnel shall be on duty a minimum of eight hours each day. Additional duty time shall be expected when necessary to accomplish individual jobs in a satisfactory and professional manner, as determined by the principal or department supervisor.

For purposes of guidance, the following minimums are suggested:

1. Employees on Administrative/Professional Scale (pay grades 1–11) — at least 40 hours per week.
2. Employees on Teacher Job Scale (teachers and nurses) — at least seven hours and 45 minutes per day.
3. Paraprofessional Employees — seven to eight hours per day, depending on position, with a weekly range of 35–40 hours.
4. Auxiliary/Classified Employees — six to eight hours per day, depending on position, with a weekly range of 30–40 hours.

APPEALS

Appeals shall be made in accordance with DGBA(LOCAL).

¹ Innovation Plan: [http://web1.uisd.net/about-united-isd/district-of-innovation]

PROPOSED REVISIONS

Note: [This local policy has been revised in accordance with the District's innovation plan.¹](#)

SCHOOL START DATE

In accordance with the District's innovation plan, the District is exempt from the state law that generally prohibits instruction for students from beginning before the fourth Monday in August. Instruction for students shall begin no earlier than the third Monday in August.

SCHOOL CALENDAR

The Superintendent shall be authorized to approve variations from the Board-adopted school calendar, as necessary.

SCHOOL CLOSURE

The Board delegates to the Superintendent the authority to close schools for reasons of public health and safety.

¹ Innovation Plan: [<http://web1.uisd.net/about-united-isd/district-of-innovation>]

PROPOSED REVISIONS

Note: This local policy has been revised in accordance with the District's innovation plan.¹

In accordance with the District's innovation plan, the District is exempt from state law regarding minimum attendance for credit or a final grade for a student in kindergarten through grade 12.

In accordance with administrative procedures, factors including assignments, tests, projects, classroom activities, and other instructional activities shall be used to determine student mastery and the awarding of credit or a final grade. [See EIA]

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

CONSIDERATION OF
ALL ABSENCES

~~All absences 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 or designee 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.~~

~~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.~~

	<p>Students who have lost credit or have 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.</p>
<p>PERSONAL ILLNESS</p>	<p>If a student has established a questionable pattern of absences, the principal or attendance committee may require that a student present a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances.</p>
<p>GUIDELINES ON EXTENUATING CIRCUMSTANCES</p>	<p>The attendance committee shall adhere to the following guidelines to determine attendance for award of credit or a final grade:</p>
<p>DAYS OF ATTENDANCE</p>	<p>1. If makeup work is completed satisfactorily, excused absences that are allowed under compulsory attendance requirements shall be considered days of attendance for award of credit or final grade. [See FEA(LEGAL) at EXCUSED ABSENCES FOR COMPULSORY ATTENDANCE DETERMINATIONS]</p>
<p>TRANSFERS / MIGRANT STUDENTS</p>	<p>2. A transfer or migrant student incurs absences only after his or her enrollment in the District.</p>
<p>DOCUMENTATION</p>	<p>3. The committee shall consider the acceptability and authenticity of documented reasons for the student's absences.</p>
<p>CONSIDERATION OF CONTROL</p>	<p>4. The committee shall consider whether the absences were for reasons out of the student's or parent's control.</p>
<p>STUDENT'S ACADEMIC RECORD</p>	<p>5. The committee shall consider whether or not the student has completed assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.</p>
<p>INFORMATION FROM STUDENT OR PARENT</p>	<p>6. 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.</p>
<p>BEST INTEREST STANDARD</p>	<p>In reaching consensus regarding a student's absences, the committee shall attempt to ensure that its decision is in the best interest of the student. The Superintendent or designee shall develop administrative regulations addressing the committee's documentation of the decision.</p>
<p>IMPOSING CONDITIONS FOR AWARDED CREDIT OR A FINAL GRADE</p>	<p>The committee may impose any of the following conditions for students with excessive absences to regain credit or be awarded a final grade:</p> <p>1. Completing additional assignments, as specified by the committee or teacher.</p>

- ~~2. Attending tutorial sessions as scheduled, which may include Saturday classes or before and after school programs.~~
- ~~3. Maintaining the attendance standards for the rest of the semester.~~
- ~~4. Taking an examination to earn credit. [See EHDB]~~
- ~~5. Attending a flexible school day program.~~
- ~~6. Attending summer school.~~

~~In all cases, the student must also 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).~~

~~[Innovation Plan: \[http://web1.uisd.net/about-united-isd/district-of-innovation\]](http://web1.uisd.net/about-united-isd/district-of-innovation)~~

PROPOSED REVISIONS

Note: This local policy has been revised in accordance with the District's innovation plan.¹

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, along with other District publications such as the student handbook, Bus Rider's Guide, and Technology Use Guide, 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.

CAMPUS BEHAVIOR COORDINATOR

In accordance with the District's innovation plan, the District is exempt from the state law requiring that a single person at each campus be designated to serve as the campus behavior coordinator (CBC).

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.

STUDENT DISCIPLINE

FO
(LOCAL)

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.

"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

The schools shall strive to provide for the basic welfare, educational opportunity, and safety of all students. Student conduct in the schools shall be supervised in an attempt to provide for reasonable order and courtesy and the recognition of student rights and responsibilities.

School authorities shall give clear guidance to staff members concerning discipline procedures, teacher authority, and limitations as to personal actions.

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

STUDENT DISCIPLINE

FO
(LOCAL)

parent to inform him or her of the reason for the detention and permit arrangements for necessary transportation.

CORPORAL
PUNISHMENT

The Board prohibits the use of corporal punishment in the District by any employee, parent, legal guardian, or patron of the District. Students shall not be spanked, paddled, or subjected to other physical force as a means of discipline for violations of the Student Code of Conduct.

PHYSICAL RESTRAINT

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. 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.
4. Control an irrational student.
5. Protect property from serious damage.

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

VIDEO AND AUDIO
MONITORING

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

USE OF
RECORDINGS

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

¹ [Innovation Plan: \[http://web1.uisd.net/about-united-isd/district-of-innovation\]](http://web1.uisd.net/about-united-isd/district-of-innovation)