



Meeting Date: February 18, 2021

Submitted By: Dr. Jeanette Ball
Title: Superintendent

Agenda Item: Consider and take action regarding approving the additions/revisions/deletions of (LOCAL) policies reflected in the summary of recommendations resulting from the Policy Review Session conducted in November 2019, as prepared by TASB Policy Services

CONSENT ITEM

RECOMMENDATION:

In the fall of 2019 Judson ISD consulted with TASB to verify that all our policies were updated. With the support and help from TASB we are recommending the updates to our policies. It is being recommended that the board approve the attached detailed recommendations for changes that were discussed by the staff and board of trustees during the review of the district's localized policy manual as presented by TASB.

IMPACT/RATIONALE:

The approval of these policies would allow Judson ISD to be current and up to date with our board policies.

BOARD ACTION REQUESTED:

Approval/Disapproval



Local Policies included in Policy Review Updates:

1. AA(LOCAL): DISTRICT LEGAL STATUS
2. AB(LOCAL): DISTRICT NAME
3. AC(LOCAL): GEOGRAPHIC BOUNDARIES
4. AE(LOCAL): EDUCATIONAL PHILOSOPHY
5. AF(LOCAL): INNOVATION DISTRICTS
6. BBB(LOCAL): BOARD MEMBERS - ELECTIONS
7. BBBA(LOCAL): ELECTIONS - CONDUCTING ELECTIONS
8. BBE(LOCAL): BOARD MEMBERS – AUTHORITY
9. BBF(LOCAL): BOARD MEMBERS – ETHICS
10. BBG(LOCAL): BOARD MEMBERS – COMPENSATION AND EXPENSES
11. BDAA(LOCAL): OFFICERS AND OFFICIALS – DUTIES AND REQUIREMENTS OF BOARD OFFICERS
12. BE(LOCAL): BOARD MEETINGS
13. BJB(LOCAL): SUPERINTENDENT – RECRUITMENT AND APPOINTMENT
14. BP(LOCAL): ADMINISTRATIVE REGULATIONS
15. BQA(LOCAL): PLANNING AND DECISION-MAKING PROCESS – DISTRICT-LEVEL
16. BQB(LOCAL) PLANNING AND DECISION-MAKING PORCESS – CAMPUS-LEVEL
17. CC(LOCAL): LOCAL REVENUE SOURCES
18. CDA(LOCAL): OTHER REVENUES – INVESTMENTS
19. CFC(LOCAL): ACCOUNTING – AUDITS
20. CFG(LOCAL): ACCOUNTING – CASH IN SCHOOL BUILDINGS
21. CHB(LOCAL): PURCHSING AND ACQUISITION – PETTY CASH ACCOUNT
22. CKB(LOCAL): SAFETY PROGRAM/RISK MANAGEMENT – ACCIDENT PREVENTION AND REPORTS
23. CQ(LOCAL): TECHNOLOGY RESOURCES
24. CQC(LOCAL): TECHNOLOGY RESOURCES – EQUIPMENT
25. CRD(LOCAL): INSURANCE AND ANNUITITES MANAGEMENT – HEALTH AND LIFE INSURANCE
26. CV(LOCAL): FACILITIES CONSTRUCTION
27. CW(LOCAL): NAMING FACILITIES
28. CY(LOCAL): INTELLECTUAL PROPERTY
29. DC(LOCAL): EMPLOYMENT PRACTICES
30. DCB(LOCAL): EMPLOYMENT PRACTICES – TERM CONTRACTS
31. CDC(LOCAL): EMPLOYMENT PRACTICES – AT-WILL EMPLOYMENT
32. DCE (LOCAL): EMPLOYMENT PRACTICES – OTHER TYPES OF CONTRACTS
33. DEA(LOCAL): COMPENSATION AND BENEFITS – COMPENSATION PLAN
34. DEC(LOCAL): EOMPENSATION AND BENEFITS – LEAVES AND ABSENCES
35. DEE(LOCAL): EOMPENSATION AND BENEFITS – EXPENSE REIMBURSEMENT
36. DFE(LOCAL): TERMINATION OF EMPLOYMENT – RESIGNATION
37. DGA(LOCAL): EMPLOYEE RIGHTS AND PRIVILEGES – FREEDOM OF ASSOCIATION
38. DK(LOCAL): ASSIGNMENT AND SCHEDULES
39. DP(LOCAL): PERSONNEL POSITIONS
40. EB(LOCAL): SCHOOL YEAR



41. EH(LOCAL): CURRICULUM DESIGN
42. EHAD(LOCAL): BASIC INSTRUCTIONAL PROGRAM – ELECTIVE INSTRUCTION
43. EHBC(LOCAL): SPECIAL PROGRAMS – COMPENSATORY/ACCELERATED SERVICES
44. EHBE(LOCAL): SPECIAL PROGRAMS – BILINGUAL EDUCATION/ESL
45. EHDD(LOCAL): ALTERNATIVE METHODS FOR EARNING CREDIT – COLLEGE COURSE WORK/DUAL CREDIT
46. EIF(LOCAL): ACADEMIC ACHIEVEMENT - GRADUATION
47. EMA(LOCAL): MISCELLANEOUS INSTRUCTIONAL POLICIES – ACADEMIC FREEDOM
48. FD(LOCAL): ADMISSIONS
49. FDA(LOCAL): ADMISSIONS – INTERDISTRICT TRANSFERS
50. FDB(LOCAL): ADMISSIONS – INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS
51. FEE(LOCAL): ATTENDANCE – OPEN/CLOSED CAMPUS
52. FFA(LOCAL): STUDENT WELFARE – WELLNESS AND HEALTH SERVICES
53. FFAC(LOCAL): WELLNESS AND HEALTH SERVICES – MEDICAL TREATMENT
54. FFFA(LOCAL): STUDENT SAFETY – SUPERVISION OF STUDENTS
55. FL(LOCAL): STUDENT RECORDS
56. FM(LOCAL): STUDENT ACTIVITIES
57. FMD(LOCAL): STUDENT ACTIVITIES – SOCIAL EVENTS
58. FMH(LOCAL): STUDENT ACTIVITIES – COMMENCEMENT
59. FNA(LOCAL): STUDENT RIGHTS AND RESPONSIBILITIES – STUDENT EXPRESSION
60. FNAA(LOCAL): STUDENT EXPRESSION – DISTRIBUTION OF NONSCHOOL LITERATURE
61. FNCA(LOCAL): STUDENT CONDUCT – DRESS CODE
62. FP(LOCAL): STUDENT FEES, FINES, AND CHARGES
63. GBB(LOCAL): PUBLIC INFORMATION PROGRAM – SCHOOL COMMUNICATIONS PROGRAM
64. GE(LOCAL): RELATIONS WITH PARENT ORGANIZATIONS
65. GKD(LOCAL): COMMUNITY RELATIONS – NONSCHOOL USE OF SCHOOL FACILITIES
66. GKDA(LOCAL): NONSCHOOL USE OF SCHOOL FACILITIES – DISTRIBUTION OF NONSCHOOL LITERATURE

DELETE POLICY

The name of this school district is the Judson Independent School District, herein referred to as “the District.”

Name Source

The District was named June 25, 1958, for Moses Campbell Judson (1861–1950), long-time member of the Bexar County School Board and civic leader in the San Antonio area.

Origin of the District

The District was created as the result of action by the electors at a conversion election held on December 10, 1966. Prior to this date, the District functioned as Judson Rural High School District No. 8 of Bexar County.

Judson ISD
015916

DISTRICT NAME

AB
(LOCAL)

PROPOSED POLICY

The name of this school district is the Judson Independent School District, herein referred to as "the District."

DELETE POLICY

The official map of the geographic boundaries may be found in the Superintendent's office and the tax office.

Metes and Bounds

Official metes and bounds of the District are on file in the office of the County Clerk, Bexar County, volume 5683, page 418.

PROPOSED REVISIONS

- Mission** All District students shall receive a quality education enabling them to become successful in a global society.
- Vision** The District is “Producing Excellence.”
- Values** The Board embraces the following core values:
1. Students first;
 2. Loyalty;
 3. Accountability;
 4. Two-way communication;
 5. Safe and secure environment;
 6. Integrity and mutual respect;
 7. Results oriented; and
 8. Teamwork.

Strategic Objectives and Goals

- ~~The Board has adopted the following goals:~~
- ~~1. Demonstrate sustained growth in student achievement. The District shall:
 - ~~a. Improve, sustain, and support academic student performance at or beyond grade level.~~
 - ~~b. Develop and implement programs for social and emotional learning.~~
 - ~~c. Emphasize college and career readiness.~~
 - ~~d. Enforce student discipline.~~~~
 - ~~2. Recruit, hire, develop, and retain an effective workforce that reflects the cultural diversity of our students. The District shall:
 - ~~a. Develop and implement an effective and efficient recruiting and selection process.~~
 - ~~b. Develop and implement a District professional development plan.~~
 - ~~c. Build an effective retention program (incentives, salaries, benefits, rewards, and recognition.)~~~~
 - ~~3. Engage our stakeholders and partners to build a shared vision of District success. The District shall:~~

- ~~a. Develop and implement a long-term strategic communication plan.~~
- ~~b. Develop and implement programs to involve and engage stakeholders.~~
- ~~4. Align resources to support the vision of the District. The District shall:~~
 - ~~a. Develop and implement a long-term financial plan.~~
 - ~~b. Develop and implement a long-term technology plan.~~
 - ~~c. Develop and implement a long-term strategic human resource plan.~~
 - ~~d. Develop and implement a long-term facilities plan.~~
- ~~5. Continually evaluate and improve District processes and procedures to maximize efficiency and effectiveness. The District shall:~~
 - ~~a. Identify and document core operational procedures and processes.~~
 - ~~b. Review and improve documented processes and procedures for effectiveness and timeliness.~~
- ~~6. Ensure effective leadership through implementation of a sustainable leadership system. The District shall:~~
 - ~~a. Establish a leadership development program.~~
 - ~~b. Develop and implement a succession plan.~~
 - ~~c.a. Develop a student leadership program.~~

PROPOSED 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: www.judsonisd.org

PROPOSED REVISIONS

Membership	The Board shall consist of seven members.
Method of Election	Election of Board members shall be a combination of at large by place and by single-member districts.
Election Date	General election of Board members shall be on the May uniform election date.
Terms and Election Schedule	Two Board members shall be elected at large by place for four-year terms, with elections conducted biennially, as follows:
At Large <i>Places 6 and 7</i>	The election for Places 6 and 7 shall be held in 2019 , 2023, 2027, 2031 and in four-year intervals thereafter.
Single-Member Districts	Five Board members shall be elected by single-member districts for four-year terms, with elections conducted biennially, as follows:
<i>District 1</i>	The election for single-member District 1 shall be held in 2019 , 2023, 2027, 2031 and in four-year intervals thereafter.
<i>Districts 2, 3, 4, and 5</i>	The election for single-member Districts 2, 3, 4, and 5 shall be held in 2021, 2025, 2029, and in four-year intervals thereafter.
Method of Voting	To be elected, a candidate must receive more votes than any other candidate for the place.
At-Large by Place <i>Plurality</i>	
Single-Member District <i>Plurality</i>	To be elected, a single-member district candidate must receive more votes than any other candidate for the single-member district.

DELETE POLICY

Election Supplies

The Superintendent or a designee shall be responsible for scheduling, ordering, and overseeing the election.

**Application for
Candidacy**

Information regarding the procedures for becoming a candidate may be found in the Superintendent's office.

Each Board position shall be identified by a district or at-large position. The application for candidacy shall indicate the district number or at-large position for which the application was filed.

PROPOSED REVISIONS

Board Authority

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

Transacting Business

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

Individual Authority for Committing the Board

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

Individual Access to Information

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

Limitations

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

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

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

Requests for Records

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

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

Requests for
Reports

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

~~The Board request shall include specific information to be addressed and timelines for completion. In addition, any Board member through the Board President may request that a report be prepared without Board action if the report will address an item on a future agenda.~~

Confidentiality

At the time a Board member is provided access to records or reports that are confidential or otherwise not subject to public disclosure [see GBA], the Superintendent or other District employee shall advise the Board member of the responsibility to comply with confidentiality requirements and the District's information security controls.

**Referring
Complaints**

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

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

**Visits to District
Facilities**

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

PROPOSED POLICY

As a member of the Board, I shall promote the best interests of the District as a whole and, to that end, shall adhere to the following ethical standards:

**Equity
In Attitude**

- I will be fair, just, and impartial in all my decisions and actions.
- I will accord others the respect I wish for myself.
- I will encourage expressions of different opinions and listen with an open mind to others' ideas.

**Trustworthiness
In Stewardship**

- I will be accountable to the public by representing District policies, programs, priorities, and progress accurately.
- I will be responsive to the community by seeking its involvement in District affairs and by communicating its priorities and concerns.
- I will work to ensure prudent and accountable use of District resources.
- I will make no personal promise or take private action that may compromise my performance or my responsibilities.

**Honor
In Conduct**

- I will tell the truth.
- I will share my views while working for consensus.
- I will respect the majority decision as the decision of the Board.
- I will base my decisions on fact rather than supposition, opinion, or public favor.

**Integrity
Of Character**

- I will refuse to surrender judgment to any individual or group at the expense of the District as a whole.
- I will consistently uphold all applicable laws, rules, policies, and governance procedures.
- I will not disclose information that is confidential by law or that will needlessly harm the District if disclosed.

**Commitment
To Service**

- I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.
- I will diligently prepare for and attend Board meetings.
- I will avoid personal involvement in activities the Board has delegated to the Superintendent.
- I will seek continuing education that will enhance my ability to fulfill my duties effectively.

**Student-Centered
Focus**

- I will be continuously guided by what is best for all students of the District.

PROPOSED REVISIONS

**Expense
Reimbursement**

An amount for Board member travel expenses shall be approved in the budget each year.

A Board member shall be reimbursed for reasonable, allowable expenses incurred in carrying out Board business only at the Board's request and for reasonable, allowable expenses incurred while attending meetings and conventions as an official representative of the Board.

