

# Board of Trustees

## Executive Summary of Board Agenda Item

Meeting Date: May 2024

Subject/Title for Agenda Posting:

Justification Statement:

Purpose of Agenda Item:

☐

Information

☒

Discussion

☒

Action

Item Type:

☐

Curriculum & Instruction

☒

HumanResources

☐

Business Services

Staff Responsible:

Martha Carrasco, CHief Human Resources Officer

*Signature of Requester(s)*

Martha Carrasco, Chief Human Resources Officer

*Signature of Presenter(s)*

May 2024

*Business Services Approval (Initials)*

*Date*

Agenda Summary: [TASB Manual Policy Updates](#)

RECOMMENDATION: [That TASB Manual Policy Updates go through 1st reading](#)

PRIOR BOARD ACTION:

AWARDED:

AWARDED AMOUNT:

AMOUNT(S): NA

ACCOUNT NO(S): NA

PROCUREMENT METHOD TYPE: (3 Quotes, Cooperative Contract Quotes, Sole Source, Formal Bid)

REQUESTING DEPARTMENT: [Human Resources](#)

CONSEQUENCES OF NON-APPROVAL: [Policy will not be current](#)

IMPLEMENTATION TIMELINE: [Immediately after 1st reading](#)

ATTACHMENT(S): [Policy List, TASB Local Update Packet with Explanatory Notes, 9-21-23 CISD Special Board Meeting, Sign in Sheets Policy Review](#)



(LOCAL) POLICY ACTION LIST  
CANUTILLO ISD (071907)  
UPDATE 02-20-2024

1. AE(LOCAL): EDUCATIONAL PHILOSOPHY
2. AF(LOCAL): INNOVATION DISTRICTS
3. BBB(LOCAL): BOARD MEMBERS - ELECTIONS
4. BBFA(LOCAL): ETHICS - CONFLICT OF INTEREST DISCLOSURES
5. BBG(LOCAL): BOARD MEMBERS - COMPENSATION AND EXPENSES
6. BDAA(LOCAL): OFFICERS AND OFFICIALS - DUTIES AND REQUIREMENTS OF BOARD OFFICERS
7. BDB(LOCAL): BOARD INTERNAL ORGANIZATION - INTERNAL COMMITTEES
8. BDD(LOCAL): BOARD INTERNAL ORGANIZATION - ATTORNEY
9. BE(LOCAL): BOARD MEETINGS
10. BF(LOCAL): BOARD POLICIES (Recent Adoption, TASB language recommended)
11. BQ(LOCAL): PLANNING AND DECISION-MAKING PROCESS
12. BQA(LOCAL): PLANNING AND DECISION-MAKING PROCESS - DISTRICT-LEVEL
13. BQB(LOCAL): PLANNING AND DECISION-MAKING PROCESS - CAMPUS-LEVEL
14. CB(LOCAL): STATE AND FEDERAL REVENUE SOURCES
15. CE(LOCAL): ANNUAL OPERATING BUDGET
16. CFF(LOCAL): ACCOUNTING - CHECKING ACCOUNTS
17. CH(LOCAL): PURCHASING AND ACQUISITION (Recent Adoption, TASB language recommended)
18. CLE(LOCAL): BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT - FLAG DISPLAYS
19. COA(LOCAL): FOOD AND NUTRITION MANAGEMENT - PROCUREMENT
20. CPC(LOCAL): OFFICE MANAGEMENT - RECORDS MANAGEMENT
21. CRF(LOCAL): INSURANCE AND ANNUITIES MANAGEMENT - UNEMPLOYMENT INSURANCE
22. CV(LOCAL): FACILITIES CONSTRUCTION
23. DBB(LOCAL): EMPLOYMENT REQUIREMENTS AND RESTRICTIONS - MEDICAL EXAMINATIONS AND COMMUNICABLE DISEASES
24. DCE(LOCAL): EMPLOYMENT PRACTICES - OTHER TYPES OF CONTRACTS
25. DEA(LOCAL): COMPENSATION AND BENEFITS - COMPENSATION PLAN
26. DEAB(LOCAL): COMPENSATION PLAN - WAGE AND HOUR LAWS
27. DEC(LOCAL): COMPENSATION AND BENEFITS - LEAVES AND ABSENCES
28. DED(LOCAL): COMPENSATION AND BENEFITS - VACATIONS AND HOLIDAYS
29. DEE(LOCAL): COMPENSATION AND BENEFITS - EXPENSE REIMBURSEMENT
30. DFBB(LOCAL): TERM CONTRACTS - NONRENEWAL
31. DH(LOCAL): EMPLOYEE STANDARDS OF CONDUCT
32. DHE(LOCAL): EMPLOYEE STANDARDS OF CONDUCT - SEARCHES AND ALCOHOL/DRUG TESTING
33. DMA(LOCAL): PROFESSIONAL DEVELOPMENT - REQUIRED STAFF DEVELOPMENT
34. DNA(LOCAL): PERFORMANCE APPRAISAL - EVALUATION OF TEACHERS
35. DNB(LOCAL): PERFORMANCE APPRAISAL - EVALUATION OF CAMPUS ADMINISTRATORS
36. EH(LOCAL): CURRICULUM DESIGN
37. EI(LOCAL): ACADEMIC ACHIEVEMENT
38. EIA(LOCAL): ACADEMIC ACHIEVEMENT - GRADING/PROGRESS REPORTS TO PARENTS
39. EIC(LOCAL): ACADEMIC ACHIEVEMENT - CLASS RANKING
40. EIF(LOCAL): ACADEMIC ACHIEVEMENT - GRADUATION
41. FB(LOCAL): EQUAL EDUCATIONAL OPPORTUNITY

(LOCAL) Policy Action List

CANUTILLO ISD (071907)

42. FD(LOCAL): ADMISSIONS
43. FDA(LOCAL): ADMISSIONS - INTERDISTRICT TRANSFERS
44. FDB(LOCAL): ADMISSIONS - INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS
45. FFAA(LOCAL): WELLNESS AND HEALTH SERVICES - PHYSICAL EXAMINATIONS
- ~~46.~~ FJ(LOCAL): STUDENT FUNDRAISING
- ~~46.~~~~47.~~ FM(LOCAL): STUDENT ACTIVITIES
- ~~47.~~~~48.~~ FMD(LOCAL): STUDENT ACTIVITIES - SOCIAL EVENTS
- ~~48.~~~~49.~~ FMG(LOCAL): STUDENT ACTIVITIES - TRAVEL
- ~~49.~~~~50.~~ FNA(LOCAL): STUDENT EXPRESSION - DISTRIBUTION OF NONSCHOOL LITERATURE
- ~~50.~~~~51.~~ FNAB(LOCAL): STUDENT EXPRESSION - USE OF SCHOOL FACILITIES FOR NONSCHOOL PURPOSES
- ~~51.~~~~52.~~ FNCE(LOCAL): STUDENT CONDUCT - PERSONAL TELECOMMUNICATIONS/ELECTRONIC DEVICES
- ~~52.~~~~53.~~ GKB(LOCAL): COMMUNITY RELATIONS - ADVERTISING AND FUNDRAISING
- ~~53.~~~~54.~~ GKD(LOCAL): COMMUNITY RELATIONS - NONSCHOOL USE OF SCHOOL FACILITIES
- ~~54.~~~~55.~~ GKDA(LOCAL): NONSCHOOL USE OF SCHOOL FACILITIES - DISTRIBUTION OF NONSCHOOL LITERATURE
- ~~55.~~~~56.~~ GNC(LOCAL): RELATIONS WITH EDUCATIONAL ENTITIES - COLLEGES AND UNIVERSITIES

## PROPOSED REVISIONS

### Mission Statement

**We provide Equitable Opportunities to ensure our future-ready students are empowered to Explore, Learn, Grow, and Excel.**

~~Provide high quality educational opportunities that will inspire all students to acquire and use the knowledge and skills to become leaders and productive citizens in a culturally diverse and technologically sophisticated world.~~

### Vision

**LEAD today. IMPACT tomorrow.**

~~To become a premier school district with nationally ranked, multi-literate graduates that will be able to create, collaborate, communicate, critically think and apply the knowledge and skills to be successful in post-secondary and the workforce; and more importantly, in life.~~

### Core Beliefs

~~Culture of Excellence~~

~~Student Centered~~

~~High Expectations~~

~~Accountability~~

~~Transparency~~

*Comment: Updated based on the information found on the district's website.*

INNOVATION DISTRICTS

AF  
(LOCAL)

**ADD POLICY**

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

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<sup>1</sup> Innovation Plan: <https://www.canutillo-isd.org/>

BOARD MEMBERS  
ELECTIONS

BBB  
(LOCAL)

**PROPOSED REVISIONS**

<b>Membership</b>	The Board shall consist of seven members.
<b>Method of Election</b>	Election of Board members shall be at large.
<b>Election Date</b>	General election of board members shall be on the November uniform election date.
<b>Terms and Election Schedule</b>	<p>Board members shall be elected for four-year terms, with elections conducted biennially, as follows:</p> <p>The election of three Board members shall be held in 2026, 2030, 2034, and in four-year intervals thereafter.</p> <p>The election of four Board members shall be held in 2024, 2028, 2032, and in four-year intervals thereafter.</p>
<b>Method of Voting</b> Plurality	The candidates receiving the highest number of votes for the number of seats with expiring terms shall be elected.
<b>Recognition</b>	<p>In recognition of the service of Board members in the District, a plaque shall be presented to all elected Board members at the end of their term or at the time of their retirement from the Board. In addition, an appropriate resolution expressing sincere appreciation to the Board member at the time of his or her retirement shall be placed in Board minutes.</p> <p>All retiring or retired Board members shall be given lifetime passes for free admittance to school-sponsored events and shall receive complimentary copies of District publications and promotional items such as pens or hats.</p>

***Comment:*** Recoded from BBG(LOCAL). It should be retained here if this is still a board practice.

### PROPOSED REVISIONS

Each Board member shall provide in a timely manner to the District information necessary for the District's annual financial management report. [See CFA]

#### Vendor Contact with Board Members

**Any** person conducting business with the District shall refrain from contacting individual ~~members of the~~ Board **members** regarding any aspect of the business. Communication with the Board regarding any aspect of the business shall be in writing and addressed to all Board members.

**An** ~~individual~~ Board members who ~~are~~ **is** contacted by a person regarding commercial business matters with the District shall refer ~~such persons~~ **the individual** to the **Superintendent's** office ~~of the Superintendent for an administrative response~~.

BOARD MEMBERS  
COMPENSATION AND EXPENSES

BBG  
(LOCAL)

**PROPOSED REVISIONS**

*Comment: This is a board operating procedure and is recommended for retention. Ensure alignment with the board operating procedures document.*

**Expense  
Reimbursement**

~~The District shall be responsible for managing travel expenses in a manner that provides the lowest cost and best value to the District.~~

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.

~~Board members shall be expected to keep the costs of travel to a minimum. Registrations and reservations shall be made as early as possible in order to arrange for travel at the lowest possible cost. Ground transportation shall be provided in the most economical manner possible.~~

**Travel Expenses**

Payment for authorized and documented travel expenses shall be made in accordance with legal requirements by one of the following methods:0)

1. Reimbursement, not to exceed the allowable rates, for air and ground transportation, parking fees, lodging, meals, and other incidental expenses.
2. Advancement of a set amount for air and ground transportation, parking fees, taxi fares, lodging, meals, and other incidental expenses. Any excess over actual allowable expenses shall be refunded to the District.

Upon completion of travel, all Board members shall submit a travel expense form no later than ~~five~~ **10** business days after returning **from the conference or meeting**.

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

**Air Travel**

Air travel shall be at coach rates or the lowest rate available by the most direct route, whenever possible. When air fare to a destination is lower than the per mileage rate, the maximum reimbursement shall be the lowest air fare available.