Travel Expenses

Payment for authorized and documented travel expenses shall be made in accordance with legal requirements by either of the following two methods:

1. Reimbursement, not to exceed the allowable rates, for use of a personal car or commercial transportation plus parking, taxi fares, lodging, meals, and other incidental expenses.
2. Advancement of a set amount for use of a personal car or commercial transportation plus parking, taxi fares, lodging, meals, and other incidental expenses. Any excess over actual allowable expenses shall be refunded to the District.

Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.

~~The guidelines above apply to all current Board members except those not filing for reelection. They shall not be entitled to any reimbursement for travel, lodging, meals, or incidental expenses incurred at meetings and conventions as official representatives of the Board.~~

~~**Airline Tickets**~~

~~For travel requiring the purchase of airline tickets, Board members shall inform the Superintendent of their interest for such travel and the necessity of airline tickets. In the event that a Board member is unable to use the airline ticket, a 21-day notice shall be given to the Superintendent.~~

~~If such notice is not provided, the individual Board member shall be required to reimburse the District for the full cost of the airline ticket. Exceptions may be granted by the Board.~~

**Documentation
Required**

For any authorized expense incurred, the Board member shall submit a statement, with receipts to the extent feasible, documenting actual expenses and in accordance with procedures applicable to employee expense reimbursement.

PROPOSED REVISIONS

Board Officers	The Board shall elect a President, a Vice President, and a Secretary who shall be members of the Board. The Board may assign a District employee to provide clerical assistance to the Board. Officers shall be elected by majority vote of the members present and voting.
Vacancy	A vacancy among officers of the Board shall be filled by majority action of the Board.
Term and Duties	Board officers shall serve for a term of one year or until a successor is elected. Officers may succeed themselves in office. Each officer shall perform any legal duties of the office and other duties, as required by the Board.
President	In addition to the duties required by law, the President of the Board shall: <ol style="list-style-type: none">1. Preside at all Board meetings unless unable to attend.2. Have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.
Vice President	The Vice President of the Board shall: <ol style="list-style-type: none">1. Act in the capacity and perform the duties of the President of the Board in the event of the absence or incapacity of the President.2. Become President only upon being elected to the position.
Secretary	The Secretary of the Board shall: <ol style="list-style-type: none">1. Ensure that an accurate record is kept of the proceedings of each Board meeting.2. Ensure that notices of Board meetings are posted and sent as required by law.3. In the absence of the President and Vice President, call the meeting to order and act as presiding officer.4. Sign or countersign documents as directed by action of the Board.

PROPOSED REVISIONS

Special Committees

~~Annually, the Board~~ The President shall appoint members to special committees created by the Board to fulfill specific assignments, unless otherwise provided by Board action. These committees may include District personnel and citizens. The function of committees shall be fact-finding, deliberative, and advisory, but not administrative. Ad hoc committees shall be appointed as necessary. Special committees shall report their findings to the Board and shall be dissolved upon completion of the assigned task or vote of the Board.

The ~~Board~~ President of the Board and the Superintendent shall be ~~an~~ ex officio members of all Board committees, unless otherwise provided by Board action.

Board Committees

~~The Board President shall appoint one Board member and one alternate Board member as a liaison to each of the following committees, when active:~~

- ~~1. Bond Committee;~~
- ~~2. Internal Audit Committee;~~
- ~~3. Long-Range Committee;~~
- ~~4. Curriculum Committee; and~~
- ~~5. Finance and Building and Construction Committee.~~

Transacting Business

Committees may transact business only within the specific authority granted by the Board. To be binding, all such business must be reported to the Board at the next regular or special meeting for approval and entry into the minutes as a public record.

~~All committees shall meet at least four times a year. Ad hoc committees may be formed as necessary with the Superintendent and/or designee present at each meeting. The committees shall report any suggestions or findings to the Board at a regularly scheduled meeting.~~

~~Committee chairpersons of each committee shall be selected by the committee and shall work directly with the Board liaison who will work with the Board President on the meeting agenda, for meeting preparation, and for information requests.~~

~~The Board President shall review a draft of the committee agenda before official posting, as required by law.~~

PROPOSED REVISIONS

Meeting Place and Time

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

Regular Meetings

A regular meeting shall be held once each month. Regular meetings of the Board shall normally be held in accordance with the annually approved Board meeting calendar. ~~on the third Thursday of each month at 6:00 p.m., except for the month of May when a third meeting shall be held to canvass the votes of the Board member election. The date shall be determined according to the Texas Election Code.~~ 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 close of business on the Monday of the week prior to regular meetings and close of business the third ~~fifth~~ 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 a Board meeting agenda for discussion after consultation with the Board President. The Superintendent shall include in the preliminary meeting agenda all Board member-requested topics that are submitted within the appropriate timeline.

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.

BOARD MEETINGS

BE
(LOCAL)

- 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.
- 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 the Board may use a consent agenda for items when the Board has been furnished with background material on each item, and/or the item has been discussed at a previous meeting. All the items on the consent agenda shall be acted upon by one vote without being discussed separately unless requested by a Board member, in which case the item shall immediately be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote. Items withdrawn for separate discussion shall be acted upon individually.
- Minutes** Board action shall be carefully recorded by the secretary to the Board of Trustees 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.

Recording Guidelines ~~Regular Board meetings, special meetings, and any work sessions that include budget or curriculum shall be video recorded so that a~~

~~copy of the video may be placed on the District's website for a period of one year.~~

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

DELETE POLICY

Selection Process

The recruitment and appointment of a Superintendent is a function of the Board. It may seek the advice and counsel of interested individuals or of an advisory committee, and it may hire consultants to assist in the selection, within guidelines established by the Board. However, the final selection shall rest with the Board after thorough consideration of qualified applicants.

When it becomes necessary to select a new Superintendent, the Board shall first agree upon and adopt a plan or procedure to follow, which may include:

1. Developing qualifications for candidates;
2. Advertising the position both inside and outside the District;
3. Developing a procedure for screening applicants and selecting finalists;
4. Scheduling and planning interviews with finalists for the position; and
5. Visiting the current districts of the finalists to talk to board members and community leaders.

Applications

Applications for the position of Superintendent shall be in written form and shall be addressed to the President of the Board and filed with either the Board President or Secretary.

Appointment

The Superintendent shall be appointed by a vote of a majority of the entire Board. The appointment shall be secured through an explicit contractual agreement, which shall state requirements [see BJC] and shall protect the rights of both the Board and the Superintendent.

PROPOSED REVISIONS

Development

The Superintendent and administrative staff shall be responsible for developing and enforcing procedures for the operation of the District. These procedures shall constitute the administrative regulations of the District and shall consist of guidelines, handbooks, manuals, forms, and any other documents defining standard operating procedures.

The Superintendent or designee shall ensure that administrative regulations are kept up to date and are consistent with Board policy. The Superintendent or designee shall resolve any discrepancies among conflicting administrative regulations. In case of conflict between administrative regulations and policy, policy shall prevail.

No Board Action

~~As submitted by the Superintendent or designee,~~ Administrative regulations are subject to Board review ~~quarterly~~ but shall not be adopted by the Board.

Availability

All administrative regulations shall be made accessible to staff, students, and the public as required by law or Board policy.

PROPOSED REVISIONS

District-Level Committee	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.
Board's Designee	The Superintendent shall serve as the Board's designee and shall regularly consult with the committee.
Meetings	The chairperson of the committee shall set its agenda and shall schedule <u>at least two meetings per year</u> , including the public meeting required by law.
Communications	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.
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, <u>professional staff representation shall include a representative with the primary responsibility for educating students with disabilities</u> . 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.
<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.
<i>Business Representatives</i>	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

PLANNING AND DECISION-MAKING PROCESS
DISTRICT-LEVEL

BQA
(LOCAL)

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.

**Professional Staff
Elections**

Professional staff representatives shall be nominated and elected in accordance with this policy and administrative regulations.

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.

At least one campus-based nonteaching professional representative shall be nominated and elected by the campus-based nonteaching professional staff.

At least one District-level professional representative, other than the Superintendent, shall be nominated and elected by the District-level professional staff.

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]

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.

Terms

All representatives shall serve staggered two-year terms and shall be limited to two consecutive terms on the committee.

Vacancy

A vacancy during a term shall be filled for the remainder of the term by election or selection as appropriate for the category.

PROPOSED REVISIONS

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

Each principal or designee 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 opportunity to participate and shall solicit volunteers. Community representatives must reside in the District.

PLANNING AND DECISION-MAKING PROCESS
CAMPUS-LEVEL

BQB
(LOCAL)

<i>Business Representatives</i>	<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 need not reside in nor operate businesses in the District.</p>
Professional Staff Elections	<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 all professional staff assigned to the campus.</p> <p>At least one District-level professional representative shall be nominated and elected by all 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>
Terms	<p>All representatives shall serve staggered two-year terms and shall be limited to two consecutive terms on the committee.</p>
Vacancy	<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>

DELETE POLICY

- Trademarks** The District may secure trademarks for various names and logos of its schools. Parties desiring to make use of said trademarks shall enter into the appropriate licensing agreement with the District.
- Use of Revenues** All revenues derived from the licensing of the trademarked symbols of District schools shall be allocated to the Judson Education Foundation for the primary purpose of awarding annual scholarships to current District graduates and staff recipients of higher education scholarships and/or grants as chosen by the Judson Education Foundation. The funds may be used for other purposes with approval by the District Board.
- Exemption from Payment of Royalties** Parent-teacher organizations, booster clubs, and similar groups shall be exempt from the payment of royalties for the use of District trademarks so long as the product in question is being manufactured and marketed solely by the organization and is solely for the benefit of the organization. Prior to the manufacturing and marketing of such product, the organization in question shall request in writing from the Superintendent or designee the exemption and the basis of the request.

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Investment Authority

The Superintendent or other person designated by Board resolution shall serve as the investment officer of the District and shall invest District funds as directed by the Board and in accordance with the District's written investment policy and generally accepted accounting procedures. 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, excluding mortgage-backed securities, as permitted by Government Code 2256.009.
2. Depository certificates 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. A1/P1 commercial paper with a maximum maturity of 180 days as permitted by Government Code 2256.013.
7. No-load money market mutual funds that strive to maintain a \$1 NAV 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 that strive to maintain a \$1 NAV 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 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

OTHER REVENUES
INVESTMENTS

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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**

Any internally created pool fund group of the District shall have a maximum dollar weighted maturity of 365 days. The maximum allowable stated maturity of any other individual investment owned by the District shall not exceed three years from the time of purchase.

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

Diversity

The investment portfolio shall be diversified in terms of investment instruments, maturity scheduling, and financial institutions to reduce risk of loss resulting from overconcentration of assets in a specific class of investments, specific maturity, or specific issuer.

**Monitoring Market
Prices**

The investment officer shall monitor the investment portfolio and shall keep the Board informed of significant 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 monthly or more often as economic conditions warrant by using appropriate reports, indices, or benchmarks for the type of investment.

**Monitoring Rating
Changes**

In accordance with Government Code 2256.005(b), the investment officer shall develop a procedure to monitor changes in investment ratings and to liquidate investments that do not maintain satisfactory ratings.

Funds/Strategies

Investments of the following fund categories shall be consistent with this policy and in accordance with the 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.

OTHER REVENUES
INVESTMENTS

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(LOCAL)

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	<p>Prior to handling investments on behalf of the District, a qualified representative of a business organization must submit required written documents in accordance with law. [See Sellers of Investments, CDA(LEGAL)]</p> <p>Representatives of brokers/dealers shall be registered with the Texas State Securities Board and must have membership in the Securities Investor Protection Corporation (SIPC) and be in good standing with the Financial Industry Regulatory Authority (FINRA).</p>
Soliciting Bids for CDs	In order to get the best return on its investments, the District may solicit bids for certificates of deposit in writing, by telephone, or electronically, or by a combination of these methods.
Interest Rate Risk	<p>To reduce exposure to changes in interest rates that could adversely affect the value of investments, the District shall use final and weighted-average-maturity limits and diversification.</p> <p>The District shall monitor interest rate risk using weighted average maturity and specific identification.</p>
Internal Controls	A system of internal controls shall be established and documented in writing and must include specific procedures designating who has authority to withdraw funds. Also, they shall be designed to

protect against losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in 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 ~~and adopt~~ 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.

DELETE POLICY

Internal Audit

The District shall support and maintain the internal auditing function that provides the Board and the Superintendent an independent appraisal of the District's activities.

The internal auditor and any department staff shall be held to high ethical standards and shall have no authority for the activities they audit.

The internal auditor shall report directly to the Board.

The Board's Role

The Board as a whole shall:

1. Approve annually the internal audit plans and any changes;
2. Establish resource requirements for the internal audit office; and
3. Communicate with the internal auditor concerning internal audit activities solely in a properly posted Board meeting. No individual Board member shall communicate with the auditor concerning audit activities outside of such a meeting. In the event the auditor has communication with an individual Board member concerning audit activities outside of a properly posted Board meeting, then the auditor shall be required to promptly report the subject matter and details of this communication to all seven Board members in writing. In the event the internal auditor is retained in an ad hoc position and is not an employee of the District, unauthorized communications between a Board member and the auditor concerning audit activities shall result in an immediate termination of the audit, and the auditor shall not be contracted by the District for one calendar year from the date of such communication.

The Superintendent's Role

The Superintendent shall provide appropriate structure for the internal audit function within the organization that includes, but is not limited to, providing:

1. Budget, accounting, procurement, and information technology support;
2. Human resource administration, including support in hiring personnel and providing compensation;
3. Adequate working space, furniture, and equipment; and
4. Administration of the District's policies and procedures, to include enforcement of time and attendance, travel, and purchasing requirements.

Authority

The internal auditor and staff shall be authorized to review all District areas and shall be given full, free, and unrestricted access to all District activities, records, property, and personnel.

The internal auditor shall not develop or install procedures, prepare records, or engage in any activity that would normally be subject to its review.

The Board shall approve, by majority vote, the annual audit plan presented to the Board by the internal auditor. The Board and Superintendent shall work cooperatively with the internal auditor to ensure access and removal of impediments to audited areas.

Mission

The mission of the District's internal auditor and staff is to provide the Board with independent analyses, appraisals, and recommendations concerning the adequacy and effectiveness of the District's systems of internal control and the quality of performance of management in carrying out assigned responsibilities and achieving established objectives by developing a comprehensive independent appraisal program and objectively evaluating the operations, policies, procedures, and controls of the District's administration to ensure that the entities are operating efficiently and effectively and that the District is in compliance with federal, state, and District regulations.

Responsibilities

The District's internal auditor is responsible for the following:

1. Developing and submitting a flexible annual audit plan to the Board for review and approval that is based on a documented risk analysis to ensure that all activities and programs are reviewed.
2. Conducting reviews or audits of all activities, programs, departments, schools and grants, and control systems that are in place at appropriate intervals to ensure:
 - a. They are effectively carrying out their functions of planning, accounting, custody, and control in accordance with management instructions, policies, and procedures;
 - b. They are in agreement both with the District objectives and high standards of administrative practice; and
 - c. Programs are achieving the established objectives.
3. Promptly reporting the audit results including the examinations, resulting opinions, and recommendations to management personnel of sufficient authority to ensure that appropriate action is taken within a reasonable time with respect to any deficiency noted.

4. Promptly issuing written reports to the Board upon completion of all audits with attachments when any findings are significant, support services consultation reports, and hotline investigations. These reports shall be sealed and dated and shall:
 - a. Provide to the Board monthly summary reports detailing all audits and reviews completed and started as well as any significant deficiencies noted and any deficiencies not corrected or addressed in a timely manner. In addition, the report should include a summary of issues reported via the hotline and the results of investigations conducted from these reports.
 - b. Reflect whether audit activities have been focused on the highest exposures to risk and increasing economy, efficiency, and effectiveness of operation.
 - c. Reflect whether there is any unwarranted restriction on staffing and authority of the internal audit office or on access by the internal auditor and his or her staff to all District activities, records, property, and personnel.
 - d. Reflect whether internal and external audits are coordinated properly to avoid duplications.
5. Keeping the Board and the Superintendent informed of emerging trends and successful practices in internal auditing.
6. Establishing the department structure and policies for the auditing activity, directing its technical and administrative functions, and obtaining and maintaining an audit staff capable of accomplishing the internal audit function.
7. Coordinating internal and external audit efforts.
8. Establishing and maintaining a telephone hotline.

Corrective Action

The division head shall be responsible for preparing and submitting a written corrective action plan in response to all internal audit findings within six weeks to the internal auditor. Failure to address any significant deficiency in a timely manner shall be reflected in the employee's annual evaluation.

Selection of Internal Auditor

The Board retains the authority to select the internal auditor for the District. The Superintendent shall arrange for the advertisement for the position, subject to approval by the Board. The Superintendent shall present to the Board for its consideration all information received on all applicants for the position, and the Board shall then screen the applicants.

The ultimate selection shall be made by the Board, and it reserves the right to interview one or more applicants if it so desires. The internal auditor shall be an at-will employee. Once selected, the internal auditor may be reassigned or terminated from employment only with the approval of the Board.

The Superintendent or designee shall recommend a job description for the internal auditor and shall, as conditions warrant, recommend revisions to the job description, subject to the review and approval of the Board.

**Evaluation of
Internal Auditor**

The evaluation of the internal auditor will be completed concurrently by the Board and the Superintendent. During the evaluation process, the Board and the Superintendent shall consider each other's input but shall prepare and finalize their own respective evaluations of the internal auditor's performance.

**Professional Audit
Standard**

The practice of the internal audit office will be aligned to the Standards for the Professional Practice of Internal Auditing of the Institute of Internal Auditors and related auditing standards of the American Institute of Certified Public Accountants.

DELETE POLICY

**Principal
Responsible for
Safekeeping**

The principal in each school shall be responsible for the safekeeping of cash reserves maintained for school purposes and kept in the school itself. He or she shall designate safe places where any such funds shall be kept during the school day, shall ensure that those places are appropriately guarded, and shall ensure that no funds are left in building(s) overnight.

**Employees'
Responsibility**

Any public funds entrusted to the care of individual school employees shall become the complete responsibility of such employees.

No school money shall be left in rooms or offices, except in such safeguarded places as shall be indicated by the principal.

DELETE POLICY

In order to facilitate refunds and minor purchases, the District and the individual schools in the District may maintain petty cash funds.

**Supervision of
Funds**

The Superintendent or designee shall be responsible for disbursing and accounting for money from the District fund. The principal in each school shall have the same responsibility regarding individual school funds.

Accounting

Itemized expenditures from the individual funds shall be maintained and kept on file at each school. Expenditures made from the District fund shall be itemized and kept on file in the business office.

PROPOSED REVISIONS

**Eye- and Face-
Protective Devices**

In accordance with Texas Department of State Health Services (TDSHS) guidelines, eye- and face-protective devices meeting TDSHS standards shall be worn by every teacher, student, and visitor participating in activities or programs identified in CKB(LEGAL).

~~It is the responsibility of all District employees to give their full cooperation and best attention in support of any safety or loss control activities designed to reduce District losses and promote a safe work environment.~~

PROPOSED REVISIONS

Note: For Board member use of District technology resources, see BBI. For student use of personal electronic devices, see FNCE.

For purposes of this policy, “technology resources” means electronic communication systems and electronic equipment.

Availability of Access

Access to the District’s technology resources, including the internet, shall be made available to students, employees, and members of the community primarily for instructional and administrative purposes and in accordance with administrative regulations. All users shall be prohibited from using network resources for personal gain or commercial work.

Limited Personal Use

Limited personal use of the District’s technology resources shall be permitted if the use:

1. Imposes no tangible cost on the District;
2. Does not unduly burden the District’s technology resources;
- ~~3. Has no commercial purpose.~~
- ~~3.4. Has no adverse effect on an employee’s job performance or on a student’s academic performance; and~~
- ~~4.1. Has no commercial purpose.~~

Use by Members of the Public

If possible, and in accordance with administrative regulations, members of the District community may use the District’s electronic communications systems, computers, the internet, other technology resources, and software for education- or District-related activities, as long as the use:

1. Imposes no tangible cost on the District;
2. Does not unduly burden the District’s technology resources;
- ~~3. Has no commercial purpose.~~
- ~~3.4. Does not hamper the primary mission of technology for students and staff; and~~
- ~~4.5. Has no commercial purpose.~~

Denial of Access

~~Any user identified as a security risk or as having improperly used the District's technology resources or violating District and/or campus acceptable use policies or administrative regulations may be denied access to the system.~~

Acceptable Use

The Superintendent shall develop and implement administrative regulations and user agreements, consistent with the purposes and mission of the District. District services may not be used for any activity that contravenes the law of the United States or any other applicable jurisdiction.

All users shall be required to acknowledge receipt and understanding of administrative regulations governing use of the District's technology resources and shall agree in writing to allow monitoring of use and compliance with such regulations. Noncompliance may result in suspension of access, termination of privileges, and other disciplinary action consistent with District policies, the Student Code of Conduct, and administrative regulations. [See DH, FN series, FO series] Disciplinary measures may also require restitution for costs associated with technology resource restoration or hardware or software costs. Violations of law may result in criminal prosecution.

Security and Safety

The District shall provide a filtering service that attempts to block access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors as defined by the Children's Internet Protection Act or any other applicable laws, as well as as determined by the Superintendent.

The Superintendent shall enforce such services. Upon approval from the Superintendent, an authorized person may grant access for bona fide research or other lawful purpose.

Internet Safety Training

The Superintendent shall develop and implement an internet safety plan to:

1. Control students' access to inappropriate materials, as well as to materials that are harmful to minors;
2. Ensure student safety and security when using electronic communications;
3. Prevent unauthorized access, including hacking and other unlawful activities;
4. Restrict unauthorized disclosure, use, and dissemination of personally identifiable information regarding students; and

5. [Educate students about cyberbullying awareness and response and about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms.](#)

The District shall permit user access to the internet in accordance with law, policy, and administrative regulations.

The District shall provide internet safety training to students no later than the end of the first six weeks of instruction. Training shall include a review of the rules in the student handbook and in the Student Code of Conduct concerning cyberbullying, chatting, inappropriate use of social networking sites, and other technology-related issues.

Levels of Access

~~Additional levels of access to technology resources shall be granted by the administrator of the system based on administrative and instructional roles. Any attempt to access technology resources for which the user has not been specifically granted rights shall result in disciplinary action consistent with policy and administrative regulations.~~

Technology Resources

~~The technology resources provided through the District are and shall remain the property of the District. Users of technology resources shall comply with all policies and administrative regulations of the District.~~

Personal Technology Resources

~~Students, employees, and guests may connect personal technology resources to the District's guest wireless network as set forth in administrative procedures. Connecting personal technology resources to the District's wired network shall only be allowed with written permission as set forth in administrative procedures.~~

Software

~~All software used in the District must be legally licensed and approved as set forth in the administrative regulation governing the software approval process. All District-funded software shall be installed by the technology department staff or designee.~~

Donated Resources

~~Software shall be accepted as donations to the District if the software meets the standards outlined in administrative regulations governing the software approval process. All donated software shall become the property of the District and shall be installed by technology department staff or a designee.~~

Monitored Use

Electronic mail transmissions and other use of the District's technology resources by students, employees, and members of the public shall not be considered private. The District reserves the right to monitor access to and use of email, instant messaging, the internet, or other network or computer-related activity. Monitoring

may occur while engaging in routine maintenance, carrying out internal investigations, preparing responses to requests for public records, or disclosing messages, data, or files to law enforcement authorities. Monitoring may occur at any time to ensure appropriate use.

Disclaimer of Liability

The District shall not be liable for users' inappropriate use of the District's technology resources, violations of copyright restrictions or other laws, users' mistakes or negligence, and costs incurred by users. The District shall not be responsible for ensuring the availability of the District's technology resources or the accuracy, age appropriateness, or usability of any information found on the internet.

Record Retention

A District employee shall retain electronic records, whether created or maintained using the District's technology resources or using personal technology resources, in accordance with the District's record management program. [See CPC]

Electronically Signed Documents

At the District's discretion, the District may make certain transactions available online, including student admissions documents, student grade and performance information, contracts for goods and services, and employment documents.

To the extent the District offers transactions electronically, the District may accept electronic signatures in accordance with this policy.

When accepting electronically signed documents or digital signatures, the District shall comply with rules adopted by the Department of Information Resources, to the extent practicable, to:

- Authenticate a digital signature for a written electronic communication sent to the District;
- Maintain all records as required by law;
- Ensure that records are created and maintained in a secure environment;
- Maintain appropriate internal controls on the use of electronic signatures;
- Implement means of confirming transactions; and
- Train staff on related procedures as necessary.

DELETE POLICY

Donated technology equipment shall be accepted if the equipment meets or exceeds the minimum standards as set forth by the Superintendent. All donated technology equipment shall become the property of the District.

PROPOSED REVISIONS

District Contribution The Board annually shall determine the District's contribution to employee health insurance premiums as part of the budget development and adoption process.

Continuation Coverage The District shall continue its contribution toward the cost of an employee's group health insurance coverage while the employee is on paid leave or, if applicable, while the employee is on family and medical leave. [See DEC]

The District shall not otherwise expend public funds for group health insurance coverage of an employee who is not on paid leave status. However, an employee who is not on paid leave status or Family and Medical Leave Act (FMLA) leave shall be allowed to continue group health insurance coverage, at his or her own expense, for the period specified in the District's group health insurance plan.

~~**Basic Life Insurance** The Board annually shall determine the level of employee life insurance paid for by the District as part of the budget development and adoption process.~~

PROPOSED REVISIONS

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

For construction contracts valued at or above \$50,000, 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)]

Selection Process for Architect or Engineering Firms

For building projects in which professional services fees will exceed \$50,000, the Superintendent shall submit resulting rankings to the Board for approval. Lesser expenditures for professional services fees shall be at the discretion of the Superintendent and shall be consistent with law.

The Superintendent shall develop a process for selection of architects and engineers, which shall include:

1. Solicitations of statements of qualification from firms utilizing a request for qualifications; and
2. Staff evaluation and ranking of interested firms using preset criteria.

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.

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FACILITIES CONSTRUCTION

CV
(LOCAL)

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

For purposes of this policy, District facility shall include a campus or non-campus building.

The Board may name a District ~~school/facility~~facility:

1. To reflect the name of the residential community or communities that the facility serves.
2. After a local geographic area or feature, or after local municipalities.
3. To honor an outstanding individual who has attained educational prominence in the District.

Public Input

An individual, group of citizens, or any organization may ~~make-submit~~ a proposal to the Board, requesting the naming or renaming of a ~~school/facility~~District facility.

Renaming Facilities

In situations deemed appropriate and in accordance with this policy, the Board may take steps to rename ~~school~~District facilities. In renaming the facility, the provisions set forth above shall be followed.

Public Dedication

New or renamed ~~school buildings/facilities~~District facilities shall be dedicated in a public and formal ceremony. There shall be a program to which the Board, citizens, parents, and students are invited.

Plaque for New Facilities

A dedication plaque shall be placed in each new ~~school building or~~District facility. The plaque shall include the names of all Board members seated at the time of the term when the bond was approved by the voters, the names of all Board members seated at the time the construction contract was awarded, and the names of all Board members seated at the time of the building's dedication year. The plaque shall also indicate the ~~school~~facility's name, dedication year, architect, general contractor, and the name of the Superintendent seated at the time of the dedication, as well as the name of the Superintendent who was seated at the time the construction contract was awarded.