BOARD MEMBERS  
COMPENSATION AND EXPENSES

BBG  
(LOCAL)

Failure to Attend	Except in cases of unforeseen events, a Board member who fails to travel to and attend a conference or other event for which travel arrangements have been made shall be required to reimburse the District for all nonrefundable expenses incurred by the District.
Nonmember's Expenses	A member who is accompanied by his or her spouse or other person shall be responsible for paying for his or her travel and shall reimburse the District for any difference in the room rates and other related travel expenses incurred due to the attendance of the additional person.
Nonmember's Expenses	<del>A member who is accompanied by his or her spouse or other person shall be responsible for paying for his or her travel and shall reimburse the District for any difference in the room rates and other related travel expenses incurred due to the attendance of the additional person. As a courtesy, the District may make travel arrangements, using the Board member's personal credit card, for a spouse or other person traveling with the Board member. No arrangements shall be made using District resources.</del>
Recognition	<del>In recognition of the service of Board members in the District, a plaque shall be presented to all elected Board members at the end of their term or at the time of their retirement from the Board. In addition, an appropriate resolution expressing sincere appreciation to the Board member at the time of his or her retirement shall be placed in Board minutes.</del>  <del>All retiring or retired Board members shall be given lifetime passes for free admittance to school sponsored events and shall receive complimentary copies of District publications and promotional items such as pens or hats</del>
Documentation Required	For any authorized expense incurred, the Board member shall submit a <del>statement</del> travel expense form, with receipts to the extent feasible, documenting actual expenses and in accordance with procedures applicable to employee expense reimbursement.
Authorized Meetings	<del>Each</del> Board members shall be authorized <del>by the Board</del> to attend the annual convention hosted by the Texas Association of School Boards (TASB) and the Texas Association of School Administrators (TASA), the TASB Summer Leadership Institute, as well as National School Boards Association (NSBA) conferences, or conferences of any other association recognized by TASB/TASA or NSBA.  <del>Each</del> Board members <del>are is</del> authorized to travel to four conferences that have a direct relationship or impact upon the operation of the District. <del>Board members shall provide, u</del> Upon their return,

BOARD MEMBERS  
COMPENSATION AND EXPENSES

BBG  
(LOCAL)

**the attending Board members shall provide** a report to the entire Board on the meeting/conference attended.

In the event a Board member is selected for Leadership TASB or to serve in leadership roles in other school board associations, additional funds for travel shall be allotted in support of the Board member in this role. Board members may also attend any trainings supported by scholarships or grants that are specific for board member training.

**The expenditure of funds for** ~~All other~~ trainings or conferences **that are not referenced in this policy** shall **require** ~~be approved by the~~ Board **approval**.

*Comment: The recognition provision is recommended for placement at BBB(LOCAL).*

OFFICERS AND OFFICIALS  
DUTIES AND REQUIREMENTS OF BOARD OFFICERS

BDAA  
(LOCAL)

**PROPOSED REVISIONS**

*Comment: Please review the recommended revisions based on information provided to the district regarding this practice. There was no corresponding provision in the board operating procedures.*

**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 action of the Board.

President

In addition to the duties required by law, the President of the Board shall:

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.
3. Send, or cause to be sent, notices of Board meetings.
4. Call special meetings of the Board. [See BE]
5. Sign all legal documents, warrants, vouchers, and reports, as required by statute, state or federal regulations, or Board policy.
6. Decide all questions of order in accordance with *Robert's Rules of Order, Newly Revised*, as modified by Board policy.
7. Serve as the Board's spokesperson.

Vice President

The Vice President of the Board shall:

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. ~~Automatically~~ Become President ~~of~~ **only upon being elected to the position** ~~Board if a vacancy in that office occurs. The Board will then hold an election for the office of President.~~

OFFICERS AND OFFICIALS  
DUTIES AND REQUIREMENTS OF BOARD OFFICERS

BDAA  
(LOCAL)

- |           |   |
|-----------|---|
|           | <ol style="list-style-type: none"><li>3. Serve as spokesperson for the Board when the President is unavailable.</li></ol>   |
| Secretary | <p>The Secretary of the Board shall:</p> <ol style="list-style-type: none"><li>1. Ensure that an accurate record is kept of the proceedings of each Board meeting.</li><li>2. Ensure that notices of Board meetings are posted and sent as required by law.</li><li>3. In the absence of the President and Vice President, call the meeting to order and act as presiding officer.</li><li>4. Sign or countersign documents as directed by action of the Board.</li></ol> |

BOARD INTERNAL ORGANIZATION  
INTERNAL COMMITTEES

BDB  
(LOCAL)

**PROPOSED REVISIONS**

*Comment: The district should ensure the policy and board operating procedures on this topic or in alignment.*

*There is more simplified policy language available if the board wishes to review.*

**Committee of the Whole**

~~The Board shall meet in a workshop setting with the Superintendent and any administrative staff deemed necessary by the Superintendent to review the agenda of all regular Board meetings. Agenda review shall occur two weeks prior to each regular Board meeting or immediately before the regular Board meeting. The Board shall perform its work, in so far as is practicable, as a Committee of the Whole in deliberation of matters pending before the Board. However, special committees shall be authorized, as follows, to serve only in an advisory capacity to the Committee of the Whole.~~

*Comment: The agenda review provisions should be moved to BE(LOCAL) if this is a current practice.*

**Special Committees**

**The Board President shall appoint members to special committees created by the Board to fulfill specific assignments, unless otherwise provided by Board action.** The nature and membership of these committees shall be stated in a regular or special meeting of the Board, and the charge to the committee shall be delivered in writing and made a part of the public record. **These committees may include District personnel and citizens. The function of committees shall be fact-finding, deliberative, and advisory, but not administrative. Special committees shall report their findings to the Board and shall be dissolved upon completion of the assigned task or vote of the Board.**

Board committee meetings shall be considered special meetings and shall require legal posting of the agenda and the time and place of the meeting. In the event a quorum of the Board's membership shall be in attendance at any posted committee meeting or Board workshop, official minutes shall be kept or a legal recording of the discussion shall be made, as required by state law. [See BE]

*Comment: The section above was moved from below. Minor revisions to refer to state law instead of the specific code.*

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

BOARD INTERNAL ORGANIZATION  
INTERNAL COMMITTEES

BDB  
(LOCAL)

	<del>Board committees shall be fact-finding, deliberative, and advisory, but not administrative. Special committees shall report their findings to the Board for appropriate action.</del>
Membership	Special committees shall be composed of a chairperson and at least two other members to be named by the <b>Board</b> President <del>of the Board</del> . At least one administrator designated by the Superintendent shall be assigned to each committee; the Superintendent or committee chair may call on other persons to participate when additional input is needed.
Authority	<p>The role of the special committees shall be limited to the finding of fact and the formulation of recommendations for action by the Board. <del>In this capacity, the committees shall have authority, under the conditions described in BBE(LOCAL), to request and receive any records, reports, or other documentation deemed necessary by the committee in fulfillment of its charge.</del></p> <p><i>Comment: BBE(LOCAL) addresses the rights of access of board members to information not non-Board members. Instead of referring broadly to BBE(LOCAL) it might be necessary to consult with counsel when wanting to share information obtained under BBE(LOCAL) with non-Board members.</i></p>
Meetings	<p><del>Meetings of the special committees to formulate recommendations for the disposition of matters pending before the Board shall comply with the notice and meeting requirements of the Open Meetings Act; committee meetings shall be posted as work sessions. Location of committee meetings shall not in any way preclude the participation of the public or employees.</del></p> <p><i>Comment: The posting requirement is addressed in the language above.</i></p> <p>Meetings of <del>the</del> <b>a</b> special committees shall be held only when a quorum consisting of two of the committee members are present.</p> <p>Committee members shall not vote on issues before them; recommendations shall be made based on a consensus of the members.</p>
Minutes	Minutes <b>from committee meetings</b> shall be kept and distributed to all Board members and administrators within one week following the meeting or at the next regularly scheduled Board meeting.
<del>Work Sessions</del>	<p><i>Comment: The section below is appropriate for BE(LOCAL) if it reflects current practice. This provision states "any trustee" can request an item but BE(LOCAL) requires the agreement of "three trustees".</i></p>

BOARD INTERNAL ORGANIZATION  
INTERNAL COMMITTEES

BDB  
(LOCAL)

~~In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. Any Trustee may request that a subject be included on the agenda for a meeting, and the Superintendent shall include on the preliminary agenda of the meeting all Trustee requested topics that have been timely submitted. Before the official agenda is finalized for any meeting, the Superintendent shall consult with 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 Trustees have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future. Work sessions for the Board shall be scheduled as needed. Work sessions are designed for Board discussion of issues and for major presentations by the Superintendent or designee; however, the Board shall not take action at these meetings. These sessions may cover more than one issue.~~

*Comment: The above section is not in alignment with BE(LOCAL).*

~~Therefore, subject to the adoption of a proposed agenda in accordance with BE(LOCAL), the order of business for these meetings shall be as follows:~~

- ~~• Call to Order/Adoption of Agenda~~
- ~~• Report/Information/Discussion Items~~
- ~~• Adjournment~~

*Comment: There is a section in BE(LOCAL) that addresses order of business.*

~~The public and media shall be encouraged to attend these sessions and the Board shall receive public comments.~~

*Comment: The public and media can attend any public meeting. This could be moved to BE(L) if the district wishes to retain.*

### PROPOSED REVISIONS

The Board shall retain an attorney or attorneys, as necessary, to serve as the District's legal counsel and ~~representatives~~**representative** in matters requiring legal services. Services to be performed and reasonable fees and expenses to be paid by the District shall be set forth in writing between the Board and the attorney or attorneys.

Individual ~~Trustees~~**Board members** shall channel legal inquiries through the Superintendent, Board President, or Board's designee, as appropriate, when seeking advice or information from the District's legal counsel.

A staff request for legal advice from the District's legal counsel must be submitted through the Superintendent.

Advice from legal counsel shall be reported to the ~~Trustees~~**Board** upon request of the ~~Trustees~~**Board** or when deemed necessary by the Superintendent, ~~the~~ Board President, or Board's designee.



BOARD MEETINGS

BE  
(LOCAL)

**PROPOSED REVISIONS**

**Meeting Place and Time**

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

**Regular Meetings**

Regular meetings of the Board shall normally be held on the fourth Tuesday of each month at ~~5:30 p.m.~~ **6:00 p.m.** When determined necessary and for the convenience of Trustees, 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 Trustees.

The Board President shall call an emergency meeting when it is determined by the Board President and two Trustees 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 noon on the seventh calendar day before regular meetings and noon on the third calendar day before special meetings.

Preparation

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

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 ~~at least three~~ **individual** Trustees have requested to be addressed are 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 ~~at least three~~ **a** Trustees without **that Trustee's** specific authorization ~~from those Trustees~~.

*Comment: The above revisions align with the operating procedures.*

**Committee of the Whole**

**The Board shall meet in a workshop setting with the Superintendent and any administrative staff deemed necessary by the Superintendent to review the agenda prior to each regular Board meeting.**

**Notice to Members**

Trustees 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.

BOARD MEETINGS

BE  
(LOCAL)

**Student Advisory Council**

In accordance with administrative regulations, the District shall create a student advisory council to enhance community involvement and student participation in the Board's work in local government process.

**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 Trustees. The Pledge of Allegiances to the **United States and Texas** flags shall be recited at regular Board meetings.

**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 Trustees present.

Voting

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

Consent Agenda

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

**Minutes**

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

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

BOARD MEETINGS

BE  
(LOCAL)

**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 Trustees wish to address themselves to an item under consideration.

### PROPOSED REVISIONS

Within the context of current law, the District shall be guided by Board-adopted written policies that are given appropriate distribution and are accessible to staff members, parents, students, and community residents.

#### Organization

Legally referenced policies contain provisions from federal and state statutes and regulations, case law, and other legal authority that together form the framework for local decision making and implementation. These policies are binding on the District until the cited provisions are repealed, revised, or superseded by legislative, regulatory, or judicial action.

Legally referenced policies are not adopted by the Board.

At each policy code the legally referenced policy and the Board-adopted local policy must be read together to further a full understanding of a topic.