PROPOSED REVISIONS

Intellectual Property	All copyrights, trademarks, and other intellectual property rights shall remain with the District at all times.
Students	A student shall retain all rights to work created as part of instruction or using District technology resources.
Employees	As an agent of the District, an employee, including a student employee, shall not have rights to work he or she creates on District time or using District technology resources. The District shall own any work or work product created by a District employee in the course and scope of his or her employment, including the right to obtain copyrights.
<i>District Ownership</i>	
<i>Employee Ownership</i>	If the employee obtains a patent for such work, the employee shall grant a non-exclusive, non-transferable, perpetual, royalty-free, Districtwide license to the District for use of the patented work. A District employee shall own any work or work product produced on his or her own time, away from his or her job and with personal equipment and materials, including the right to obtain patents or copyrights.
<i>Permission</i>	A District employee may apply to the Superintendent or designee to use District materials and equipment in his or her creative projects, provided the employee agrees either to grant to the District a non-exclusive, non-transferable, perpetual, royalty-free, Districtwide license to use the work, or permits the District to be listed as co-author or co-inventor if the District contribution to the work is substantial. District materials do not include student work, all rights to which are retained by the student.
Works Made for Hire	The District may hire an independent contractor for specially commissioned work(s) under a written works-made-for-hire agreement that provides that the District shall own the work product created under the agreement, as permitted by copyright law. Independent contractors shall comply with copyright law in all works commissioned.
Return of Intellectual Property	Upon the termination of any person's association with the District, all permission to possess, receive, or modify the District's intellectual property shall also immediately terminate. All such persons shall return to the District all intellectual property, including but not limited to any copies, no matter how kept or stored, and whether directly or indirectly possessed by such person.
Copyright	Unless the proposed use of a copyrighted work is an exception under the "fair use" guidelines maintained by the Superintendent or designee, the District shall require an employee or student to ob-

tain a license or permission from the copyright holder before copying, modifying, displaying, performing, distributing, or otherwise employing the copyright holder's work for instructional, curricular, or extracurricular purposes. This policy does not apply to any work sufficiently documented to be in the public domain.

Technology Use All persons are prohibited from using District technology in violation of any law including copyright law. Only appropriately licensed programs or software may be used with District technology resources. No person shall use the District's technology resources to post, publicize, or duplicate information in violation of copyright law. The Board shall direct the Superintendent or designee to employ all reasonable measures to prevent the use of District technology resources in violation of the law. All persons using District technology resources in violation of law shall lose user privileges in addition to other sanctions. [See BBI and CQ]

Electronic Media Unless a license or permission is obtained, electronic media in the classroom, including motion pictures and other audiovisual works, must be used in the course of face-to-face teaching activities as defined by law.

Designated Agent The District shall designate an agent to receive notification of alleged online copyright infringement and shall notify the U.S. Copyright Office of the designated agent's identity. The District shall include on its Web site information on how to contact the District's designated agent and a copy of the District's copyright policy. Upon notification, the District's designated agent shall take all actions necessary to remedy any violation. The District shall provide the designated agent appropriate training and resources necessary to protect the District.

If a content owner reasonably believes that the District's technology resources have been used to infringe upon a copyright, the owner may notify the designated agent.

Trademark The District protects all District and campus trademarks, including names, logos, mascots, and symbols, from unauthorized use.

School-Related Use The District grants permission to students, student organizations, parent organizations and other District affiliated school-support or booster organizations to use, without charge, District and campus trademarks to promote a group of students, an activity or event, a campus, or the District, if the use is in furtherance of school-related business or activity. The Superintendent or designee shall determine what constitutes use in furtherance of school-related business or activity and is authorized to revoke permission if the use is improper or does not conform to administrative regulations.

INTELLECTUAL PROPERTY

CY
(LOCAL)

Public Use

Members of the general public, outside organizations, vendors, commercial manufacturers, wholesalers, and retailers shall not use District trademarks without the written permission of the Superintendent or designee. Any production of merchandise with District trademarks for sale or distribution must be pursuant to a trademark licensing agreement and may be subject to the payment of royalties.

Any individual, organization, or business that uses District trademarks without appropriate authorization shall be subject to legal action.

Use of Revenues

All revenues derived from the licensing of the trademarked symbols of District schools shall be allocated to the Judson Education Foundation for the primary purpose of awarding annual scholarships to current District graduates and staff recipients of higher education scholarships and/or grants as chosen by the Judson Education Foundation. The funds may be used for other purposes with Board approval.

PROPOSED REVISIONS

Personnel Duties	The Superintendent shall define the qualifications, duties, and responsibilities of all positions and shall ensure that job descriptions are current and accessible to employees and supervisors.
Posting Vacancies	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.
Applications	<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>
Employment of Contractual Personnel	<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; however, the Board annually delegates to the Superintendent the authority to employ identified contract employees through Board resolution. The Superintendent shall inform the Board of any persons hired under this authority. [See DCA, DCB, DCC, and DCE as appropriate]</p>
Employment of Noncontractual Personnel	<p>The Board delegates to the Superintendent final authority to employ and dismiss noncontractual employees on an at-will basis. [See DCD]</p>
Employment Assistance Prohibited	<p>No District employee shall assist another employee of the District or of any school district in obtaining a new job if the employee knows, or has probable cause to believe, that the other employee engaged in sexual misconduct regarding a minor or student in violation of the law. Routine transmission of an administrative or personnel file does not violate this prohibition. [See CJ for prohibitions relating to contractors and agents and DH(EXHIBIT) for the Educators' Code of Ethics.]</p>

PROPOSED REVISIONS

**Contracts Required
by Law**

After any applicable probationary contract period required by the District, term contracts governed by Chapter 21 of the Education Code (educator term contracts) shall be provided to:

1. Any employees in positions required by statute to receive such contracts, including SBEC-certified employees serving full-time as principals, assistant principals, teachers, school counselors, diagnosticians, librarians, and athletic directors;
2. Full-time professional employees in other positions for which the District requires current SBEC certification; and
3. Full-time nurses.

**No Certification
Required**

~~Educator term contracts shall also be provided for the following positions for which neither SBEC nor the District requires current SBEC certification: executive directors of human resources and operations.~~

PROPOSED REVISIONS

Personnel not hired under a contract shall be employed on an at-will basis.

[For information regarding contractual employment, see DCA, DCB, DCC, and DCE, as appropriate]

New Noncontractual Positions

All new noncontractual positions must be approved by the Board.

~~Suspension with or Without Pay~~

~~An at-will employee may be suspended with or without pay or placed on administrative leave by the Superintendent or designee during an investigation of alleged misconduct by the employee or at any time the Superintendent or designee determines that the District's best interest shall be served by the suspension or administrative leave.~~

Dismissal

At-will employees may be dismissed at any time for any reason not prohibited by law or for no reason, as determined by the needs of the District. At-will employees who are dismissed shall receive pay through the end of the last day worked.

Appeal to Board

A dismissed employee may request to be heard by the Board in accordance with DGBA(LOCAL).

PROPOSED REVISIONS

**Non-Chapter 21
Contracts**

The District shall employ on non-Chapter 21 contracts, not to be governed by Chapter 21 of the Education Code, the positions~~Non-Chapter 21 contracts shall be provided for positions~~ that do not require SBEC certification and are on the professional pay grade levels 406, 506, and above. ~~A non-Chapter 21 contract shall not be governed by Chapter 21 of the Education Code.~~

**Appeal of
Employment Actions**

An employee may appeal discharge during the contract period in accordance with DCE(LEGAL).

An employee whose contract is not reissued at the end of the contract period may appeal to the Board in accordance with DGBA(LOCAL).

PROPOSED REVISIONS

The Superintendent shall recommend an annual compensation plan for all District employees. The compensation plan may include wage and salary structures, stipends, benefits, and incentives. [See also DEAA] The recommended plan shall support District goals for hiring and retaining highly qualified employees. The Board shall review and approve the compensation plan to be used by the District. The Board shall also determine the total compensation package for the Superintendent. [See BJ series]

Pay Administration

The Superintendent shall implement the compensation plan and establish procedures for plan administration consistent with the budget. The Superintendent or designee shall classify each job title within the compensation plan based on the qualifications, duties, and market value of the position.

Annualized Salary

Generally, ~~a salaried employee shall receive his or her salary in equal monthly payments.~~ the District shall pay all salaried employees over 12 months in equal monthly installments, regardless of the number of months employed during the school year. Salaried employees hired during the school year shall be paid in accordance with administrative regulations.

Pay Increases

The Superintendent shall recommend to the Board an amount for employee pay increases as part of the annual budget. The Superintendent or designee shall determine pay adjustments for individual employees, within the approved budget following established procedures.

Mid-Year Pay Increases

Contract Employees

A contract employee's pay may be increased after performance on the contract has begun only if authorized by the compensation plan of the District or there is a change in the employee's job assignment or duties during the term of the contract that warrants additional compensation. Any such changes in pay that do not conform with the compensation plan shall require Board approval. [See DEA(LEGAL) for provisions on pay increases and public hearing requirements]

Noncontract Employees

The Superintendent may grant a pay increase to a noncontract employee after duties have begun because of a change in the employee's job assignment or to address pay equity. The Superintendent shall report any such pay increases to the Board at the next regular meeting.

Pay During Closing

If the Board chooses to pay employees during an emergency closure for which the workdays are not scheduled to be made up at a later date, then that authorization shall be by resolution or other

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COMPENSATION PLAN

DEA
(LOCAL)

Board action and shall reflect the purpose served by the expenditure. [See EB for the authority to close schools]

Premium Pay
During Disasters

District employees who are required to work during an emergency closing for a disaster, as declared by a federal, state, or local official or the Board, including when District facilities are used for sheltering purposes, may be paid at the rate of one and one-half times their regular rate of pay for all hours worked over 40 hours per week. Overtime for time worked over 40 hours in a week shall be calculated and paid according to law. [See DEAB] The Superintendent shall approve payments and ensure that accurate time records are kept of actual hours worked during emergency closings.

PROPOSED REVISIONS

Definitions

Family

The term “immediate family” is defined as:

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, use, or recording of leave shall mean the number of hours per day equivalent to 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 relating to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.~~ Complications resulting from pregnancy shall be treated the same as any other condition.

Availability

The District shall make state personal leave for the current year available for use at the beginning of the school year. The District shall make local leave for the current year available for use after an employee has worked at least one week of the employment year.

Earning Local Leave

An employee shall work at least one week of the employment year to qualify for advancement of local leave. An employee shall not

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earn any local leave when he or she is in unpaid status. An employee using full or proportionate paid leave shall be considered to be in paid status.

Deductions

Leave Without Pay

The District shall not approve paid leave for more leave days than have been accumulated in prior years plus leave currently available. Any unapproved absences or absences beyond accumulated and available paid leave shall result in deductions from the employee's pay.

Leave Proration

*Employed for
Less Than Full
Year*

If an employee separates from employment with the District before his or her last duty day of the year, or begins employment after the first duty day, state personal leave and local 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:

1. State personal leave the employee used beyond his or her pro rata entitlement for the school year; and
2. Local leave the employee used but had not earned as of the date of separation.

*Employed for Full
Year*

If an employee uses more local leave than he or she earned and remains employed with the District through his or her last duty day, the District shall deduct the cost of the excess leave days from the employee's pay in accordance with administrative regulations.

Recording

Leave shall be recorded as follows:

1. For positions for which a substitute is normally required, leave shall be recorded in half-day increments, even if a substitute is not employed.
2. For positions for which a substitute is not normally required, leave shall be recorded on an hourly basis.
3. If the employee is taking intermittent FMLA leave, leave shall be recorded in one-hour increments.
4. If the employee chooses to offset leave against workers' compensation benefits, leave shall be recorded in the amount used.

Order of Use

Earned compensatory time shall be used before any available paid state and local leave. [See DEAB]

Unless an employee requests a different order, available paid state and local leave shall be used in the following order, as applicable:

1. Local leave.

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2. State sick leave accumulated before the 1995–96 school year.
3. State personal leave.

~~4.—Extended sick leave.~~

Use of [extended sick leave and](#) sick leave bank days shall be permitted only after all available state and local leave has been exhausted [and in accordance with this policy](#).

Concurrent Use of Leave

When an absent employee is eligible for FMLA leave, the District shall designate the absence as FMLA leave.

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

An employee receiving workers' compensation income benefits may be eligible for paid or unpaid leave. 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.

Medical Certification

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

1. The employee is absent more than ~~three~~ **five** consecutive workdays 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;
3. The employee requests FMLA leave for the employee's serious health condition or that of a spouse, parent, or child; or
4. The employee requests FMLA leave for military caregiver purposes.

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

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

State Personal Leave

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

Non-Discretionary Use

Non-discretionary 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)]

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Discretionary Use	Discretionary use of leave is at the individual employee's discretion, subject to limitations set out below.
<i>Limitations</i>	
Request for Leave	The employee shall submit a written request for discretionary use of state personal leave to the immediate supervisor or designee in advance in accordance with administrative regulations. In deciding whether to approve or deny state personal leave, the supervisor or designee shall not seek or consider the reasons for which an employee requests to use leave. The supervisor or designee shall, however, consider the effect of the employee's absence on the educational program or District operations, as well as the availability of substitutes.
Duration of Leave	Discretionary use of state personal leave shall not exceed three consecutive workdays.
Schedule Limitations	Discretionary leave shall not be allowed on the day before or the day after a school holiday, days scheduled for end-of-semester or end-of-year exams, days scheduled for state-mandated assessments, professional or staff development days, or the end of a grading period. A request for an exception to the general rules shall be presented in writing to the assistant superintendent of human resources prior to the absence.

Local Leave

All employees shall earn five, six, or seven paid local leave days per school year in accordance with the following schedule:

- Ten-month positions: Five days
- Eleven-month positions: Six days
- Twelve-month positions: Seven days

Local leave shall accumulate without limit.

Local leave shall be used according to the terms and conditions of state personal leave. [See State Personal Leave, above]

Upon separation from employment. An employee's local leave balance shall be reduced to zero ~~upon separation from employment.~~

Extended Sick Leave

Extended sick leave earned prior to the 1986–87 school year may be used after all state and local leave has been used. This leave shall carry over each year until it is used or the employee leaves the District.

While an employee is using extended sick leave days, the employee's daily rate of pay shall be reduced by the amount of the substitute's daily rate of pay.

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Sick Leave Bank

The District shall establish a sick leave bank that employees may join through contribution of local leave or state personal leave.

Leave contributed to the bank shall be solely for the use of participating employees. An employee who is a member of the bank may request leave from the bank if the employee experiences a catastrophic illness or injury and has exhausted all paid leave.

If the employee is unable to request leave from the sick leave bank, a member of the employee's family or the employee's supervisor may submit the request.

The Superintendent or designee shall develop regulations for the operation of the sick leave bank that address the following:

1. Membership in the sick leave bank, including the number of days an employee must contribute to become a member;
2. Procedures to request leave from the sick leave bank;
3. The maximum number of days per school year a member employee may receive from the sick leave bank;
4. The committee or administrator authorized to consider requests for leave from the sick leave bank and criteria for granting requests; and
5. Other procedures deemed necessary for the operation of the sick leave bank.

Appeal

All decisions regarding the sick leave bank may be appealed in accordance with DGBA(LOCAL), beginning with the Superintendent or designee.

Family and Medical Leave

Twelve-Month Period

~~Effective as of July 1, 2018, for~~ For purposes of an employee's entitlement to FMLA leave, the 12-month period shall be defined as July 1 through June 30.

Combined Leave for Spouses

If 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. [See DECA(LEGAL)]

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. [See DECA(LEGAL) for use of intermittent or reduced schedule leave due to a medical necessity.]

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Certification of Leave	If an employee requests leave, the employee shall provide certification, as required by FMLA regulations, of the need for leave. [See DECA(LEGAL)]
Fitness-for-Duty Certification	If 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. If the District will require certification of the employee's ability to perform essential job functions, the District shall provide a list of essential job functions to the employee with the FMLA designation notice.
End-of-Semester Leave	If 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. [See DECA(LEGAL), Leave at the End of a Semester]
Failure to Return	If, at the expiration of FMLA leave, the employee is able to return to work but chooses not to do so, the District may require reimbursement of premiums paid by the District during the leave. [See DECA(LEGAL), Recovery of Benefit Cost]
Temporary Disability Leave	<p>Any full-time employee 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.]</p> <p>An employee's notification of need for extended absence due to the employee's own medical condition shall be forwarded to the Superintendent or designee as a request for temporary disability leave.</p>
Workers' Compensation	<hr/> <p>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. [See CRD(LOCAL) regarding payment of insurance contribution during employee absences.]</p> <hr/> <p>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.</p>
Paid Leave Offset	An employee eligible for workers' compensation income benefits, and not on assault leave, may elect in writing to use available partial-day increments of paid leave to make up the difference between the employee's income benefits and the pre-injury wage. [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.

Resigning

The following provisions shall apply to leave earned beginning on the original effective date of this program. Upon voluntary resignation from the District, ~~employees-an employee~~ with at least ten consecutive years of service in the District immediately preceding resignation from the District shall be entitled to reimbursement for any unused local leave earned in the District. The rate of reimbursement shall be \$35 per day for auxiliary personnel and \$45 per day for professional personnel.

~~Beginning with the 2019-20 school year,~~ An employee shall provide two weeks' written notice of resignation ~~must be~~ submitted to the human resources department in order to ~~receive-be eligible for the~~ reimbursement of leave upon voluntary resignation.

If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee.

Retiring

The following provisions shall apply to leave earned beginning on the original effective date of this program. Upon ~~resignation~~ voluntary retirement (i.e. employee is not being terminated, discharged, or proposed for termination or nonrenewal) from the District, ~~em-~~ employees-an employee with at least ten and no more than 25 consecutive years of service in the District immediately preceding resignation from the District and eligible for retirement under applicable Teacher Retirement System of Texas (TRS) guidelines shall be entitled to reimbursement for any unused state personal and sick leave and local leave earned in the District. The rate of reimbursement shall be \$75 per day for auxiliary personnel and \$100 per day for professional personnel.

~~If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee.~~

Upon voluntary ~~resignation~~ retirement from the District (i.e. employee is not being terminated, discharged, or proposed for termination or nonrenewal), employees with at least 25 consecutive years of service in the District immediately preceding ~~resignation~~ retirement from the District and eligible for retirement under applicable TRS guidelines shall be granted new local leave days in the same amount of their unused state personal and sick leave and local leave earned in the District, and they shall be entitled to reimbursement for such new local leave days. The rate of reimbursement shall be at the employee's current daily rate of pay, not to exceed 50 days. Any days exceeding 50 days shall be paid at \$75 per day for auxiliary personnel and \$100 per day for professional personnel.

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If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee.

Notice

~~Beginning with the 2019-20 school year,~~ A contract employees must provide 90 days' written notice and a non-contractual employees must provide two weeks' written notice prior to their ~~resignation~~ retirement date in order to receive the reimbursement of leave upon retirement.

Failure to Return to Work

In the event that an employee fails to return to work as soon as he or she is released by his or her physician to perform regular duties or light duty, as applicable, the contractual employee shall resign, or such failure shall be deemed to be repeated and continued neglect of duties on the part of the employee.

In this event for a noncontractual employee, he or she shall be deemed to have resigned the position with the District and to have waived any and all rights to further employment by the District.

Working While on Leave

While on any type of leave status with the District, the employee may not perform work in any capacity except as approved by the director of human resources/employee services as part of an approved return-to-work or transitional duty assignment in the District.

Working during a leave of absence shall be considered a violation of the District's leave policy and may be grounds for immediate termination of at-will employees or recommendation of termination for contract employees.

Frequent or Prolonged Absence

The employee's immediate supervisor shall report all absences in excess of ten days in a school year to ~~the executive director of human resources~~ human resources department. All absences in excess of ten days shall be investigated by the ~~executive director of human resources~~ department if the leave was not approved as family and medical leave, ~~or~~ temporary disability leave, or state personal leave. ~~The executive director of H~~uman resources shall make recommendations to the Superintendent for action if ~~deemed~~ necessary.

Any employee who is absent three or more days must make personal phone contact with his or her immediate supervisor no later than the third day of absence unless there are extenuating circumstances. Failure to make contact may result in termination due to job abandonment for at-will employees and recommendation for termination of contract employees.

Sanctions for Abuse

All employee leave shall be provided for the specific purpose stipulated in this policy and is not intended to be used as a vacation or for mere convenience. Except for discretionary state personal

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leave, documentation may be required for any absence at the discretion of the Superintendent or ~~designee~~immediate supervisor. Abuse of the employee leave program is a violation of District policy and may result in disciplinary action up to and including loss of pay, suspension, demotion, or termination of employment.

PROPOSED REVISIONS

**Prior Approval
Required**

An employee shall be reimbursed for reasonable, allowable expenses incurred in carrying out District business only with the prior approval of the employee's immediate supervisor and in accordance with administrative regulations.

Travel Expenses

~~Reimbursement for authorized travel shall be in accordance with state requirements.~~

~~Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.~~

**Documentation
Required**

For any ~~authorized~~ allowable expense incurred, the employee shall submit a statement, with receipts to the extent feasible, documenting actual expenses and in accordance with administrative procedures.

PROPOSED REVISIONS

General Requirements

All resignations shall be submitted in writing to the Superintendent or designee. The employee shall give reasonable notice and shall include in the letter a statement of the reasons for resigning. A pre-paid certified or registered letter of resignation shall be considered submitted upon mailing.

At-Will Employees

The Superintendent or designee shall be authorized to accept the resignation of an at-will employee at any time.

Contract Employees

The Superintendent or designee shall be authorized to receive a contract employee's resignation effective at the end of the school year or submitted after the last day of the school year and before the penalty-free resignation date. The resignation requires no further action by the District and is accepted upon receipt.

The Superintendent or other person designated by Board action shall be authorized to accept a contract employee's resignation submitted or effective at any other time. The Superintendent or other Board designee shall either accept the resignation or submit the matter to the Board in order to pursue sanctions allowed by law.

~~Chapter 21 contract employees may not resign during the school year after active duty has begun without the consent of the Superintendent or other person designated by Board action. If the Superintendent accepts the resignation, the employee shall give at least 30 days' notice and shall include in the letter a statement of the reason or reasons for resigning. The resignation may become effective prior to the end of the 30-day period at the discretion of the Superintendent or other Board designee if a suitable replacement is obtained. If the Superintendent does not accept the resignation, the Superintendent or other Board designee shall submit the matter to the Board in order to pursue sanctions allowed by law.~~

Withdrawal of Resignation

Once submitted and accepted, the resignation of a contract employee may not be withdrawn without consent of the Board.

PROPOSED REVISIONS

An employee's participation in community, political, or employee organization activities shall be entirely voluntary and shall not:

1. Interfere with the employee's performance of assigned duties and responsibilities.
2. Result in any political or social pressure being placed on students, parents, or staff.
3. Involve trading on the employee's position or title with the District.

Use of District Facilities

Organizations representing professional, paraprofessional, or support employees may use District facilities with the approval of the ~~Superintendent or designee~~ appropriate administrator. Other groups composed of District employees may use District facilities in accordance with policy GKD.

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.

Assignment of Relatives

~~Insofar as possible, relatives who are employed by the District shall be assigned to different schools.~~

District employees with responsibilities for supervising other District personnel shall not supervise relatives within the first degree by blood or marriage relationship.

Campus Administrators

Campus administrators shall have extended hours and extra duties based on the needs and activities involving the student body and the physical plant. An administrator shall be present at all campus activities.

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

Principal Qualifications

In addition to the minimal certification requirement, the principal shall have at least:

1. Working knowledge of curriculum and instruction;
2. The ability to evaluate instructional program and teaching effectiveness;
3. The ability to manage budget and personnel and coordinate campus functions;
4. The ability to explain policy, procedures, and data;
5. Strong communications ~~(oral and written)~~, public relations, and interpersonal skills;
- ~~5-6.~~ Three years' experience as a classroom teacher; and
7. Prior experience in instructional leadership roles; and
- ~~6-8.~~ Other qualifications deemed necessary by the Board.

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.

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: www.judsonisd.org

DELETE POLICY

Curriculum Philosophy

Curriculum serves as a basic component of an effective instructional program. To this end, the District shall ensure that a well-balanced and appropriate curriculum is provided to all students. All curriculum shall conform to state mandates regarding course offerings and essential knowledge and skills. The curriculum shall reflect current research, best practices, and technological advancements within the disciplines and shall promote congruence among written, taught, and assessed content. Appropriate modifications in instructional methodologies, pacing, and resources shall be provided for special populations.

Curriculum Articulation

Curriculum shall be vertically articulated across grade levels and coordinated across schools to ensure the appropriate scope and sequencing of content, to provide for reinforcement of knowledge and skills, and to ensure that high expectations for student learning are achieved by District graduates.

Purpose

The Board recognizes the need and value of a systematic ongoing program of curriculum review and development. The Board shall encourage and support the professional staff in its efforts to investigate curriculum ideas, develop and improve programs, and evaluate results. In order to ensure quality control of the curriculum and to be responsive to the school, community, and state requirements, the Board sets forth this policy to be followed by the Superintendent and professional staff.

Written Curriculum

The Superintendent or designee shall cause a relevant and challenging curriculum to be implemented, which shall guide teachers and the professional staff in all curriculum areas of the District.

Electronic guides shall be provided for all grade levels, courses, and/or subjects in the District. The guides shall contain, at a minimum, the following aligned components:

1. Academic standards including knowledge, skills/objectives, and expectations;
2. Instructional resources; and
3. Assessments.

Taught Curriculum

A systematic process shall be in place for planning and providing instruction appropriate for each student and for engaging the student until objectives are attained. This systematic process shall include:

1. Establishing a school climate that is conducive to learning;

2. Implementing research-based best practices/strategies to teach the curriculum;
3. Expecting that all students will perform at high levels of learning;
4. Ensuring that all students experience opportunities for success;
5. Analyzing content objectives so that instructional strategies match content and assessment; and
6. Assessing student learning at the campus and District level.

Assessed / Tested Curriculum

A systematic process shall be in place for assessing/testing student performance. This process shall provide for the acquisition, analysis, and communication of student performance data to:

1. Measure student progress;
2. Guide teachers' instruction at appropriate levels;
3. Guide student learning;
4. Guide District/campus improvement of curriculum;
5. Guide alignment and programmatic decisions; and
6. Communicate progress to parents to support learning.

The "tested" curriculum shall include the following components:

1. A criterion-referenced assessment system that is Texas Essential Knowledge and Skills (TEKS)-specific and used to determine student progress, skill attainment, and award credits (grades); and
2. Formative system for teachers to assess, diagnose, and determine instructional assignments for students.

A District assessment plan shall be developed and implemented.

Roles and Responsibilities

The Board

Roles and responsibilities regarding curriculum shall be as follows.

The Board shall:

1. Approve the curriculum scopes and sequences and adopt multiple instructional resources for teacher use within the constraints of state law and State Board of Education rules;
2. Provide funding for staff development that focuses on curriculum design and delivery for increased student achievement;
3. Communicate to its constituents the Board's curricular expectations; and

4. Fund, through the budget process, adequate resources needed to implement the curriculum based on data and campus inventories.
- Superintendent The Superintendent shall:
1. Implement the policy;
 2. Annually report to the Board concerning implementation; and
 3. Ensure that a functional decision-making structure is in place to carry out this policy.
- Associate Superintendent The associate superintendent for curriculum and instruction shall:
1. Ensure that a master long-range plan is in place for curriculum development, revisions, program evaluation, and student assessment;
 2. Implement the master long-range plan, providing technical and expert assistance as required; and
 3. Assist principals in monitoring implementation of the curriculum.
- Principals Principals shall:
1. Monitor the implementation of the curriculum;
 2. Translate the importance of effective curriculum and instruction practices on a regular basis;
 3. Observe classes, monitor lessons, and evaluate assessment materials utilized on their campus; and
 4. Use, as a minimum, the following basic strategies to monitor curriculum:
 - a. Complete observations and frequent walk-through observations;
 - b. Conduct curriculum planning meetings or review of minutes of the meetings; and
 - c. Review curriculum documents periodically.
- Teachers Teachers shall:
1. Teach the District curriculum;
 2. Assess and document student mastery of curriculum objectives and differentiate instruction to ensure student success; and
 3. Participate in curriculum development/revision activities.