#### Terms

The terms "Trustee" and "Board member" are used interchangeably in the local policy manual. Both terms are intended to reflect all the duties and obligations of the office.

[See AB for District name terminology.]

#### Harmony with Law

Newly enacted law is applicable when effective. No policy or regulation, or any portion thereof, shall be operative if it is found to be in conflict with applicable law.

#### Severability

If any portion of a policy or its application to any person or circumstance is found to be invalid, that invalidity shall not affect other provisions or applications of policy that can be given effect without the invalid provision or application; and to this end the provisions of this policy manual are declared to be severable.

#### Policy Development

Policies and policy amendments may be initiated by the Superintendent, Board members, school personnel, or community citizens, but generally shall be recommended for the Board's consideration by the Superintendent.

#### Official Policy Manual

The Board shall designate one copy of the local policy manual as the official policy manual of the District. The official copy shall be kept in the central administration office, and the Superintendent shall be responsible for its accuracy and integrity and shall maintain a historical record of the District's policy manual.

#### Adoption and Amendment

~~Proposed local policies or amendments introduced and recommended by the administration shall be reviewed and approved by the Board at a scheduled meeting.~~

BOARD POLICIES

BF  
(LOCAL)

Local policies may be adopted or amended by a majority of the Board at any regular or special meeting, provided that Board members have had advance written notice of the proposed change and that it has been placed on the agenda for such meeting.

Local policies become effective upon Board adoption or at a future date designated by the Board at the time of adoption.

TASB Localized  
Updates

After Board review of legally referenced policies and adoption of local policies, the new material shall be incorporated into the official policy manual and into other localized policy manuals maintained by the District. If discrepancies occur between different copies of the manual, the version contained in the official policy manual shall be regarded as authoritative.

PLANNING AND DECISION-MAKING PROCESS

BQ  
(LOCAL)

**PROPOSED REVISIONS**

The Board shall approve and periodically review the District's vision, mission, and goals to improve student performance. The vision, mission, goals, and the approved District and campus objectives shall be mutually supportive and shall support the state goals and objectives under Education Code, Chapter 4. The Board shall ensure that the District maintains an aligned written, taught, and tested curriculum. [See AE]

*Comment: The above text is regarding board's governance responsibility. This policy establishes the process for site-based decision making.*

**District Improvement  
Planning Process**

The District's planning process to improve student performance includes the development of the District's educational goals, the legal requirements for the District and campus improvement plans, all pertinent federal planning requirements, and administrative procedures. The Board shall approve the process under which the educational goals are developed and shall ensure that input is gathered from the District-level committee. [See BQA]

**Parent and Family  
Engagement Plan**

The Board shall ensure that the District and campus improvement plans, as applicable, address all elements required by federal law for receipt of Title I, Part A funds, including elements pertaining to parent and family engagement. The District-level and campus-level committees shall involve parents and family members of District students in the development of such plans and in the process for campus review and improvement of student academic achievement and campus performance. [See EHBD]

**Administrative  
Procedures and  
Reports**

The Board shall ensure that administrative procedures are developed in the areas of planning, budgeting, curriculum, staffing patterns, staff development, and school organization; adequately reflect the District's planning process; and include implementation guidelines, time frames, and necessary resources. The District-level and campus-level committees shall be involved in the development of these procedures. [See BQA and BQB]

The Superintendent shall report periodically to the Board on the status of the planning process including a review of the related administrative procedures, any revisions to improve the process, and progress on implementation of identified strategies.

**Evaluation**

The Board shall ensure that data ~~is~~ **are** gathered and criteria are developed to undertake the required biennial evaluation to ensure that policies, procedures, and staff development activities related to planning and decision-making are effectively structured to positively impact student performance.

PLANNING AND DECISION-MAKING PROCESS

BQ  
(LOCAL)

**Elements of the  
Program  
Accountability**

The following elements will be included in the accountability program:0)

1. Clear statements of expectations and purposes for each program coupled with specifications of how their successful achievement will be determined.
2. Provisions for staff, resources, and support necessary to ensure each program's purposes and objectives are being achieved.
3. Evaluation of each program to assess the extent to which each program's purposes and objectives are being achieved.
4. Recommendations for revisions and modifications needed to better fulfill expectations and purposes.
5. Comparison of costs with District benefits to assess cost effectiveness in achieving the program's purposes.

**Criteria for Program  
Design / Selection**

Criteria for program design/selection include:0:

1. Rationale and specific objectives: the program has a stated purpose and clear goals/objectives that meet defined needs.
2. Valid supportive research: there is valid supportive research that the program is effective to meet the needs and serve the designated population.
3. Resources: fiscal and human resources are available to establish and sustain the program.
4. In-service requirements: staff development requirements to establish and sustain the program are defined.
5. Plans for broader implementation: suggestions are available for how to implement the program both as a pilot and for broader implementation.
6. Equitable administration: the program is equitably administered for all students demonstrating the defined need (within the campus for a campus program and across the District for a District program.)
7. Methods for evaluation: both formative and summative evaluation processes are defined.

All programs considered for use in the District, including pilot programs, must undergo the program evaluation. Each new program shall be consistent with the District's objectives and long-range plans. Programs proven to be based on sound teaching principles grounded in research shall be implemented throughout the District.

PLANNING AND DECISION-MAKING PROCESS

BQ  
(LOCAL)

~~Programs designed for disabled students must comply with federal and state guidelines.~~

~~The frequency of program evaluation shall be in accordance with the recommendations within the program or annually if no recommendation is stated.~~

~~An annual report shall be made to the Board on the results of the use of the program in the District. Programs that require significant human and fiscal resources and impact a broad campus or District population shall be included in the report. Recommendations for moving a pilot program to a broader implementation must be included in the annual report.~~



**PROPOSED REVISED POLICY**

*Comment: The law requires a policy to outline the process for setting up a district-level committee and the selection of the committee's membership.*

<b>District Advisory Committee</b>	In compliance with law, the District shall establish a District-level committee to advise the Board or its designee in establishing and reviewing the District improvement plan [see BQ], as well as the District's educational goals, performance objectives, and major District-wide classroom instructional programs.
<b>Board's Designee</b>	The Superintendent or an employee designated by the Superintendent shall serve as the Board's designee and shall regularly consult with the committee. The Superintendent or the Superintendent's designee shall supervise the election of the chairperson of the committee.
<b>Meetings</b>	The chairperson of the committee shall set its agenda and shall schedule at least two meetings per year, including the public meeting required by law.
<b>Communications</b>	The Superintendent shall ensure that the District-level committee establishes communication strategies to periodically obtain broad-based community, parent, and staff input and provide information to those persons regarding the recommendations of the committee.
<b>Composition</b>	The committee shall be composed of members who shall represent campus-based professional staff, District-level professional staff, parents, businesses, and the community. When practicable, professional staff representation shall include a representative with the primary responsibility for educating students with disabilities. For purposes of this policy, District-level professional staff shall be defined as professionals who have responsibilities at more than one campus, including, but not limited to, central office staff.
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

	<p>informed of the committee and are provided the opportunity to participate and shall solicit volunteers. Community representatives must reside in the District.</p>
<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 Superintendent shall use several methods of communication to ensure that area businesses are informed of the committee and are provided the opportunity to participate and shall solicit volunteers. Business representatives need not reside in nor operate businesses in the District.</p>
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 total professional staff representation on the committee and shall be nominated and elected by classroom teachers assigned to each respective campus.</p> <p>A campus-based nonteaching professional representative from each campus shall be nominated and elected by the campus-based nonteaching professional staff.</p> <p>At least one District-level professional representative, other than the Superintendent, shall be nominated and elected by the District-level professional staff.</p> <p>An employee's affiliation or lack of affiliation with any organization or association shall not be a factor in either the nomination or election of the employee to the committee. [See DGA]</p> <p>A nominee must consent before the person's name may appear on a ballot. Election of the committee shall be held at a time determined by the Board or its designee.</p>
<b>Terms</b>	<p>All representatives shall serve staggered two-year terms and shall be limited to two consecutive terms on the committee.</p>
<b>Vacancy</b>	<p>A vacancy during a term shall be filled for the remainder of the term by election or selection as appropriate for the category.</p>

## PROPOSED REVISED POLICY

*Comment: The law requires a policy to outline the process for setting up a campus-level committee and the selection of the committee's membership.*

### **Campus Improvement Committee**

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.

Meetings may be held outside of the regular school day.

Campuses are expected to hold meetings at times that will increase participation of parents, staff, business representatives, and community members.

### **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.

<i>Parents</i>	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.
<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 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.
<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 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.
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 nonteaching 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. A District-level professional shall not serve on more than one campus-level committee.</p> <p>An employee's affiliation or lack of affiliation with any organization or association shall not be a factor in either the nomination or election of the employee to the committee. [See DGA]</p> <p>A nominee must consent before the person's name may appear on the ballot. Election of the committee shall be held at a time determined by the Board or its designee.</p>
<b>Terms</b>	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.

STATE AND FEDERAL REVENUE SOURCES

CB  
(LOCAL)

**PROPOSED REVISIONS**

**Grants and Awards**

The Superintendent shall be authorized to: 0)

1. Apply, on behalf of the Board, for any and all special federal and state grants and awards as deemed appropriate for the District's operations;
2. Approve commitment of District funds for matching, cost sharing, cooperative, or jointly funded projects up to the amounts specifically allowed under the District budget approved by the Board; and
3. Approve grant and award amendments as necessary.

The District shall comply with all requirements for state and federal grants and awards imposed by law, the awarding agency, or an applicable pass-through entity. The Superintendent shall develop and enforce financial management systems, internal control procedures, procurement procedures, and other administrative procedures as needed to provide reasonable assurance that the District is complying with requirements for state and federal grants and awards.

[See CAA, CBB]

**Federal Awards**

Public Notice and  
Input

**When required by law, state rules, or grant guidance**, the District shall provide public notice of federal grant applications through an information item at a Board meeting and by publishing information on the District's website. The District shall make available opportunities for public input as required by law or the granting agency.

Plan Approval

Approval of required grant and award plans shall be by the Superintendent.

Conflict of Interest

Each employee, Board member, or agent of the District who is engaged in the selection, award, or administration of a contract supported by a federal grant or award and who has a potential conflict of interest as defined at Code of Federal Regulations, title 2, section 200.318, shall disclose to the District, in writing, any conflict that meets the disclosure threshold in Chapter 176 of the Local Government Code. [See CBB]

In addition, each employee, Board member, or agent of the District shall comply with any other conflict of interest requirements imposed by the granting agency or a pass-through entity.

For purposes of this policy, "immediate family member" shall have the same meaning as "family member" as described in Chapter 176 of the Government Code. [See BBFA]

STATE AND FEDERAL REVENUE SOURCES

CB  
(LOCAL)

For purposes of this policy, "partner" shall have the same meaning as defined in Business Organizations Code Chapter 1, Subchapter A.

An employee, Board member, or agent of the District who is required to disclose a conflict in accordance with the provisions above shall not participate in the selection, award, or administration of a contract supported by a federal grant or award.

Gifts and Gratuities

Employees, Board members, and agents of the District shall not solicit any gratuities, favors, or items from a contractor or a party to a subcontract for a federal grant or award and shall not accept:

1. Any single item with a value at or above \$50; or
2. Items from a single contractor or subcontractor that have an aggregate monetary value exceeding \$100 in a 12-month period.

[See BBFA, BBFB, CBB, DBD. In the event of a violation of these requirements, see CAA and DH.]