DELETE POLICY

Pass / Fail Courses	The District shall allow a student who wishes to take courses in excess of state and local requirements to take such courses on a pass/fail basis. The student shall declare intent to take the course pass/fail on the first day the course meets. Students who have a grade average of 70 or above shall be awarded credit, but pass/fail courses shall be excluded in computing the grade point average (GPA).
Gun Safety Education	<p>A gun safety education instructor shall be permitted to bring unloaded firearms onto school premises for instructional purposes upon strict compliance with the following procedures:</p> <ol style="list-style-type: none">1. The instructor shall obtain written authorization from the campus principal listing each time a firearm will be brought onto school premises. This authorization shall include both the instructor's and the principal's names and signatures; specify the number, types, and serial numbers of firearms to be used for instructional aids; and indicate when the firearms may be used and when they must be removed from campus.2. The instructor shall carry the authorization when firearms are on school premises.3. A copy of each authorization shall be maintained on file in the campus administrative office.4. The instructor shall ensure that no live ammunition is brought onto school premises.
Notification	The principal shall notify local law enforcement officials when a gun safety education program is offered at the campus and that instructors are authorized to be in possession of unloaded firearms on school premises.

PROPOSED REVISIONS

Students ~~in kindergarten–grade 6~~ at all grade levels who have been identified as being at risk of dropping out of school, who ~~have failed reading or math~~ are not performing at grade level, or who did not perform satisfactorily on a state-mandated assessment shall be provided accelerated and/or compensatory educational services based on needs assessment. The principal shall ensure that each identified student is receiving services.

The services provided each student shall be consistent with the goals and strategies established in the District and campus improvement plans and shall be reviewed for effectiveness at the close of each grading period. Parents shall be encouraged to participate in the planning of educational services for their child and shall be kept informed regarding the child's progress toward educational goals.

Parents of students who are not successful in meeting requirements for promotion shall be informed of any available options, such as an extended year program or summer school.

[See EIE]

PROPOSED REVISIONS

Language
Proficiency
Assessment
Committees

The professional staff members of the LPAC(s) shall be assigned those duties by the Superintendent or designee. Selection of parent members of LPAC(s) shall be made after soliciting volunteers and upon the recommendation of professionals involved in the bilingual/ESL programs.

Training

The District shall provide orientation and training for all members of the LPAC(s), which shall include a discussion of the committee's duties and a thorough explanation and review of all laws and rules governing the confidentiality of information regarding individual students. In performing their duties, committee members shall be acting for the District and shall observe requirements regarding confidentiality of student records. [See FL]

Program Exit

A student exited from the bilingual/ESL program shall be monitored for a period of four years. The student may be reenrolled in the program if evidence indicates that the student has inadequate English proficiency and/or inadequate academic achievement.

Program Content

Bilingual Education

The District's bilingual education program shall be a full-time program of dual language instruction in both Spanish and English in all content areas. The District shall provide guidelines that define the amount of sheltered English language instruction based on the student's assessed English language proficiency within the bilingual classroom.

English as a
Second Language

The District's English as a Second Language (ESL) program shall be an intensive English language, academic, content-based instructional program for students whose primary language is other than English and whose parents have denied bilingual education. The daily amount of ESL instruction shall depend on the student's level of English language proficiency as determined by District guidelines.

PROPOSED REVISIONS

Partnership Programs

An eligible student may enroll in a partnership program with a Texas college or university in accordance with an agreement between the District and the college or university.

The District shall award credit toward high school graduation in accordance with the agreement between the District and the college or university.

Other College-Level Courses

The District may award a student credit for completing a college-level course at an accredited college or university that is not in a partnership program with the District. Award of credit shall be based on administrator approval in accordance with District guidelines.

Texas Virtual School Network

According to guidelines established by the Texas Virtual School Network (TxVSN) and the course provider, the District may enroll a student in college-level courses through the TxVSN. When the student successfully completes a course, credit shall be applied toward graduation requirements. [See EHDE]

~~High School Credit / College Credit~~

~~College course(s) may be taken concurrently with high school courses or during the summer or evening.~~

~~High school students may participate in college coursework under the following guidelines:~~

- ~~1. The student shall be enrolled with the prior written approval of the parent and high school principal.~~
- ~~2. Dual credit/concurrent courses are those college courses approved by both the District and the college for which a student may receive both state-approved credit toward high school graduation and college credit.~~
- ~~3. Credit for successfully completed college course(s) shall be earned in one-half unit increments.~~
- ~~4. The student pays all costs associated with taking the college course(s). The grade must be a minimum of "D" to qualify for high school credit.~~
- ~~5. The student must be receiving high school credit in order for the course to be counted among the two and one-half credits required for a student to be considered as full-time for participation in extracurricular activities.~~
- ~~6. In determining grade eligibility for extracurricular activities, college coursework shall be considered on a pass/fail basis~~

~~rather than the college's numerical grade. If a student is passing a course according to the college grading system, the student shall be considered to be passing for extracurricular purposes.~~

College Early Admission

~~The Superintendent shall have authority to approve individual applications for early college admission using the following criteria:~~

- ~~1. The student has been accepted by a college.~~
- ~~2. The student is capable of doing college work.~~
- ~~3. The student will benefit more from attending college than remaining in high school.~~
- ~~4. The student has completed the junior year or has met early admission criteria established by the college.~~

~~Students admitted under the early admission program shall qualify for the high school diploma after they have successfully completed all courses necessary and met graduation requirements for a Texas diploma.~~

PROPOSED POLICY

Course Requirements	To graduate, a student must complete the courses required by the District in addition to those mandated by the state.
Foundation Program	<p>A student shall enroll in courses specified by the District to complete the distinguished level of achievement under the foundation program.</p> <p>A student may graduate under the foundation program without earning the distinguished level of achievement if:</p> <ol style="list-style-type: none">1. The student and the student's parent or person standing in parental relation to the student are advised by the school counselor of the specific benefits of graduating from high school under the distinguished level of achievement; and2. The student's parent or person standing in parental relation to the student files with a school counselor written permission, on a form provided by the District, allowing the student to graduate with an endorsement without earning the distinguished level of achievement. <p>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.</p>
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.
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.
Fine Arts Substitutions	To the extent permitted by state rules, the District shall award state graduation credit in fine arts for participation in an approved community-based fine arts program.
Physical Education Substitutions Activities and Courses	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.

ACADEMIC ACHIEVEMENT
GRADUATION

EIF
(LOCAL)

Private or
Commercial
Programs

The District shall award state graduation credit in physical education for appropriate private or commercially sponsored physical activity programs conducted either on or off campus, upon approval by the commissioner of education. [See also EHAC]

DELETE POLICY

The Board guarantees the right of the learner and teachers to explore, present, and discuss divergent points of view with no penalty in the quest for knowledge and truth.

PROPOSED REVISIONS

Persons Age 21 and Over	The District shall not admit into its public schools any person age 21 or over unless otherwise required by law.
Registration Forms	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	At the time of initial registration and on an annual basis thereafter, the parent, guardian, or other person having lawful control of the student under order of a court shall present proof of residency in accordance with administrative regulations developed by the Superintendent. The District may investigate stated residency as necessary.
Minor Living Apart	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.
Nonresident Student in Grandparent's After-School Care	<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>
"Accredited" Defined	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.
Verification of Age	The principal shall verify the age of a student who is enrolling in the District for the first time.

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.

~~Students from Foreign Countries~~

~~A refugee student or a student entering from another country shall be placed according to the best judgment of the campus officials, the District psychometrist, the counseling service, and the parent or guardian of the student.~~

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 determine transfer of credit for 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

Authority	<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 grading period shall be permitted to continue in attendance for <u>a period of time as determined by the campus principal.</u> the remainder of the semester.</p>
Transfer Requests	<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> <p>Transfers shall not be permitted for the Judson Early College Academy (JECA) campus, the Judson Science Technology Engineering and Mathematics (JSTEM) program, the Texas Science Technology Engineering and Mathematics (TSTEM) program, or Judson Learning Academy (JLA).</p>
<i>Factors</i>	<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>
<i>Transfer Agreements</i>	<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 <u>revoked</u> approved the following year.</p>
Tuition	<p>If the District charges tuition, the amount shall be set by the Board, within statutory limits.</p>
<i>Waivers</i>	<p>The Board may waive tuition for a student based on financial hardship upon written application by the student, parent, or guardian. [See FP]</p>
<i>Nonpayment</i>	<p>The District may initiate withdrawal of students whose tuition payments are delinquent.</p>
Transportation	<p>The District shall not provide transportation for interdistrict transfer students, except as required by law.</p>
Appeals	<p>Any appeals shall be made in accordance with FNG(LOCAL) and GF(LOCAL), as appropriate.</p>

PROPOSED REVISIONS

Attendance Areas

A student shall be assigned to a school in the attendance area in which he or she resides. A ~~secondary~~ student who wishes to attend a school other than as assigned shall enroll through the school of choice online registration process. For school of choice transfers, UIL rules shall apply and district transportation shall not be provided. ~~obtain prior approval from the office of the Superintendent or designee. A parent of an elementary student who wishes to attend a school other than as assigned shall obtain prior approval from the principals of both the receiving and sending schools, as well as from the office of the Superintendent or designee.~~

Exceptions

A resident student who moves out of the attendance area of the assigned school during the course of a semester shall be permitted to continue in attendance. ~~for the remainder of the grading period.~~

~~A graduating senior student may continue in attendance if he or she is approved by the principal for continued enrollment. An appeal for an extension may be made to the Superintendent or designee when circumstances warrant. Tuition may be charged for an extension beyond the semester. The District shall not provide transportation for these students.~~

Factors

In approving transfers, the campus principal shall consider availability of space and instructional staff.

~~A secondary student who wishes to attend a school other than as assigned shall obtain prior approval from the office of the Superintendent or designee.~~

~~A parent of an elementary student who wishes to attend a school other than as assigned shall obtain prior approval from the principals of both the receiving and sending schools, as well as from the office of the Superintendent or designee.~~

Class Changes

The campus principal shall be authorized to investigate and approve the transfer of a student from one classroom to another on that campus.

Students from Foreign Countries

~~A refugee student and a student entering from another country shall be placed according to the best judgment of campus officials, the District psychometrist, the counseling service, and the parent or guardian of the student concerned. If a student is not successful in the initial placement and it is the judgment of campus officials that the student will be better served in a different placement, the campus principal may place the student into a more appropriate classroom.~~

Note: For the transfer of a student who is the victim of bullying or who engaged in bullying, see FDB(LEGAL). For the transfer of a student who attends a persistently dangerous school, becomes a victim of a violent criminal offense, or becomes a victim of sexual assault, see FDE.

DELETE POLICY

A parent or guardian who wishes to pick up a student for the lunch period shall first secure the principal's approval.

All Students

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

PROPOSED REVISIONS

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 an exemption for fundraising activities as authorized by state and federal rules. [See CO and FJ]

STUDENT WELFARE
WELLNESS AND HEALTH SERVICES

FFA
(LOCAL)

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.

Wellness Goals

Nutrition Promotion
and Education

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.

The District establishes the following goals for nutrition promotion:

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.
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.
- ~~3. The District shall ensure that food and beverage advertisements accessible to students outside of school hours on District property contain only products that meet the federal guidelines for competitive foods.~~

The District establishes the following goals for nutrition education:

1. The District shall deliver nutrition education that fosters the adoption and maintenance of healthy eating behaviors.
2. The District shall make nutrition education a District-wide priority and shall integrate nutrition education into other areas of the curriculum, as appropriate.
3. The District shall provide professional development so that teachers and other staff responsible for the nutrition education program are adequately prepared to effectively deliver the program.

Physical Activity

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]

The District establishes the following goals for physical activity:

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.

2. The District shall provide appropriate staff development and encourage teachers to integrate physical activity into the academic curriculum where appropriate.
3. The District shall make appropriate before-school and after-school physical activity programs available and shall encourage students to participate.
4. The District shall make appropriate training and other activities available to District employees in order to promote enjoyable, lifelong physical activity for District employees and students.
5. The District shall encourage parents to support their children's participation, to be active role models, and to include physical activity in family events.
6. 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 assistant superintendent 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

Student Illness	Procedures shall be established by the administration to ensure that proper attention is given to any student who becomes ill during the course of a school day.
Accidents Involving Students	Emergency procedures shall be established by the administration to ensure proper attention for any student injured at school. Records shall be maintained on all accidents that require the attention of a medical doctor.
Emergency Treatment Forms	Each year, students and parents shall complete and sign a form that provides emergency information and authorizes school officials to obtain emergency medical treatment, as provided by law.
Standards for All Medications	All medications shall be FDA-approved pharmaceuticals (prescription and nonprescription) administered within their therapeutic range and within standards of acceptable medical regimen. Research pharmaceuticals may be administered if they are a part of a University Institutional Review Board-approved protocol. Intravenous (IV) medications and treatments shall not be administered by school personnel.
Administering Medication	No employee shall give any student prescription medication, non-prescription medication, herbal substances, anabolic steroids, or dietary supplements of any type, except as provided below.
Exceptions	Employees authorized by the Superintendent or designee may administer medication provided by the to student's parent in accordance with the following :
<i>Provided by Parent</i>	<ol style="list-style-type: none">1. Prescription medication in accordance with legal requirements. [See FFAC(LEGAL)]The physician or health-care professional shall be licensed to practice in the United States. [See FFAC(LEGAL)] — Nurses employed by the District may accept orders only from those physicians who are legally authorized to practice medicine in Texas by the Texas Board of Medical Examiners (Texas Medical Practice Act, Occupations Code, Title 3, Subtitle B, Section 155.001), active duty military physicians in the state of Texas, or civilian practitioners working at a military treatment facility in the state of Texas. — An out-of-state physician's orders may be accepted for a transitional 30-day period if the orders are complete. The orders shall only be considered complete if they contain the following information:<ol style="list-style-type: none">a. Student's name;

- b. ~~Date of birth;~~
- c. ~~Diagnosis/condition for which the medication is pre-scribed;~~
- d. ~~Dose;~~
- e. ~~Route;~~
- f. ~~Frequency of administration;~~
- g. ~~Duration of treatment;~~
- h. ~~Potential side effects;~~
- i. ~~Emergency care;~~
- j. ~~Physician's name, signature, address, and telephone number;
and~~
- k. ~~The date the order was written.~~

~~If after 30 days, orders from a Texas licensed physician or health-care practitioners, active duty military physician in the state of Texas, or civilian practitioner working at a military treatment facility in the state of Texas are not received, the medication shall not be administered during the school day by a District employee. No exceptions to this policy shall be made. A parent or guardian or designated adult may administer the medication until orders are received from a licensed physician or health-care practitioner in Texas, an active duty military physician in the state of Texas, or a civilian practitioner working at a military treatment facility in Texas.~~

~~All prescription medications shall have been prescribed by a licensed physician or health-care practitioner in the United States. All medications shall have been manufactured in the United States. The physician or health-care professional shall be licensed to practice in the United States.~~

2. Nonprescription medication, upon a parent's written request, when properly labeled and in the original container. ~~[See Standards for All Medications, above]~~ The parent's written request shall be honored for up to three ~~ten~~ school days. A written request by a physician or other health-care professional shall be required when the medication must be administered for a longer period. ~~Thereafter, administration of any nonprescription medication shall only be with a physician's order. The licensed physician or health-care practitioner must meet the requirements described in item 1.~~

3. [Herbal substances or dietary supplements provided by the parent and only if required by the individualized education program or Section 504 plan of a student with disabilities.](#)

*Provided by
District*

[Employees authorized by the Superintendent or designee may administer](#) nonprescription medication provided on an emergency basis by the District and consistent with [the following](#):

1. Protocols established by the District's medical adviser who must be licensed to practice medicine in the state of Texas; and
2. Parental consent given on the emergency treatment form.

~~2. The District shall administer the following prescription medication solely on an emergency basis: albuterol solution through a nebulizer.~~

~~This prescription medication shall only be administered in accordance with:~~

- a. ~~Standing orders and protocols established by the District's medical adviser, who must be a physician licensed to practice medicine in the state of Texas; and~~
- b. ~~Parental consent given on the emergency treatment form or, where a parent has not returned an emergency treatment form, in life-threatening situations where time is of the essence and parents cannot be contacted within a reasonable time.~~

~~The determination of whether to administer this prescription medication to a student in an emergency situation shall be made solely by the school nurse, who shall assess the student's needs and administer the medication needed to alleviate the emergency.~~

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 personnel 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 purpose during regular on-campus school hours and whenever school personnel are physically on site for school-sponsored activities.

*Maintenance,
Availability, and
Training*

The Superintendent shall develop administrative regulations designating a coordinator to manage policy implementation and addressing annual training of school personnel 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.

Notice to Parents

In accordance with law, the District shall provide notice to parents regarding the epinephrine program, including notice of any change to or discontinuation of this program.

**Field Trips /
Off-Campus
School-Sponsored
Events**

~~For any District student attending a field trip or off-campus school-sponsored event, any prescription medication that the District is required to administer under this policy shall be sent with the student's trained and authorized District teacher and/or nurse along with instructions on the administration of the medication.~~

~~In addition to trained and authorized District teacher(s) and/or nurse(s), a parent or legal guardian who meets the criteria for one of the following: a licensed physician in Texas, a registered nurse licensed in Texas, or a vocational nurse licensed in Texas, a physician's assistant licensed in Texas, or a pharmacist licensed in Texas may administer prescription and non-prescription medication in accordance with this policy when on overnight field trips and/or off-campus, school-sponsored events. Prior to being allowed to do so, such individuals must complete all required training for administration of prescription and non-prescription medication provided by the student's school nurse.~~

~~Nonprescription medication(s) are not provided by the District during field trips and/or off-campus, school-sponsored events. Any such medications must be provided by the parent/guardian of the student, along with a written request, containing instructions on the administration of the nonprescription medication(s) to the student. Medications must be in the original manufacturer's container.~~

~~In the event of an emergency medical situation involving a District student for which no District employee was previously aware and that occurs during a field trip and/or during an off-campus, school-sponsored event when no school nurse is present, emergency medical services shall immediately be notified by any District employee in attendance.~~

Enteral Feedings

~~All enteral feeding formulas must be commercially prepared in the United States, provided by the student's parent/guardian, and en-~~

~~closed in the original sealed and unopened container when brought to the school clinic. If a licensed physician or health care practitioner orders a noncommercial formula, all ingredients must be provided in their original, unopened containers or in their natural state together with instructions for preparation.~~

~~Students requiring enteral feedings must have current orders for the enteral feedings from a licensed physician or health care practitioner in the state of Texas, an active duty military physician in the state of Texas, or a civilian practitioner working at a military treatment facility in the state of Texas. Out-of-state physician's orders for enteral feedings may be accepted for a transitional 30-day period if the orders are complete. In order to be considered complete, the out-of-state physician's orders must contain:~~

- ~~• The student's name;~~
- ~~• Date of birth;~~
- ~~• Diagnosis/condition for which the enteral feeding is prescribed;~~
- ~~• Amount of enteral formula to be administered;~~
- ~~• Frequency of administration;~~
- ~~• Specific time and method of administration;~~
- ~~• Length of time the feedings are to continue;~~
- ~~• Special instructions;~~
- ~~• Precautions/untoward reactions;~~
- ~~• The physician's name, signature, address, and telephone number; and~~
- ~~• The date the order was written.~~

~~If after 30 days, orders from a Texas licensed physician or health care practitioner, active duty military physician in the state of Texas, or civilian practitioner working at a military treatment facility in the state of Texas are not received, the enteral feeding will not be administered during the school day by a District employee. No exceptions to this policy shall be made. A parent or guardian or designated adult may administer the enteral feeding until orders are received from a licensed physician or health care practitioner in Texas, an active duty military physician in the state of Texas, or a civilian practitioner working at a military treatment facility in Texas.~~

Administration of
Medication to
Athletes

The District shall purchase nonprescription medication that may be used to prevent or treat illness or injury in the District's athletic program. Only a licensed athletic trainer or a physician licensed to practice medicine in the state of Texas may administer this medication and may do so only if:

1. The student's parent has given prior written consent for medication to be administered; and
2. The administration of a medication by an athletic trainer is in accordance with a standing order or procedures approved by a physician licensed to practice medicine in the state of Texas.

Psychotropics

Except as permitted by Education Code 38.016, 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.

**Compliance with
Do Not Resuscitate
Order**

~~The Superintendent or designee shall develop guidelines and procedures to assist staff in complying with the Texas Department of State Health Services out-of-hospital do not resuscitate (DNR) orders. If a student for whom the school has a DNR order on file experiences cardiac or respiratory arrest, District personnel shall initiate such actions as specified in the written, signed, and witnessed DNR order.~~

DELETE POLICY

Custodial and Noncustodial Rights

Both natural parents have the right to:

1. View the child's school records;
2. Receive school progress reports;
3. Visit the child briefly at school; and
4. Participate in parent and teacher conferences (not necessarily together in the same conference).

Document

Only a legal document (e.g., final divorce decree that includes specific denial of visitation rights or a restraining order denying visiting rights) can prevent a natural parent from participating in the activities named above.

Custodial Parents

For the school's purposes, the parent with whom the child resides is known as the custodial parent. If both parents claim to be the custodial parent, the parent who enrolled the child shall be considered the custodial parent until a legal document naming the custodial parent can be provided to the school.

Release from School

While both parents can see the child at school, only the custodial parent has the right to remove the child from school property unless legal documentation states otherwise. If the noncustodial parent asks to take the child from school, the following procedures shall apply:

1. The principal or designee should explain that the school staff is responsible for the child's welfare while at school.
2. In the presence of the noncustodial parent, the principal or designee shall normally telephone the custodial parent and explain the request. The following shall apply:
 - a. If the custodial parent agrees, then the request shall be granted.
 - b. If the custodial parent objects, the principal or designee shall explain the rights of both natural parents, confirm that the school will allow a brief visit, and describe the condition so that both parents hear the information. The principal or designee shall emphasize that the child will stay in the office area for the visit, will return to class afterward, and will not leave school property.
3. If the principal or designee cannot contact the custodial parent, the request shall be denied.

PROPOSED REVISIONS

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 documentation of discussion or action by a grade placement committee convened for the student.
5. Health services record, including:
 - a. The results of any tuberculin tests required by the District.

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- 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

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;

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 director of special education 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.

**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 ten 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 ten 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.

**Directory
Information**

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

1. Items for use for school-sponsored/school-affiliated purposes for all students;
- ~~2. Items for use for law enforcement purposes for all students; and~~
- ~~3.~~ 2. Items for military recruiters and institutions of higher education for secondary students.

School-Sponsored /
School-Affiliated
Purposes

The District has designated the following categories of information as directory information for the purpose of disclosure relating to school-sponsored/school-affiliated purposes: 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.

School-sponsored/school-affiliated purposes are those events or activities that the District conducts or sponsors to support its educational mission. Examples include, but are not limited to:

1. Extracurricular programs or events (e.g., school plays, concerts, athletic events, and graduation ceremonies);
2. Publications (e.g., newsletters, yearbook, and the like);
3. Honor roll and other student recognition lists; and
4. District marketing materials (e.g., print media, website, videos, newspaper, and the like).

~~Law Enforcement
Purposes~~

~~The District has designated the following categories of information as directory information for the purpose of disclosure relating to law enforcement purposes: 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.~~

Other Purposes:
Secondary Students
Only

The District has designated the following categories of information as directory information, for secondary students only, for the purpose of disclosure to military recruiters and institutions of higher education: 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.

PROPOSED REVISIONS

Supervision

~~All extracurricular activities shall be properly supervised.~~

**Periodic
Reevaluation**

~~The student activity program at each school shall be evaluated periodically to determine the degree to which the program is serving the needs of individual students, as well as the degree of contribution to the total educational program of the school.~~

**Extracurricular
Activity Absences**

For performances and competitions associated with UIL activities, the District shall allow a student a maximum of ten absences not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of two absences for state competition.

For other extracurricular activities approved by the Board, the District shall allow a student a maximum of five absences in a school year but only when a student has a grade average of at least ~~70~~ 75 in the courses or subjects to be missed and no more than three un-excused absences in the courses or subjects to be missed.

**Use of District
Facilities**

School-sponsored student groups may use District facilities with prior approval of the appropriate administrator. Other student groups may use District facilities in accordance with policy FNAB.

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

School-sponsored dances may be held on school property.

PROPOSED REVISIONS

Commencement Exercises

To be eligible to participate in commencement activities and ceremonies, a student shall meet all state and local graduation requirements, including all applicable state testing. [See EI, EIF]

Former Board Member Participation

~~Persons who have previously served on the Board shall be allowed to present the diploma to a relative at the annual ceremonies.~~

Requirements

Prior to Commencement Ceremony

Prior to a student participating in ~~Students~~the commencement ~~exercises ceremony, he or she~~ shall:

1. Clear all obligations to the school and the District; clearance of all District and campus obligations shall be at the principal's discretion;
2. Be present at practice sessions, unless prior arrangements are made with the principal; and
3. Not disrupt senior events and activities leading up to the commencement ceremony.

A student not complying with the above requirements shall not be permitted to participate in commencement exercises.

During the Commencement Ceremony

A student not complying with following requirements shall be removed from the commencement ceremony:

- ~~2.1.~~ Wearing the appropriate clothing as specified by the principal unless prior arrangements have been made with the principal;
2. Conducting ~~themselves~~himself or herself in an acceptable manner during practice sessions and the ceremony; and
3. Adhering to the behavioral standards established by the principal.

PROPOSED REVISIONS

Student Expression of Religious Viewpoints

The District shall treat a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject in the same manner the District treats a student's voluntary expression of a secular or other viewpoint on an otherwise permissible subject and shall not discriminate against the student based on a religious viewpoint expressed by the student on an otherwise permissible subject.

Student Speakers at Nongraduation Events

The District hereby creates a limited public forum for student speakers at all school events at which a student is to publicly speak. For each speaker, the District shall set a maximum time limit reasonable and appropriate to the occasion.

For purposes of this policy, a "school event" is a school-sponsored event or activity that does not constitute part of the required instruction for a segment of the school's curriculum, regardless of whether the event takes place during or outside the school day.

For purposes of this policy, "to publicly speak" means to address an audience at a school event using the student's own words. A student is not using his or her own words when the student is reading or performing from an approved script, is delivering a message that has been approved in advance or otherwise supervised by school officials, or is making brief introductions or announcements.

Introductory Speakers

Student speakers shall be given a limited public forum to introduce:

1. High school football games; and
2. Other events designated by the principal of the school.

The forum shall be limited in the manner provided by this section on nongraduation events.

Eligibility and Selection

Students are eligible to be selected to introduce school events covered by this policy if they:

- ~~1. Are in the highest two grade levels of the school;~~
- 2.1. Volunteer to speak;
2. Are not in a disciplinary placement or suspension from any extracurricular activity at the time of the speaking event; and
3. Adhere to established behavior and attendance standards.
- ~~4. Hold one of the following positions of honor within the school:~~
 - ~~a. Elected club officers;~~
 - ~~b. Student council officers;~~

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- ~~c. National Honor Society and National Junior Honor Society officers;~~
- ~~d. Class officers of the highest grade level in the school, or~~
- ~~e. Captains of athletic or academic teams, including band drum major.~~

Eligible students who wish to volunteer shall submit their names to the campus principal during the first full week of instruction each semester. Students are not eligible to volunteer if they are in a disciplinary placement during any part of the first full week of instruction. If there are no student volunteers, the District shall seek volunteers again at the beginning of the next semester.

The names of the students who volunteer to speak shall be randomly drawn until all names have been selected; the names shall be listed in the order drawn.

*Assignment of
Introductory
Speakers*

Each selected student shall be matched chronologically to the single event for which the student shall give the introduction. The list of student speakers shall be chronologically repeated as needed, in the same order.

The District shall repeat the selection process at the beginning of each semester. Any student who, subsequent to being listed as an eligible student under this policy, engages in any act of misconduct that results in disciplinary placement or suspension from participation in an extracurricular activity for a period of time in excess of three school days shall be removed from the list of eligible speakers for the remainder of the school year, and the list matching students to the events to be introduced will be adjusted accordingly.