ANNUAL OPERATING BUDGET

CE  
(LOCAL)

**PROPOSED REVISIONS**

<b>Fiscal Year</b>	The District shall operate on a fiscal year beginning July 1 and ending June 30.
<b>Budget Planning</b>	Budget planning shall be an integral part of overall program planning so that the budget effectively reflects the District's programs and activities and provides the resources to implement them. In the <b>budget</b> planning process, general educational goals, specific program goals, and alternatives for achieving program goals shall be considered, <b>as well as input from the District- and campus-level planning and decision-making committees</b> . Budget planning and evaluation are continuous processes and <del>should</del> <b>shall</b> be a part of each month's activities.
<b>Budget Meeting</b>	<p>The annual public meeting to discuss the proposed budget and tax rate shall be conducted as follows:0)</p> <ol style="list-style-type: none"><li>1. The Board President shall request at the beginning of the meeting that all persons who desire to speak on the proposed budget and/or tax rate sign up on the sheet provided.</li><li>2. Prior to the beginning of the meeting, the Board may establish time limits for speakers.</li><li>3. Speakers shall confine their remarks to the appropriation of funds as contained in the proposed budget and/or the tax rate.</li><li>4. No officer or employee of the District shall be required to respond to questions from speakers at the meeting.</li></ol>
<b>Authorized Expenditures</b>	The adopted budget provides authority to expend funds for the purposes indicated and in accordance with state law, Board policy, and the District's approved purchasing procedures. The expenditure of funds shall be under the direction of the Superintendent or designee who shall ensure that funds are expended in accordance with the adopted budget.
<b>Budget Amendments</b>	The Board shall amend the budget when a change is made increasing any one of the functional spending categories or increasing revenue object accounts and other resources.
<b>Fund Balance</b>	<del>To keep the District in a strong financial position, the goal of the Board shall be to maintain the fund balances of the general and debt service funds at an adequate level.</del> The level of adequacy for the general fund (unreserved) balance shall not be less than <del>two</del> <b>three</b> months of operating expenditures. In addition, the fund balance for the debt service fund shall not be lower than 15 percent of the current year debt service requirements for the debt service



ANNUAL OPERATING BUDGET

CE  
(LOCAL)

fund. ~~This level of fund balance shall protect the District against potential revenue shortfalls and shall provide operating funds until tax revenues are received.~~

If the Board determines that this level of fund balance is not obtainable in the proposed budget being considered, the goal of the Board shall be to reach the level within a specific period of time, no longer than three years.

The Board shall ensure that the general fund balance does not exceed four months of operating expenditures. The Board shall also ensure that the debt service fund balance does not exceed the current year debt service requirements. If these amounts are exceeded, steps shall be taken to reduce the balance.

Authority

The Superintendent or other person designated by Board resolution shall serve as the District's fund manager and shall classify fund balances as directed by the Board and in accordance with generally accepted accounting practices as defined by GASB 54, or any subsequent revisions to that statement, as updated by the Texas Education Agency (TEA) Financial Accountability Resource Guide, or subsequent document prescribed by TEA.

Classifications

~~Per GASB 54, fund balances representing the difference between fund assets and liabilities shall be identified and classified into one of five designations, based on the following criterion:0.~~

- ~~1. Nonspendable—not in spendable form, such as inventories, or legally required by contract for a specific future use, such as prepaid items.~~
- ~~2. Restricted—by law or government regulation, such as federal and state programs, or retirement of long term debt.~~
- ~~3. Committed—the result of Board approval in a formal resolution, requiring funds to be used only for specific purposes. They are reversible by the same body. These might include funds for construction projects, capital expenditures, retirement of notes/loans payable, and claims/judgments. The Board shall take action to commit funds for a specific purpose prior to the end of the fiscal year, but the amount of the commitment may be determined after the end of the fiscal year.~~
- ~~4. Assigned—if the District intends to use funds for specific purposes, but does not restrict or commit them, the funds shall be reported as assigned. An assignment shall not require Board approval but can be made by the Superintendent or designated fund managers. Should the Board opt not to commit any balances, it will implicitly defer to the designees to make appropriate assignments based on GASB 54.~~

ANNUAL OPERATING BUDGET

CE  
(LOCAL)

~~5. Unassigned—amount left over after the previous four classifications in the general fund have been made. Only the general fund shall have unassigned amounts, since by accounting for amounts in other funds, the District has implicitly assigned the funds to the purposes of those particular funds.~~

~~Disclosures~~

~~The District shall disclose the following information in the notes to the financial statements:~~

- ~~• Committed and assigned balances.~~
- ~~• District accounting policies regarding order of expenditure of funds, per GASB 54 paragraph 18 and 23(c).~~
- ~~• Purpose of each major special revenue fund.~~
- ~~• Minimum fund balance policy, if established.~~
- ~~• Rainy funds, if any are designated.~~

### DELETE POLICY

#### **Bank Account Signatures**

~~The following guidelines shall be used in signing all payroll and voucher checks:0)~~

- ~~1. All payroll and payroll related checks shall be signed by a three signature plate, i.e., two Board members and the Superintendent.~~
- ~~2. All voucher checks run during the normal accounts payable cycle shall be signed by a three signature plate, i.e., two Board members and the Superintendent.~~
- ~~3. All other voucher checks shall be signed by a three signature plate, i.e., two Board members and the Superintendent.~~

*Comment: Recommend placement of these guidelines in business procedures or administrative regulations instead of board policy.*

PURCHASING AND ACQUISITION

CH  
(LOCAL)

**PROPOSED REVISIONS**

**Purchasing  
Authority**

The Board delegates to the purchasing agent the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs \$100,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place, except as otherwise provided in this policy.

The following shall not require advance approval from the Board before payment:0)

1. All payroll and all payroll-related payments such as Texas Teacher Retirement System (TRS), income tax withholding, contributions to employee-directed annuities and insurance policies, and other payments authorized by employees from their salaries.
2. All payments arising from or relating to the District's self-funded health plan and self-funded workers' compensation plan.
3. All regularly scheduled payments for transactions previously approved by the Board such as payments on bonds, leases for equipment and/or vehicles, and all monthly payments for utilities, telephone service, and Internet service.
4. Legal, accounting, and auditing services.
5. Payment for fuel for District vehicles.
6. Payments to other governmental entities such as the Central Appraisal District or Region 19 Education Service Center.
7. Payments on District credit cards.
8. Premiums for property and casualty insurance, general liability insurance, motor vehicle insurance, Board and employee liability insurance, and similar insurance coverage of District property and staff.
9. Payments made pursuant to contracts or agreements previously approved by the Board.
10. Contracts approved by the Texas Education Agency and any of the Education Service Centers;
11. Contracts approved by the state of Texas;
12. Purchases made pursuant to interlocal agreements previously approved by the Board, including, but not limited to, purchases made through a cooperative purchasing program;

PURCHASING AND ACQUISITION

CH  
(LOCAL)

13. Contracts that were previously authorized by the Board:

14. Contracts amendments and change orders to the extent permitted by law and policy; and

~~10.~~ 15. Contracts for items to replace stolen items or items damaged by natural causes and vandalism.

Renewals

The Superintendent shall inform the Board on a monthly basis of the renewal of a contract previously approved by the Board.

***Comment:*** The provisions above were moved here from the section Exemptions from Board Approval, below.

Exception for  
Emergency  
Contracts

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

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

Purchasing  
Procedures

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

~~Board approval of  
Contracts Above  
\$100,000~~

~~Contracts for a term of one year or more above \$100,000 annually shall require approval by the Board, unless exempted by this policy.~~

***Comment:*** The text above is not necessary since the board already must approve any purchases above \$100,000 based on the purchasing authority above. Was the district attempting to capture another exception to superintendent's purchasing authority?

~~Renewals~~

~~The Superintendent shall inform the Board on a monthly basis of the renewal of a contract previously approved by the Board.~~

~~Exemptions from  
Board Approval~~

~~The following contracts shall be permitted without Board approval:  
0.~~

PURCHASING AND ACQUISITION

CH  
(LOCAL)

- ~~1. Contracts approved by the Texas Education Agency and any of the Education Service Centers;~~
- ~~2.1. Contracts approved by the state of Texas;~~
- ~~3.1. Purchases made pursuant to interlocal agreements previously approved by the Board, including, but not limited to, purchases made through a cooperative purchasing program;~~
- ~~4.1. Contracts that were previously authorized by the Board;~~
- ~~5.1. Contracts amendments and change orders to the extent permitted by law and policy; and~~
- ~~6.1. Contracts for items to replace stolen items or items damaged by natural causes and vandalism.~~

Purchasing Method

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

*Competitive  
Bidding*

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

A vendor's past relationship with the District shall be part of the evaluation criteria when making the award.

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

*Competitive  
Sealed Proposals*

If competitive sealed proposals are chosen as the purchasing method, the Superintendent shall prepare the request for proposals and/or specifications for items to be purchased. All proposals shall be in accordance with administrative regulations, **and the submission of any electronic proposals shall also be in accordance with Board-adopted rules**. Proposals received after the specified time shall not be considered. Proposals shall be opened at the date and time specified, and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time of opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened. A vendor's past relationship with the District shall be part of the evaluation criteria when making the award.

PURCHASING AND ACQUISITION

CH  
(LOCAL)

	<p>The District may reject any and all proposals in accordance with state or federal law, as applicable.</p>
<b>Electronic Bids or Proposals</b>	<p>Bids or proposals that the District has chosen to accept through electronic transmission shall be administered in accordance with Board-adopted rules. Such rules shall safeguard the integrity of the competitive procurement process; ensure the identification, security, and confidentiality of electronic bids or proposals; and ensure that the electronic bids or proposals remain effectively unopened until the proper time.</p>
<b>Responsibility for Debts</b>	<p>The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with the adopted budget, state law, Board policy, and the District's purchasing procedures. [See CE] The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control. Persons making unauthorized purchases shall assume full responsibility for all such debts.</p>
<b>Purchase Commitments</b>	<p>All purchase commitments shall be made by the Superintendent in accordance with administrative procedures, including the District's purchasing procedures.</p>
<b>Personal Purchases</b>	<p>District employees shall not be permitted to make purchases for personal use through the District's business office.</p>
<b>Other Contracted Services</b>	<p>The District shall contract with firms that have sufficient resources and capabilities to provide services to the District.</p> <p>Proposals for services shall be solicited as deemed appropriate. However, a mandatory review of all firms that have served the District for five consecutive years shall be required at the end of a five-year period. At that time, the Board may direct the Superintendent to prepare and issue a request for qualifications or proposals, as appropriate for the services.</p>
<b>Debarment</b>	<p>The Board shall protect the District's interests by ensuring that contracts and subcontracts are awarded to firms or individuals who provide the District with the best value. As one method of implementing this policy, the District may debar a vendor/contractor under the circumstances and procedures detailed below.</p>
<b>Successors-in-Interest</b>	<p>A successor-in-interest shall be defined as any business entity that is substantially similar to a business entity that is or was previously debarred. A business entity that employs, or is associated with any partner, member, officer, director, responsible managing officer, or responsible managing employee, or a business entity that is or was previously debarred is a successor-in-interest.</p>

PURCHASING AND ACQUISITION

CH  
(LOCAL)

The District, in its sole discretion, may debar a vendor/contractor, its partners, principals, members, directors, officers, responsible managing employees, agents, successors-in-interest, and other affiliates from bidding on or entering into contracts led by the District, from participating as a subcontractor on any contract, or from providing services, materials, equipment, goods, or supplies in any contract for any one or more of the reasons listed below. A proposed debarment may include all known successors-in-interest of a business entity and is presumed to do so unless otherwise stated in the debarment decision.

Grounds for  
Debarment

Grounds for debarment shall include the following:

1. Unsatisfactory performance of a contract or any history of failure to perform contracted services, either with the District or elsewhere;
2. Stating an unwillingness to honor a binding bid;
3. Knowingly and intentionally supplying false information in order to appear responsive to a solicitation, to obtain a contract, or to qualify for a bid performance;
4. Knowingly and intentionally conferring or offering to confer any gift, gratuity, favor, or advantage, present or future, upon any employee of the District or other governmental agency that exercises any official responsibility for an acquisition;
5. Conviction, plea of guilty or nolo contendere of any felony charge of fraud, bribery, collusion, conspiracy, payment of kickbacks, federal or state antitrust laws, or other criminal offense in connection with the bidding, award, or performance of any contract for goods and services with any state agency;
6. Any public admission to a bidding crime by a vendor/contractor, made individually or through one or more of its officers or partners;
7. Conviction of any offense that indicates a lack of moral or ethical integrity and that reasonably relates to or reflects upon the business practices of the vendor/contractor;
8. Violation of state ethics laws;
9. Failure to comply with terms and conditions of existing contracts; or
10. Disqualification of the vendor/contractor by any federal, state, or local governmental agency in Texas or other states for sub-



PURCHASING AND ACQUISITION

CH  
(LOCAL)

stantially violating any of these reasons. In such case, the period of debarment shall be the period of time as established by the governmental agency.