*Content of
Student
Introductions*

The subject of the student introductions shall relate to the purpose of introducing the designated event. The student must stay on the subject. The student may not engage in speech that:

- Is obscene, vulgar, offensively lewd, or indecent;
- Creates reasonable cause to believe that the speech would result in material and substantial interference with school activities or the rights of others;
- Promotes the illegal use of drugs, alcohol, or other controlled substances;
- Violates the intellectual property rights, privacy rights, or other rights of another person;
- Contains defamatory statements about others; or

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- Advocates imminent lawless action and is likely to incite or produce such action.

The District shall treat a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject in the same manner the District treats a student's voluntary expression of a secular or other viewpoint on an otherwise permissible subject and shall not discriminate against the student based on a religious viewpoint expressed by the student on an otherwise permissible subject.

Disclaimer

In order to make it clear that the District does not sponsor the speech of students who are permitted to publicly speak under this policy, and in order to comply with both the letter and the spirit of the state law mandating the creation of the limited public forum established by this policy, at each event at which a student shall deliver an introduction, the following or substantially similar disclaimer shall be stated in written or oral form, or both: "The student giving the introduction for this event is a volunteering student selected on neutral criteria to introduce the event. The content of and any views expressed during the introduction is solely and entirely the private expression of the student and does not reflect the endorsement, sponsorship, position, or expression of the District." When given orally, the disclaimer shall be delivered by a District employee attending the event, using the same speaking equipment to be used by the student introducing the event.

Use of the District's public announcement system or speaking system by students at events covered by this policy is not considered to be District sponsorship but is incidental to the private speech of the student.

Other Student
Speakers

Certain students who have attained special positions of honor in the school have traditionally addressed school audiences from time to time as a tangential component of their achieved positions of honor, such as the captains of various sports teams, student council officers, class officers, homecoming kings and queens, prom kings and queens, and the like, and have attained their positions based on neutral criteria. Nothing in this policy eliminates the continuation of the practice of having these students, regardless of grade level, address school audiences in the normal course of their respective positions. The District shall create a limited public forum for the speakers and shall treat a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject in the same manner the District treats a student's voluntary expression of a secular or other viewpoint on an otherwise permissible

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subject and shall not discriminate against a student based on a religious viewpoint expressed by the student on an otherwise permissible subject.

**Student Speakers at
Graduation
Ceremonies**

Opening and
Closing Remarks

The District hereby creates a limited public forum consisting of an opportunity for a student to speak to begin graduation ceremonies and another student to speak to end graduation ceremonies. For each speaker, the District shall set a maximum time limit reasonable and appropriate to the occasion.

The forum shall be limited in the manner provided by this section on student speakers at graduation.

Eligibility

Only students who are graduating and who hold one of the following positions of honor based on neutral criteria shall be eligible to be selected to speak to begin and end graduation ceremonies as described above: student council class officers, class officers of the graduating class, or the top three academically ranked graduates. A student who shall otherwise have a speaking role in the graduation ceremonies is ineligible to give the opening and closing remarks. Students who are eligible shall be notified and given an opportunity to volunteer. Students are not eligible to volunteer if they were in a disciplinary placement during any part of the spring semester.

The names of the eligible students who volunteer shall be randomly drawn. The student whose name is drawn first shall give the opening, and the student whose name is drawn second shall give the closing.

*Content of
Opening and
Closing Remarks*

The topic of the opening and closing remarks shall be related to the purpose of the graduation ceremony and to the purpose of marking the opening and closing of the event; honoring the occasion, the participants, and those in attendance; bringing the audience to order; and focusing the audience on the purpose of the event. The students providing the opening and closing remarks shall not engage in prohibited speech as described below.

Other Student
Speakers

In addition to the students giving the opening and closing remarks, the valedictorian, salutatorian, senior class president, senior class chaplain, and a student the principal chooses may have speaking roles at graduation ceremonies. For each speaker, the District shall set a maximum time limit reasonable and appropriate to the occasion and to the position held by the speaker. For this purpose, the District creates a limited public forum for these students to deliver the addresses. The subject of the addresses shall be related to the purpose of the graduation ceremony, marking and honoring the occasion, honoring the participants and those in attendance, and the

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student's perspective on purpose, achievement, life, school, graduation, and looking forward to the future.

The student shall stay on the subject, and the student shall not engage in speech that:

- Is obscene, vulgar, offensively lewd, or indecent;
- Creates reasonable cause to believe that the speech would result in material and substantial interference with school activities or the rights of others;
- Promotes the illegal use of drugs, alcohol, or other controlled substances;
- Violates the intellectual property rights, privacy rights, or other rights of another person;
- Contains defamatory statements about others; or
- Advocates imminent lawless action and is likely to incite or produce such action.

The District shall treat a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject in the same manner the District treats a student's voluntary expression of a secular or other viewpoint on an otherwise permissible subject and shall not discriminate against the student based on a religious viewpoint expressed by the student on an otherwise permissible subject.

Use of the District's public announcement system or speaking system by students at graduation is not considered to be District sponsorship but is incidental to the private speech of the student.

Disclaimer

A written disclaimer shall be printed in the graduation program that states, "The students who shall be speaking at the graduation ceremony were selected based on their leadership position, which they attained through neutral criteria to deliver messages of the students' own choices. The content of and any views expressed during each student speaker's message is solely and entirely the private expression of the individual student and does not reflect the endorsement, sponsorship, position, or expression of the District." The same disclaimer shall be delivered orally by a District employee at the beginning of the graduation ceremony, using the same speaking equipment to be used by the student introducing the event.

Use of the District's public announcement system or speaking system by students at graduation is not considered to be District sponsorship but is incidental to the private speech of the student.

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**Religious
Expression in Class
Assignments**

A student may express his or her beliefs about religion in homework, artwork, and other written and oral assignments free from discrimination based on the religious content of the student's submission. Homework and classroom work shall be judged by ordinary academic standards of substance and relevance and against other legitimate pedagogical concerns identified by the school. A student shall not be penalized or rewarded because of religious content. If a teacher's assignment involves writing a poem, the work of a student who submits a poem in the form of a prayer (for example, a psalm) should be judged on the basis of academic standards, including literary quality, and not penalized or rewarded because of its religious content.

**Freedom to Organize
Religious Groups
and Activities**

Students may organize prayer groups, religious clubs, "see you at the pole" gatherings, and other religious gatherings before, during, and after school to the same extent that students are permitted to organize other noncurricular student activities and groups. [See FNAB] Religious groups shall be given the same access to school facilities for assembling as is given to other noncurricular groups, without discrimination based on the religious content of the groups' expression. If student groups that meet for nonreligious activities are permitted to advertise or announce the groups' meetings, for example, by advertising in a student newspaper, putting up posters, making announcements on a student activities bulletin board or public address system, or handing out leaflets, school authorities shall not discriminate against groups that meet for prayer or other religious speech. School authorities may disclaim sponsorship of noncurricular groups and events, provided the disclaimer is administered in a manner that does not favor or disfavor groups that meet to engage in prayer or other religious speech.

PROPOSED REVISIONS

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 student, 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 by students.

For purposes of this policy, "distribution" means the circulation of more than ten copies of material from a source other than the District.

Materials distributed under the supervision of instructional personnel as a part of instruction or other authorized classroom activities shall not be considered nonschool literature and shall not be governed by this policy.

[For distribution of nonschool literature by nonstudents, see GKDA]

Limitations on Content

Nonschool literature shall not be distributed by students 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.

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DISTRIBUTION OF NONSCHOOL LITERATURE

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Prior Review

All nonschool literature intended for distribution by students on District premises shall be submitted to the principal for prior review in accordance with the following:

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 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 by District students only in the following circumstances:

1. Distribution of materials by a student to other attendees during a meeting of a noncurriculum-related student group authorized to meet at school during noninstructional time in accordance with FNAB(LOCAL); or
2. Distribution of nonschool materials in circumstances for which exceptions to prior review are authorized at GKDA(LOCAL).

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 by students to students or others at the principal's campus.

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

~~The principal shall designate times, locations, and means for distribution of nonschool literature by students at District facilities, 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, suspension of a noncurriculum-related student group's use of District facilities, and/or other disciplinary action in accordance with the Student Code of Conduct.

Appeals

Decisions made by the administration in accordance with this policy may be appealed in accordance with FNG(LOCAL).

PROPOSED REVISIONS

Purpose	The District's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority.
General Guidelines	<p>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.</p> <p>The District prohibits pictures, emblems, or writings on clothing that:</p> <ol style="list-style-type: none">1. Are lewd, offensive, vulgar, or obscene.2. Advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited under FNCF(LEGAL). <p>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.</p>
School Standardized Dress	Prekindergarten through grade 12 and alternative campuses may elect, with Superintendent and Board approval, to establish a mandatory standardized dress policy.
Purpose	The use of school standardized dress is established to improve students' self-esteem, reduce ethnic/racial tension, bridge socio-economic differences among students, and promote positive behavior, thereby enhancing school safety and improving the learning environment.
Effective Date	This policy shall become binding and enforceable on the 91st day after the date of adoption by the Board.
Implementation	In order to require students to wear standardized dress, a campus principal must request approval from the Superintendent. After Superintendent approval, Board approval is required to institute standardized dress. The request must be approved by the Board at least 90 calendar days prior to the implementation date of the standardized dress requirement. The request presented to the Board shall include a detailed and specific description of the standardized dress.
Funding	The District's governmental funds shall not be used to purchase standardized dress clothing without specific approval by the Board. The funding source for providing standardized dress clothing for

~~economically disadvantaged students shall include one or more of the following:~~

- ~~1.— Donations, gifts, and/or grants;~~
- ~~2.— Funds generated at the campus level by students, staff, PTAs and/or business/community partners; or~~
- ~~3.— Any other source as approved by the Board.~~

~~Dress for Special Occasions~~

~~The principal at any school that has established standardized dress for students has the authority to allow the student body of the campus to vary from the standardized dress and establish a particular mode of attire for special occasion days or for particular school-sponsored school-related activities.~~

~~Non-Discrimination~~

~~District or campus personnel shall not discriminate against any student whose parents choose, for religious or philosophical reasons, an exception to the standardized dress policy.~~

Extracurricular Activities

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. [See FO series]

PROPOSED REVISIONS

~~The Board shall annually review and approve all student fees, fines, and charges.~~

Waiver of Fees

Upon receipt by the District of reliable proof that a student and his or her parent or guardian are unable to pay a fee or deposit required by the school, such fee or deposit shall be waived. Such student and his or her parent or guardian must present evidence of their inability to pay to the appropriate principal who shall determine eligibility for a fee waiver.

DELETE POLICY

The Board shall make every reasonable attempt to keep the public informed of policies, administrative operations, objectives, and educational programs. Full and accurate information with interpretation and explanations of school plans and programs shall be provided under the laws of this state.

PROPOSED REVISIONS

~~All parent organizations shall file with the appropriate school officials a copy of an acceptable constitution and/or set of bylaws prior to official recognition and approval to use school facilities.~~

District-affiliated school-support organizations and booster organizations, and other parent groups, shall organize, fundraise or solicit donations, and function in a way that is consistent with the District's philosophy and objectives, Board policies, District administrative regulations, applicable UIL or other governing association guidelines, and financial and audit regulations. [See also CDC and CFC]

Before engaging in fundraising or soliciting gifts, an organization or group shall notify the principal or other appropriate administrator identified in administrative regulations. [See CDC(LOCAL) for District acceptance of gifts and solicitations]

Use of District Facilities

District-affiliated school-support or booster organizations may use District facilities with prior approval of the appropriate administrator. Other parent groups may use District facilities in accordance with policy GKD.

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 ~~or designee~~ shall have authority to cancel a scheduled nonschool use if an unexpected conflict arises with a District activity.

Approval of Use

~~Submission for use/rental of all elementary school facilities shall be made through the~~ The campus principal. ~~Submission for~~ is authorized to approve a nonschool use of facilities on a school campus.

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(LOCAL)

~~The District athletic director is authorized to approve a nonschool use of District athletic facilities. /rental high school and middle school nonathletic facilities shall be made through the campus principal. Submission for use/rental of high school and middle school athletic facilities shall be made through the District athletic office.~~

The Superintendent ~~or designee shall~~ is authorized to approve ~~all facilities~~ nonschool use ~~requests. Any group/organization based outside of the~~ all other District ~~facilities.~~ shall require Board approval

~~The performing arts center may only be authorized for use by the Superintendent or designee.~~

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 ~~or designee~~ may authorize the use of ~~school~~ District facilities by civil defense, health, or emergency service authorities.

Repeated Use

~~With annual permission, the~~ The District shall permit repeated use by any group or organization for nonschool purposes for ~~12~~ no longer than twelve consecutive months.

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.

Use Agreement

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.

~~Insurance~~

~~The group or organization must present evidence of acceptable liability insurance or a satisfactory indemnity agreement.~~

Fees for Use

Nonschool users shall be charged a fee for the use of designated District facilities.

The Superintendent ~~or designee~~ 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.

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(LOCAL)

Exceptions

Fees shall not be charged when ~~school buildings are used for public meetings sponsored by state or local governmental agencies.~~ District facilities are used:

1. ~~Fees shall not be charged for use by~~ For public meetings sponsored by state or local governmental agencies; or
2. By District employee professional organizations. ~~[See [see DGA]; or~~

Required Conduct

Persons or groups using ~~school~~ District facilities shall:

1. Conduct business in an orderly manner.
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 ~~or designee.~~

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.

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 to multiple recipients on District premises under this policy shall be submitted [to the principal](#) 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 shall approve or reject submitted materials within two school days of the time the materials were received.

~~1. The individual shall present, in person, the material to be distributed to the principal or designee.~~

~~2. The principal or designee shall approve or disapprove the distribution of the material within two District business days of the time it was presented.~~

~~3. If the principal or designee does not respond within the two-day time line, the material shall be submitted to the Superintendent.~~

~~If the Superintendent or designee does not respond within two District business days, the material shall be considered disapproved. Materials displayed without approval shall be removed.~~

~~The Superintendent's disapproval may be appealed to the Board in accordance with policy DGBA(LOCAL), FNG(LOCAL), or GF(LOCAL).~~

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 GKD(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.

NONSCHOOL USE OF SCHOOL FACILITIES
DISTRIBUTION OF NONSCHOOL LITERATURE

GKDA
(LOCAL)

**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 ~~or designee~~ 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]