Period of  
Debarment

The period of a single debarment shall be no less than 12 months and no greater than 36 months. In cases of multiple offenses by the same vendor/contractor arising out of separate occurrences, the District may order additional periods of debarment, even though the total debarment period exceeds 36 months.

At the discretion of the District, a debarment of greater than 12 months may be modified, but only if it is both in the public interest and in the District's interest, as determined by the Superintendent. Mitigating circumstances that may be considered include, but are not limited to, degree of culpability, length of debarment necessary to protect the District's interests, restitution paid, cooperation with law enforcement authorities, or repudiation of any criminal or unethical activity prior to the completion of such activity.

Debarment  
Procedures

A vendor/contractor who is debarred for fraud or dishonesty shall be afforded notice and the opportunity for a hearing prior to debarment, except where there is a criminal indictment or an ongoing civil or criminal prosecution. Where the vendor/contractor has been criminally indicted, is under ongoing civil or criminal prosecution, or if a state or federal law enforcement authority determines that holding a pre-debarment hearing would jeopardize a civil or criminal prosecution, the vendor/contractor shall be provided with a full opportunity to submit rebuttal information in lieu of a hearing.

A vendor/contractor who is debarred for any other reasons or multiple reasons may be debarred immediately but may contest such debarment in accordance with these procedures. An opportunity to rebut charges must be afforded the vendor/contractor. A vendor/contractor who is debarred both for fraud or dishonesty and other reasons not implicating fraud or dishonesty may be debarred immediately in accordance with these procedures, but only for those reasons not implicating fraud or dishonesty. Such vendor/contractor shall be afforded notice and the opportunity for a hearing prior to debarment for fraud or dishonesty.

Debarment  
Committee

The Superintendent shall establish a three-member debarment committee and shall appoint three members and three alternates of diverse ethnicities and departments. Each committee member must be fair, objective, and of the highest integrity.

Commencement  
Proceedings

Anyone, including a Board member, District employee, contractor, or vendor, may submit to the purchasing agent a complaint, proposal to debar, or information that would support the debarment of

PURCHASING AND ACQUISITION

CH  
(LOCAL)

a vendor/contractor, consultant, or bidder. A copy shall also be submitted to the chief financial officer.

The purchasing agent shall be responsible for establishing a computer database for tracking all submissions. The database shall, at a minimum, contain fields for the following:

1. The name of the vendor/contractor and DBA, where applicable.
2. The official business address and telephone number of the vendor/contractor.
3. The names of all principals, members, directors, officers, responsible managing employees, agents, successors-in-interest, or other affiliates.
4. The federal employer identification number.
5. Types of work performed.
6. Dates work was performed.
7. Dollar amount of contract.
8. Total amount paid.
9. Reasons for proposed debarment.
10. Name of complainants.
11. Dates of complaints.
12. Dates of responses, if any.
13. Disposition by debarment committee.
14. Names of the three members of debarment committee who rendered the disposition.

Notice

After the purchasing department has logged the complaint, proposal for debarment, or information that would support a debarment, the purchasing agent shall notify the vendor/contractor in writing of the proposed debarment and state with specificity the reasons for the proposed debarment. A sufficient notice may describe the irregularities on which the suspension is based in general terms without disclosing any evidence. The notice must also inform the vendor/contractor of his or her opportunity for rebuttal.

Opportunity for  
Rebuttal

Vendors/contractors shall have 14 calendar days to respond in writing to the proposed debarment and submit any documentation or other evidence to the purchasing department.

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Conflict of Interest	<p>Any member of the debarment committee who has a direct interest; is related to any employee, representative, or officer of a vendor/contractor under consideration; or has any other conflict of interest must recuse himself/herself from participation.</p> <p>Vendors/contractors and any other person who has an interest in the outcome of the decision may not directly or indirectly communicate with any member of the debarment committee regarding the merits of the proposed debarment.</p>
Maintenance of Files	<p>The purchasing department shall maintain all original documents and files and shall enter all vendor/contractor responses into the database prior to forwarding three packets, each containing copies of the complaint, response, and all supporting evidence to the debarment committee.</p>
Debarment Committee Procedures	<p>The following shall apply:0.</p> <ol style="list-style-type: none"><li>1. For all proposed debarments not involving allegations implicating fraud or dishonesty, the debarment committee shall:<ol style="list-style-type: none"><li>a. Review each packet prior to deliberating proposed debarments in committee;</li><li>b. Deliberate each proposed debarment in a committee meeting; and</li><li>c. Issue a final decision to the purchasing agent who shall be responsible for entering the decision into the database and communicating the decision in writing to the vendor/contractor.</li></ol></li><li>2. For all proposed debarments or suspensions involving allegations implicating fraud or dishonesty, the debarment committee shall:<ol style="list-style-type: none"><li>a. Review each packet prior to deliberating proposed debarments in committee;</li><li>b. When there is no ongoing civil or criminal prosecution, schedule a meeting or hearing with the vendor/contractor to afford the vendor/contractor a full opportunity to present to a full committee evidence rebutting the alleged fraud or dishonesty. A full hearing shall be scheduled when the District's evidence is conflicting or not compelling. The vendor/contractor may be represented by an attorney if he or she wishes. When the vendor/contractor is represented by counsel, the District shall be represented by the office of legal services;</li></ol></li></ol>

## PURCHASING AND ACQUISITION

CH  
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- c. Obtain the signatures of all committee members, witnesses, representatives, and other participants in each meeting or hearing held; and
- d. Issue a final decision to the purchasing agent who will be responsible for entering the decision into the database and communicating the decision in writing to the vendor/contractor.

### Decision

All decisions shall be issued in writing within 15 days of receiving the vendor/contractor's rebuttal information. The decision shall include:

- 1. The allegations considered;
- 2. The evidence presented for both sides;
- 3. Any findings of credibility;
- 4. The committee's decision; and
- 5. The basis for the decision.

All decisions shall be supported by a rational basis and adequate evidence.

### Referrals to Law Enforcement

Any case that may involve criminal activity shall be referred to law enforcement authorities, as appropriate, after consulting with the District's office of legal services and the special assistant to the Superintendent for public safety and loss prevention or the Superintendent.

### Notification of Vendor / Contractor

The purchasing agent shall be responsible for all communications with vendors/contractors. After disposition by the debarment committee, the purchasing agent shall be responsible for communicating to the vendor/contractor the committee's final decision. The final decision shall be transmitted by facsimile and by certified and return receipt mail.

### Enforcement of Debarment

When the debarment committee has issued a decision to debar the vendor/contractor, the purchasing agent shall be responsible for ensuring that debarred vendors/contractors do not participate in contracting with or supplying any goods or services to the District. Any participation of a currently debarred vendor/contractor may be grounds for the immediate termination of the purchasing agent and other purchasing department staff in accordance with District termination policies and procedures.

### Appeal

A debarred vendor/contractor may appeal the debarment decision to the Superintendent. The appeal must be filed within ten calendar days of the decision. If an appeal is not filed within ten calendar

## PURCHASING AND ACQUISITION

CH  
(LOCAL)

days of the date the decision was faxed or the date of the return receipt, whichever is earlier, the debarment committee's decision is final and there is no other recourse.

The Superintendent shall determine whether there was a rational basis and adequate evidence for the debarment committee's decision and shall uphold the decision if there is a finding of a rational basis and adequate evidence. If the evidence is found inadequate to support the decision or there is no rational basis for the decision, the Superintendent shall, as appropriate, request additional information or reverse the debarment committee's decision. The decision of the Superintendent shall be the final. The purchasing agent shall enter the appeal and final decision into the database.

### Reports

The purchasing agent shall periodically distribute a report of all debarred vendors/contractors to the Board of Trustees, Superintendent, the chief financial officer, the legal services representative, and user departments.

### **Updates / Review**

~~This policy, along with CH(REGULATION) and the District's purchasing manual, shall be reviewed and updated at least annually in June or earlier as needed.~~

BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT  
FLAG DISPLAYS

CLE  
(LOCAL)

**PROPOSED REVISIONS**

**Flag Displays**

The **U.S. and Texas** flags ~~displayed of the United States of America and the state of Texas~~ shall be **prominently displayed** ~~flown at every~~ in each classroom ~~school and flown at every on all regular school days~~ **to which a student is assigned during the time that the pledges of allegiance to those flags are recited.**

~~Students shall be instructed in flag etiquette and shall be guided in developing an attitude of respect for the flags of their nation and state. The principal of each school shall be responsible for displaying the flags.~~

**National Anthem**

~~All students should learn, with understanding, "The Pledge of Allegiance" and the national anthem, "The Star Spangled Banner."~~

### PROPOSED REVISIONS

#### Procurement

The ~~Superintendent~~ **child nutrition director** shall oversee the use of federal child nutrition funds to procure appropriate goods and services necessary for providing food service to students and shall develop and enforce financial management systems, internal control procedures, procurement procedures, and other administrative procedures as needed to comply with all state and federal requirements for use of these funds.

[See CO(LEGAL) and COA(LEGAL)]

#### Geographic Preference

The Board delegates to the child nutrition director the authority to determine whether the District will apply a geographic preference when procuring unprocessed, locally grown or locally raised agricultural products and to:0)

1. Specify the types of products for which any geographic preference will be applied; and
2. Define the geographic area to be preferred for each applicable product.

### PROPOSED REVISIONS

The Superintendent shall oversee the performance of records management functions prescribed by state and federal law:0)

- Records administrator, as prescribed by Local Government Code 176.001 and 176.0065. [See BBFA]
- Officer for public information, as prescribed by Government Code 552.201–.205. [See GBAA]
- Public information coordinator, as prescribed by Government Code 552.012. [See BBD]

#### Local Government Records Act

The term “local government record” shall pertain to all items identified as such by the Local Government Records Act.

“Local Government  
Record”

Records  
Management  
Officer

The ~~Superintendent~~ **chief human resources officer and the executive director of operations** shall serve as and perform the duties of the District’s records management officer as prescribed by Local Government Code 203.023 and shall administer the District’s records management program pertaining to local government records in compliance with the Local Government Records Act.

*Notification*

The records management officer shall file his or her name with the Texas State Library and Archives Commission (TSLAC) within 30 days of assuming the position.

Electronic Records

The records management officer shall develop procedures for the management of electronic records that comply with the District’s records control schedules and meet the minimum components required by law.

The procedures shall:•

1. Specify the objectives of the electronic records management program;
2. Identify the responsibilities of employees who create, receive, or maintain electronic records;
3. Ensure the maintenance of electronic records until the expiration of the applicable retention period and final disposition; and
4. Ensure that electronic records that must be protected from unauthorized use or disclosure are appropriately protected as required by law, regulation, or other applicable requirements.



OFFICE MANAGEMENT  
RECORDS MANAGEMENT

CPC  
(LOCAL)

Records Control Schedules	The records management officer shall file with the TSLAC a written declaration that the District has adopted records control schedules that comply with records retention schedules issued by the TSLAC as provided by law.
<b>Website Postings</b>	The District's records management program shall address the length of time records will be posted on the District's website when the law does not specify a posting period.
<b>Records Destruction Practices</b>	All local government records shall be considered District property and any unauthorized destruction or removal shall be prohibited. The District shall follow its records control schedules, records management program, and all applicable laws regarding records destruction. However, the District shall preserve records, including electronically stored information, and suspend routine record destruction practices where appropriate and in accordance with procedures developed by the records management officer. Such procedures shall describe the circumstances under which local government records scheduled for destruction must be retained. Notification shall be given to appropriate staff when routine record destruction practices must be suspended and when they may be resumed.
<b>Training</b>	The records management officer shall receive appropriate training regarding the Local Government Records Act and shall ensure that custodians of records, as defined by law, and other applicable District staff are trained on the District's records management program, including this policy and corresponding procedures.

### DELETE POLICY

***Comment:** Whether to issues these letters can be determined administratively and does not require a local policy.*

#### **Reasonable Assurance**

~~The District shall issue letters of reasonable assurance, as appropriate, to employees in positions requiring less than 12 months of service whose services are anticipated to be needed at the beginning of the following school year. [See DCD and DCE]~~

### 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

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

For construction contracts valued at or above ~~\$10,000~~ **\$100,000**, 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)]

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

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#### Change Orders

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

**Change orders valued at or above 25 percent of the total project award amount shall require Board approval. The Superintendent shall be authorized to approve change orders of a lesser amount.**

~~Once a contract has been awarded for construction purposes, all change orders in excess of \$500 and less than \$5,000 per project shall be reported to the Board monthly. Any change order in excess of \$5,000 shall be reported to the Board for approval prior to the implementation of the change order.~~

#### Project Administration

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

The Superintendent shall keep the Board informed concerning construction projects **valued at or above \$100,000** and also shall provide information to the general public.

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 **for all contract valued at or above \$100,000. For final payments associated with construction or supervisor of construction for projects less than \$100,000, the Superintendent is delegated authority to make these payments when the Superintendent has accepted the work.**

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
MEDICAL EXAMINATIONS AND COMMUNICABLE DISEASES

DBB  
(LOCAL)

**PROPOSED REVISIONS**

**Physician's  
Documentation**

~~For required documentation from a "doctor" or "physician," these terms shall be defined as a physician licensed to practice within the United States.~~

**Examinations During  
Employment**

The Superintendent or designee may require an employee to undergo a medical examination if information received from the employee, the employee's supervisor, or other sources indicates the employee has a physical or mental impairment that:

Interferes with the employee's ability to perform essential job functions; or

Poses a direct threat to the health or safety of the employee or others. A communicable or other infectious disease may constitute a direct threat.

The District may designate the physician to perform the examination. If the District designates the physician, the District shall pay the cost of the examination. The District may place the employee on paid administrative leave while awaiting results of the examination and evaluating the results.

Based on the results of the examination, the Superintendent or designee shall determine whether the employee has an impairment. If so, the Superintendent or designee shall determine whether the impairment interferes with the employee's ability to perform essential job functions or poses a direct threat. If not, the employee shall be returned to his or her job position.

If the impairment does interfere with the employee's ability to perform essential job functions or poses a direct threat, the Superintendent or designee shall determine whether the employee has a disability and, if so, whether the disability requires reasonable accommodation, including the use of available leave. The granting of additional unpaid leave may be a reasonable accommodation in some circumstances. If the employee does not have a disability, the Superintendent or designee shall evaluate the employee's eligibility for leave. [See DEC(LOCAL)]

[See DAA for information on disabilities and reasonable accommodation]

**Placement on  
Temporary Disability**

At Employee's  
Request

The Superintendent or designee shall have authority to place an eligible employee on temporary disability leave at the employee's request, as appropriate, when the employee's condition interferes with the performance of regular duties.

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
MEDICAL EXAMINATIONS AND COMMUNICABLE DISEASES

DBB  
(LOCAL)

By Board Authority

Based on the Superintendent's recommendation that an eligible employee be involuntarily placed on temporary disability leave, the Board shall place an employee on temporary disability leave if the Board determines, in consultation with the physician who performed the medical examination, that the employee's condition interferes with the performance of regular duties. [For employees who are eligible for temporary disability leave, see DEC(LOCAL)]

In accordance with DGBA, an employee may file a complaint disputing placement on temporary disability leave. As part of the complaint process, the employee may present testimony or other relevant information to the Board regarding the employee's fitness to perform regular duties.

**Other Requirements**

Employees with communicable diseases shall follow recommendations of public health officials regarding contact with students and other employees. Food service workers shall comply with health requirements established by city, county, and state health authorities. Bus drivers shall comply with legal requirements. [See DBA]

### PROPOSED REVISIONS

#### Non-Chapter 21 Contracts

The Board shall employ on non-Chapter 21 contracts, not to be governed by Chapter 21 of the Education Code, the following positions: ~~the internal auditor,~~ the **chief human resources officer**, ~~executive director of human resources~~, the chief ~~financial~~ **business** officer, ~~and~~ the executive director of **finance, and the executive director of operations**~~facilities and transportation~~.

#### 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 in accordance with DGBA(LOCAL).

COMPENSATION AND BENEFITS  
COMPENSATION PLAN

DEA  
(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 classification of each job title within the compensation plan shall be based on the qualifications, duties, and market value of the position.

~~Advanced Degree~~

~~When a professional employee completes a master's or doctorate degree in his or her teaching field or area of work responsibility prior to September 1, a pay increase based on the degree shall begin at that time; for degrees completed in December, a prorated pay increase for the employee shall begin in January.~~

~~Creditable Service~~

~~An employee who is receiving workers' compensation wage benefits and who has no available paid leave shall not earn creditable years of service while absent from duty.~~

~~In order to accrue a creditable year of service, an employee must be employed for at least 90 full-time days or the equivalent.~~

Annualized Salary

The District shall pay all salaried employees over 12 months in equal monthly or semi-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. Any pay adjustments for individual employees shall be determined within the approved budget following established procedures.

*Midyear 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]



COMPENSATION AND BENEFITS  
COMPENSATION PLAN

DEA  
(LOCAL)

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.
<b>Pay During Closing</b>	During an emergency closure, all employees shall continue to be paid for their regular duty schedule unless otherwise provided by Board action. Following an emergency closure, the Board shall adopt a resolution or take other Board action establishing the purpose and parameters for such payments. [See EB for the authority to close schools]
Premium Pay During Disasters	<p>Nonexempt employees who are required to work to mitigate the reason for an emergency closing shall be paid at the rate of one and one-half times their regular rate of pay for all hours worked up to 40 hours per week. All other nonexempt employees who are required to work during an emergency closing shall be paid their regular rate of pay.</p> <p>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.</p>

### PROPOSED REVISIONS

#### Classification of Positions

The Superintendent or designee shall determine the classification of positions or employees as "exempt" or "nonexempt," ~~within guidelines set out in federal regulations~~, for purposes of payment of overtime in compliance with the Fair Labor Standards Act (FLSA).

#### Exempt

~~The minimum wage and overtime provisions shall not apply to any employee in a bona fide executive, administrative, or professional capacity. [See DEAB(LEGAL)]~~

The District shall pay employees who are exempt from the overtime pay requirements of the FLSA on a salary basis. The salaries of these employees are intended to cover all hours worked, and the District shall not make deductions that are prohibited under the FLSA.

An employee who believes deductions have been made from his or her salary in violation of this policy should bring the matter to the District's attention, through the District's complaint policy. [See DGBA] If improper deductions are confirmed, the District will reimburse the employee and take steps to ensure future compliance with the FLSA.

#### Nonexempt

Nonexempt employees may be compensated on an hourly basis or on a salary basis. Employees who are paid on an hourly basis shall be compensated for all hours worked. Employees who are paid on a salary basis are paid for up to and including a 40-hour workweek.

A nonexempt employee shall have the approval of his or her supervisor before working overtime. An employee who works overtime without prior approval is subject to discipline but shall be compensated in accordance with the FLSA.

#### Workweek Defined

For purposes of FLSA compliance, the workweek for District employees shall begin at 12:00 a.m. Sunday and end at 11:59 p.m. Saturday.

#### Nonexempt Compensatory Time

~~It is the goal of the District to not permit the accumulation of compensatory time unless extenuating circumstances exist. When a nonexempt employee works more than 40 hours during a workweek, compensatory time is accumulated at one and one-half times the number of hours worked over 40 hours. Time worked includes actual work performed, excluding leaves of absences or other nonwork periods.~~ At the District's option, nonexempt employees may receive compensatory time off, rather than overtime pay, for overtime work. **The employee shall be informed in advance if overtime hours will accrue compensatory time rather than pay.**

COMPENSATION PLAN  
WAGE AND HOUR LAWS

DEAB  
(LOCAL)

~~An exempt employee shall not accrue compensatory time.~~

~~Accrual~~

Compensatory time earned by nonexempt employees may not accrue beyond a maximum of 40 hours. If an employee has a balance of more than 40 hours of compensatory time, the District shall require the employee to use the compensatory time, or at the District's option, the District shall pay the employee for the compensatory time with campus or department operational funds at the current rate of pay.

~~When~~ If an employee's compensatory time balance exceeds 40 hours, both the employee and their immediate supervisor ~~are~~ shall be subject to disciplinary action.

~~Use~~

~~An employee shall use compensatory time by December of the duty year in which it is earned. If an employee has any unused compensatory time remaining at the end of a duty year, the District shall pay the employee for the compensatory time with campus or department operational funds at the current rate of pay.~~

Compensatory time may be used at either the employee's or the District's discretion. An employee may use compensatory time in accordance with the District's leave policies and if such use does not unduly disrupt the operations of the District. [See DEC(LOCAL)] The District may require an employee to use compensatory time when in the best interest of the District.

*Upon Separation  
from the District /  
Transfers*

Upon separation from the District or departmental or campus transfer of a nonexempt employee, the District shall pay the employee for accrued compensatory time with campus or department operational funds at the current rate of pay.

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

**PROPOSED REVISIONS**

**Leave  
Administration**

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

**Definitions**

The term "immediate family" is defined as:0)

Immediate Family

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

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

Family Emergency

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

Leave Day

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

School Year

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

Catastrophic Illness  
or Injury

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

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

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	<b>Note:</b> For District contribution to employee insurance during leave, see CRD(LOCAL).
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<b>Availability</b>	The District shall make state personal leave and local leave for the current year available for use at the beginning of the school year.
<b>State Leave Proration</b>	<p>If an employee separates from employment with the District before his or her last duty day of the school year or begins employment after the first duty day of the school year, state personal leave shall be prorated based on the actual time employed.</p> <p>If an employee separates from employment before the last duty day of the school year, the employee's final paycheck shall be reduced for state personal leave the employee used beyond his or her pro rata entitlement for the school year.</p>
<b>Medical Certification</b>	<p>An employee shall submit medical certification of the need for leave if:</p> <ol style="list-style-type: none"><li>1. The employee is absent more than three consecutive work-days because of personal illness or illness in the immediate family;</li><li>2. The District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or Superintendent; or</li><li>3. The employee requests FMLA leave for the employee's serious health condition; a serious health condition of the employee's spouse, parent, or child; or for military caregiver leave.</li></ol> <p>In each case, medical certification shall be made by a health-care provider as defined by the FMLA. [See DECA(LEGAL)]</p>
<b>State Personal Leave</b>	The Board requires employees to differentiate the manner in which state personal leave is used.
Nondiscretionary Use	<p>Nondiscretionary use of leave shall be for the same reasons and in the same manner as state sick leave accumulated before May 30, 1995. [See DEC(LEGAL)]</p> <p>Nondiscretionary use includes leave related to the birth or placement of a child and taken within the first year after the child's birth, adoption, or foster placement.</p>
Discretionary Use	Discretionary use of leave is at the individual employee's discretion, subject to limitations set out below.

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

*Request for  
Leave*

In deciding whether to approve or deny a request for discretionary use of state personal leave, the supervisor shall not seek or consider the reasons for which an employee requests to use leave. The supervisor shall, however, consider the duration of the requested absence in conjunction with the effect of the employee's absence on the educational program and District operations, as well as the availability of substitutes.

~~Discretionary use of state personal leave shall not exceed five workdays per semester or ten workdays in a school year.~~

***Comment:** The removal of the above would mean there is no duration limit on the number of days an employ can be out for discretionary leave. Any requests and their duration would be evaluated based on the request of leave provisions above.*

**Local Leave**

Each professional employee and paraprofessional/auxiliary employee shall earn five, six, or seven paid local leave days per school year in accordance with administrative regulations.

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]

**Flex Days**

~~An eligible employee shall earn unpaid flex days in accordance with administrative regulations.~~

~~The District shall make flex days for the current year available for use at the beginning of the school year. Flex days shall not be interchangeable with state personal leave or local leave.~~

~~An employee may take flex days during the year that they are awarded or by December of the following school year.~~

~~Flex days that are not used by exempt staff within the timeframe outlined shall be forfeited.~~

~~Flex days for nonexempt staff shall be used by December of the following year. The District shall not compensate for flex days; however, accumulated flex days not used by nonexempt staff by December shall be paid.~~

**Sick Leave Bank**

The District shall establish a sick leave bank that employees may join through contribution of local 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 or a member of the employee's immediate family experiences a catastrophic illness or

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

injury and the employee has exhausted all paid leave and any applicable compensatory time.

The Superintendent shall develop regulations for the operation of the sick leave bank that address the following:0.

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

An employee may appeal a decision regarding the sick leave bank in accordance with DGBA(LOCAL), beginning with the Superintendent or appropriate administrator.

**Mental Health Leave**

**A District peace officer or a full-time District telecommunicator, as defined by law, who experiences a traumatic event in the scope of employment shall be granted a maximum of three days of mental health leave per traumatic event. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.**

**The Superintendent shall develop regulations regarding mental health leave that address the following:0.**

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

**Quarantine Leave**

**A District peace officer shall be granted quarantine leave when ordered by the local health authority or the peace officer's supervisor to quarantine or isolate due to possible or known exposure to a communicable disease while on duty.**

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

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

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

**Line of Duty Illness  
or Injury Leave of  
Absence**

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

**Family and Medical  
Leave**

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

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

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**Twelve-Month  
Period**

For purposes of an employee's entitlement to FMLA leave, the 12-month period shall be measured forward from the date an individual employee's first FMLA leave begins.

**Combined Leave for  
Spouses**

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

**Intermittent or  
Reduced Schedule  
Leave**

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

**Certification of  
Leave**

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

**Fitness-for-Duty  
Certification**

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



COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

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Leave at the End of Semester	When a teacher takes leave near the end of the semester, the District may require the teacher to continue leave until the end of the semester.
<b>Temporary Disability Leave</b>	<p>Any full-time employee whose position requires educator certification by the State Board for Educator Certification or by the District shall be eligible for temporary disability leave. The maximum length of temporary disability leave shall be 180 calendar days. [See 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 as a request for temporary disability leave.</p> <p>The District shall require the employee to use temporary disability leave and paid leave, including any compensatory time, concurrently with FMLA leave.</p>
<b>Workers' Compensation</b>	<hr/> <p><b>Note:</b> 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.</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	The District shall permit the option for paid leave offset in conjunction with workers' compensation income benefits. [See CRE]
<b>Court Appearances</b>	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.
<b>Payment for Accumulated Leave Upon Retirement</b>	<p>The following leave provisions shall apply to local leave accumulated beginning on the original effective date of this program.</p> <p>An employee who retires from the District shall be eligible for payment for accumulated local leave under the following conditions:</p> <ol style="list-style-type: none"><li>1. The employee's retirement is voluntary, i.e., the employee is not being discharged or nonrenewed.</li><li>2. The employee provides advance written notice of intent to retire. Contract employees must provide written notice at least 90 days before the last day of employment. Noncontract employees must provide written notice at least two weeks before the last day of employment.</li></ol>

COMPENSATION AND BENEFITS  
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3. The employee has at least ten years of service with the District.

The employee shall receive payment for each day of accumulated local leave, to a maximum of 30 days, at a rate equal to 50 percent of the individual employee's daily rate of pay. If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee.

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

**Neutral Absence  
Control**

Abuse of Leave

Abuse of leave policies, misrepresentation of the need to use leave, or falsification of a document from a health-care provider shall constitute grounds for appropriate disciplinary action, up to and including termination, in accordance with District policies.

Excessive  
Absences

When an employee's absences become a concern or an employee establishes a pattern of absences, the employee's immediate supervisor shall discuss with the employee the reasons for the absences. Absences may be subject to verification. If the absences are deemed excessive or the supervisor determines that a pattern has developed, the employee may be subject to disciplinary action up to and including termination of employment. [See Medical Certification, above]

A nonexempt employee who is absent from work for three or more consecutive workdays without prior approval from or providing appropriate notice to the employee's supervisor shall be deemed to have abandoned his or her job and may be separated from service with the District in accordance with District policy.

An exempt employee who is absent from work for three or more consecutive workdays without prior approval from or providing appropriate notice to the employee's supervisor shall be deemed to have abandoned his or her job and the District may pursue termination in accordance with the DF series of policies.

The employee's eligibility for reasonable accommodations, as required by the Americans with Disabilities Act [see DAA(LEGAL)], shall be considered before termination.

COMPENSATION AND BENEFITS  
VACATIONS AND HOLIDAYS

DED  
(LOCAL)

**Vacation Days**

Eligible employees in positions normally requiring ~~260 days~~**258 days** of service annually shall receive paid vacation days in accordance with administrative regulations that address the following:

0)

1. Eligibility criteria;
2. Accrual rates and availability;
3. Request and approval processes;
4. Accumulation and carryover limits; and
5. Treatment of vacation days upon separation from service.

**Holidays**

Eligible employees in positions normally requiring ~~260 days~~**258 days** of service annually shall receive paid holidays in accordance with the employee's duty schedule and administrative regulations.

[See DEAB for overtime pay provisions.]

***Comment:*** *Confirm that this policy is still in effect for these employees.*

COMPENSATION AND BENEFITS  
EXPENSE REIMBURSEMENT

DEE  
(LOCAL)

**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 supervisor and in accordance with administrative regulations.

**Documentation  
Required**

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

**Exception**

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

## PROPOSED REVISIONS

### Reasons

The recommendation to the Board and its decision not to renew a contract under this policy shall not be based on an employee's exercise of Constitutional rights or based unlawfully on an employee's race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law. Reasons for proposed nonrenewal of an employee's term contract shall be:0)

1. Deficiencies pointed out in observation reports, appraisals or evaluations, supplemental memoranda, or other communications.
2. Failure to fulfill duties or responsibilities.
3. Incompetency or inefficiency in the performance of duties.
4. Inability to maintain discipline in any situation in which the employee is responsible for the oversight and supervision of students.
5. Insubordination or failure to comply with official directives.
6. Failure to comply with Board policies or administrative regulations.
7. Excessive absences.
8. Conducting personal business during school hours when it results in neglect of duties.
9. Reduction in force because of financial exigency. [See DFFA]
10. Reduction in force because of a program change. [See DFFB]
11. The employee is not retained at a campus in accordance with the provisions of a campus turnaround plan. [See AIC]
12. Drunkenness or excessive use of alcoholic beverages; or possession, use, or being under the influence of alcohol or alcoholic beverages while on District property, while working in the scope of the employee's duties, or while attending any school- or District-sponsored activity.
13. The illegal possession, use, manufacture, or distribution of a controlled substance, a drug, a dangerous drug, hallucinogens, or other substances regulated by state statutes.
14. Failure to meet the District's standards of professional conduct.
15. Failure to report any arrest, indictment, conviction, no contest or guilty plea, or other adjudication for any felony, any crime

involving moral turpitude, or other offense listed at DH(LOCAL). [See DH]

16. Conviction of or deferred adjudication for any felony, any crime involving moral turpitude, or other offense listed at DH(LOCAL); or conviction of a lesser included offense pursuant to a plea when the original charged offense is a felony. [See DH]
17. Failure to comply with reasonable District requirements regarding advanced coursework or professional improvement and growth.
18. Disability, not otherwise protected by law, that prevents the employee from performing the essential functions of the job.
19. Any activity, school-connected or otherwise, that, because of publicity given it, or knowledge of it among students, faculty, or the community, impairs or diminishes the employee's effectiveness in the District.
20. Any breach by the employee of an employment contract or any reason specified in the employee's employment contract.
21. Failure to maintain an effective working relationship, or maintain good rapport, with parents, the community, or colleagues.
22. A significant lack of student progress attributable to the educator.
23. Behavior that presents a danger of physical harm to a student or to other individuals.
24. Assault on a person on District property or at a school-related function, or on an employee, student, or student's parent regardless of time or place.
25. Use of profanity in the course of performing any duties of employment, whether on or off school premises, in the presence of students, staff, or members of the public, if reasonably characterized as unprofessional.
26. Falsification of records or other documents related to the District's activities.
27. Falsification or omission of required information on an employment application.
28. Misrepresentation of facts to a supervisor or other District official in the conduct of District business.

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NONRENEWAL

DFBB  
(LOCAL)

29. Failure to fulfill requirements for state licensure or certification, including passing certification or licensing examinations required by state or federal law or by the District, for the employee's assignment.
30. Failure to maintain licensing and certification requirements, including the completion of required continuing education hours, for the employee's assignment.
31. Failure to complete certification or permit renewal requirements, or failure to fulfill the requirements of a deficiency plan, under an Emergency Permit or a Temporary Classroom Assignment Permit.
32. Any attempt to encourage or coerce a child to withhold information from the child's parent or from other District personnel.
33. Any reason that makes the employment relationship void or voidable, such as a violation of federal, state, or local law.
34. Any reason constituting good cause for terminating the contract during its term.

Recommendations  
from Administration

Administrative recommendations for renewal or proposed nonrenewal of term contracts shall be submitted to the Superintendent. A recommendation for proposed nonrenewal shall be supported by any relevant documentation. The final decision on the administrative recommendation to the Board on each employee's contract rests with the Superintendent.

Superintendent's  
Recommendation

The Superintendent shall prepare lists of employees whose contracts are recommended for renewal or proposed nonrenewal by the Board. Supporting documentation, if any, and reasons for the recommendation shall be submitted for each employee recommended for proposed nonrenewal.

The Board shall consider such information, as appropriate, in support of recommendations for proposed nonrenewal and shall then act on all recommendations. **If the Board votes to propose nonrenewal for any employees, it shall also decide whether any requested hearing will be conducted by the Board or by an independent hearing examiner.**

Notice of Proposed  
Nonrenewal

After the Board votes to propose nonrenewal, the Superintendent or designee shall deliver written notice of proposed nonrenewal in accordance with law.

If the notice of proposed nonrenewal does not contain a statement of the reason or all the reasons for the proposed action, and the employee requests a hearing, the District shall give the employee

notice of all reasons for the proposed nonrenewal at a reasonable time before the hearing. ~~The initial notice or any subsequent notice shall contain the hearing procedures.~~

**Request for Hearing**

~~If~~ **The Board has chosen to designate** the ~~employee desires~~ **a type of hearing after receiving for proposed nonrenewals on a case-by-case basis. In** the notice of proposed nonrenewal, the employee shall ~~notify~~ **receive notice of whether** the Board [see Request for Board Hearing, below] or an independent hearing examiner appointed by the commissioner of education [see Request for Appointment of Hearing Examiner, below] will conduct the hearing.

**Request for Appointment of Hearing Examiner**

**If the notice of proposed nonrenewal states that the nonrenewal hearing will be conducted by an independent hearing examiner, the employee may request a hearing by filing a written request with the commissioner, and providing the Board a copy of the request, not later than the 15th day after the date the employee received the notice of proposed nonrenewal.**

**Hearing Procedures**

**The hearing shall be conducted by an independent hearing examiner in ~~writing~~ accordance with the process described at DFD.**

**Board Decision**

**Following the hearing, the Board shall take appropriate action in accordance with DFD.**

**Request for Board Hearing**

**If the notice of proposed nonrenewal states that the nonrenewal hearing will be conducted by the Board, the employee may request a hearing by providing written notice to the Board not later than the 15th day after the date the employee received the notice of proposed nonrenewal.**

When a timely request for a hearing on a proposed nonrenewal is received by the presiding officer, the Board shall notify the employee whether the hearing will be conducted by the Board [see Hearing by the Board, below] or an attorney designated by the Board [see Hearing by an Attorney Designated by the Board, below].

In either case, the hearing shall be held not later than the 15th day after receipt of the request, unless the parties mutually agree to a delay. The employee shall be given notice of the hearing date as soon as it is set.

**Hearing by the Board**

Unless the employee requests that the hearing be open, the hearing shall be conducted in closed meeting with only the members of the Board, the employee, the Superintendent, their representatives, and such witnesses as may be called in attendance. Witnesses may be excluded from the hearing until called to present



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NONRENEWAL

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evidence. The employee and the administration may choose a representative. Notice, at least five days in advance of the hearing, shall be given by each party intending to be represented, including the name of the representative. Failure to give such notice may result in postponement of the hearing.

Hearing Procedures

The conduct of the hearing shall be under the presiding officer's control and shall generally follow the steps listed below:

1. After consultation with the parties, the presiding officer shall impose reasonable time limits for presentation of evidence and closing arguments.
2. The hearing shall begin with the administration's presentation, supported by such proof as it desires to offer.
3. The employee may cross-examine any witnesses for the administration.
4. The employee may then present such testimonial or documentary proof, as desired, to offer in rebuttal or general support of the contention that the contract be renewed.
5. The administration may cross-examine any witnesses for the employee and offer rebuttal to the testimony of the employee's witnesses.
6. Closing arguments may be made by each party.

A record of the hearing shall be made so that a certified transcript can be prepared, if required.

Board Decision

The Board may consider only evidence presented at the hearing. After all the evidence has been presented, if the Board determines that the reasons given in support of the recommendation to not renew the employee's contract are lawful, supported by the evidence, and not arbitrary or capricious, it shall so notify the employee by a written notice not later than the 15th day after the date on which the hearing is concluded. This notice shall also include the Board's decision on renewal, which decision shall be final.

**Hearing by an  
Attorney Designated  
by the Board**

The hearing must be private unless the employee requests in writing that the hearing be public, except that the attorney may close the hearing to maintain decorum. If the employee does not request a public hearing, only the attorney designated by the Board, the employee, the Superintendent, their representatives, and witnesses ~~shall~~ will be permitted to be in attendance, and witnesses may be excluded from the hearing until called to present evidence. The employee and the administration may choose a representative. Notice, at least five days in advance of the hearing, shall be

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given by each party intending to be represented, including the name of the representative. Failure to give such notice may result in postponement of the hearing.

The conduct of the hearing shall be under the control of the attorney designated by the Board and shall generally follow the steps listed at Hearing by the Board.

Not later than the 15th day after the completion of the hearing, the attorney shall provide to the Board a record of the hearing and his or her recommendation on renewal.

**Board Review**

The Board shall consider the record of the hearing and the attorney's recommendation at the first Board meeting for which notice can be posted, unless the parties agree in writing to a different date. The Board shall notify the employee of the meeting date as soon as it is set. At the meeting, the Board shall allow each party an equal amount of time to present oral arguments. The Board shall notify the employee in writing of the Board's decision on renewal not later than the 15th day after the date of the meeting.

**No Hearing**

If the employee fails to request a hearing, the Board shall take the appropriate action and notify the employee in writing of that action not later than the 30th day after the date the notice of proposed nonrenewal was sent.

EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

**PROPOSED REVISIONS**

Each District employee shall perform his or her duties in accordance with state and federal law, District policy, and ethical standards. The District holds all employees accountable to the Educators' Code of Ethics. [See DH(EXHIBIT)]

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

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

**Violations of  
Standards of  
Conduct**

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

**Weapons Prohibited**

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

Exceptions

No violation of this policy occurs when:0)

**1. Use or possession of a firearm by a specific employee is authorized by Board action. [See CKE series]**

~~1-2.~~ A District employee who holds a Texas handgun license stores a handgun or other firearm in a locked vehicle in a parking lot, parking garage, or other parking area provided by the District, provided the handgun or other firearm is not in plain view; or

~~2-3.~~ The use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. [See FOD]

**Electronic  
Communication**

Use with Students

A certified employee, licensed employee, or any other employee designated in writing by the Superintendent or a campus principal may use electronic communication, as this term is defined by law, with currently enrolled students only about matters within the scope of the employee's professional responsibilities.

Unless an exception has been made in accordance with the employee handbook or other administrative regulations, an employee

EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

shall not use a personal electronic communication platform, application, or account to communicate with currently enrolled students.

Unless authorized above, all other employees are prohibited from using electronic communication directly with students who are currently enrolled in the District. The employee handbook or other administrative regulations shall further detail:0.

1. Exceptions for family and social relationships;
2. The circumstances under which an employee may use text messaging to communicate with individual students or student groups;
3. Hours of the day during which electronic communication is discouraged or prohibited; and
4. Other matters deemed appropriate by the Superintendent or designee.

In accordance with ethical standards applicable to all District employees [see DH(EXHIBIT)], an employee shall be prohibited from using electronic communications in a manner that constitutes prohibited harassment or abuse of a District student; adversely affects the student's learning, mental health, or safety; includes threats of violence against the student; reveals confidential information about the student; or constitutes an inappropriate communication with a student, as described in the Educators' Code of Ethics.

An employee shall have no expectation of privacy in electronic communications with students. Each employee shall comply with the District's requirements for records retention and destruction to the extent those requirements apply to electronic communication. [See CPC]

Personal Use	All employees shall be held to the same professional standards in their public use of electronic communication as for any other public conduct. If an employee's use of electronic communication violates state or federal law or District policy, or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.
Reporting Improper Communication	In accordance with administrative regulations, an employee shall notify his or her supervisor when a student engages in improper electronic communication with the employee.
Disclosing Personal Information	An employee shall not be required to disclose his or her personal email address or personal phone number to a student.

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<b>Safety Requirements</b>	<p>Each employee shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.</p>
<b>Harassment or Abuse</b>	<p>An employee shall not engage in prohibited harassment, including sexual harassment, of:0.</p> <ol style="list-style-type: none"><li>1. Other employees. [See DIA]</li><li>2. Students. [See FFH; see FFG regarding child abuse and neglect.]</li></ol> <p>While acting in the course of employment, an employee shall not engage in prohibited harassment, including sexual harassment, of other persons, including Board members, vendors, contractors, volunteers, or parents.</p> <p>An employee shall report child abuse or neglect as required by law. [See FFG]</p>
<b>Relationships with Students</b>	<p>An employee shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See FFH]</p> <p>As required by law, the District shall notify the parent of a student with whom an educator is alleged to have engaged in certain misconduct. [See FFF]</p>
<b>Tobacco and E-Cigarettes</b>	<p>An employee shall not smoke or use tobacco products or e-cigarettes on District property, in District vehicles, or at school-related activities. [See also GKA]</p>
<b>Alcohol and Drugs / Notice of Drug-Free Workplace</b>	<p>As a condition of employment, an employee shall abide by the terms of the following drug-free workplace provisions. An employee shall notify the Superintendent in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace in accordance with Arrests, Indictments, Convictions, and Other Adjudications, below.</p> <p>An employee shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while on District property or at school-related activities during or outside of usual working hours:0.</p> <ol style="list-style-type: none"><li>1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.</li><li>2. Alcohol or any alcoholic beverage.</li></ol>

EMPLOYEE STANDARDS OF CONDUCT

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3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

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

Exceptions

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

- 0.

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

Sanctions

An employee who violates these drug-free workplace provisions shall be subject to disciplinary sanctions. Sanctions may include: 0.

1. Referral to drug and alcohol counseling or rehabilitation programs;
2. Referral to employee assistance programs;
3. Termination from employment with the District; and
4. Referral to appropriate law enforcement officials for prosecution.

Notice

Employees shall receive a copy of this policy.

**Arrests, Indictments,  
Convictions, and  
Other Adjudications**

An employee shall notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:0.

1. Crimes involving school property or funds;
2. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or

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

**Dress and Grooming**

An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor and approved by the Superintendent.

EMPLOYEE STANDARDS OF CONDUCT  
SEARCHES AND ALCOHOL/DRUG TESTING

DHE  
(LOCAL)

**PROPOSED REVISIONS**

**Reasonable  
Suspicion Searches**

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

**Reasonable  
Suspicion Alcohol  
and Drug Testing**

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

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

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

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

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**Federally Required  
DOT Testing  
Program**

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

The Superintendent shall designate a District official who shall be responsible for ensuring that information is disseminated to employees covered under this testing program regarding prohibited driver conduct, alcohol and controlled substances tests, and the consequences that follow positive test results.



EMPLOYEE STANDARDS OF CONDUCT  
SEARCHES AND ALCOHOL/DRUG TESTING

DHE  
(LOCAL)

Drug-Related  
Violations

The following constitute drug-related violations under the DOT rules:0)

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

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

Alcohol Results  
Between 0.02 and  
0.04

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

[In the event of a subsequent positive test result for alcohol of 0.02 or greater but less than 0.04, see the disciplinary consequences at District-Imposed Consequences, below.]

Reasonable  
Suspicion DOT  
Testing

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

The observations may include indication of the chronic and withdrawal effects of controlled substances. Within 24 hours of the observed behavior, the supervisor shall provide a signed, written

EMPLOYEE STANDARDS OF CONDUCT  
SEARCHES AND ALCOHOL/DRUG TESTING

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record documenting the observations leading to a controlled substance reasonable suspicion test.

**District-Imposed  
Consequences**

In addition to the consequences established by federal law, a District employee confirmed to have violated the District's policy pertaining to alcohol or controlled substances, including a second or subsequent positive test result for alcohol of 0.02 or greater but less than 0.04, shall be subject to District-imposed discipline, as determined by his or her supervisor and the Superintendent. Such discipline may include any appropriate action from suspension without pay during the period of removal from safety-sensitive functions, up to and including termination of employment. [See DF series]

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

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**Note:** The following provisions address the District's drug- and alcohol-testing program.

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**District Drug- and  
Alcohol-Testing  
Program**

**Under its own authority, the District shall conduct drug and alcohol testing for all facility, maintenance, and grounds employees.**

### PROPOSED REVISIONS

The Superintendent shall recommend the District's professional development plan for all District employees. The Board shall annually review the professional development clearinghouse published by the State Board for Educator Certification (SBEC) and annually approve the District's professional development plan. The District's professional development plan must:0)

1. Be guided by the SBEC clearinghouse training recommendations;
2. Note any differences in the District's plan from the clearinghouse recommendations; and
3. Include a schedule of the required professional development for all District employees.

#### **Food Service Training and Certification**

~~The District shall offer a monetary incentive for food service employees who take courses taught in the District that lead to seven different levels of state certification in food service. The amount of the incentive shall be established by the Board during the budget development process.~~

### PROPOSED REVISIONS

<b>T-TESS</b>	<p>The District shall appraise teachers using the Texas Teacher Evaluation and Support System (T-TESS) in accordance with law and administrative regulations.</p> <p>The Board shall approve a list of certified appraisers who can appraise a teacher in place of the teacher's supervisor.</p>
<b>Appraisal System</b> <b>T-TESS</b>	<p>The District shall appraise teachers using the Texas Teacher Evaluation and Support System (T-TESS) in accordance with state law and administrative regulations.</p> <p>The Board shall approve a list of certified appraisers who can appraise a teacher in place of the teacher's supervisor.</p>
<b>Annual Appraisal</b> <i>Exception</i>	<p>District teachers shall be appraised annually.</p> <p>Teachers who are eligible for less frequent evaluations in accordance with law [see DNA(LEGAL)] and the local criteria established in this policy shall be appraised in accordance with the provisions below.</p>
<b>Less-Than-Annual</b> <i>Eligibility</i>	<p>In addition to meeting the eligibility requirements in state rules and in the District's innovation plan, to be eligible for less-than-annual evaluations under the T-TESS, a teacher must agree in writing and shall:0)</p> <ol style="list-style-type: none"><li>1. Be employed on an educator term contract;</li><li><del>1.2.</del> 2. Be rated at least "proficient" in all domains and criteria on the most recent appraisal;-</li><li>3. Not be new to the campus;</li><li>4. Not be assigned to a campus that is rated <del>academically "un-acceptable" and/or "needs improvement"</del> D or below; and</li><li>5. Not be new to the grade level;</li><li>6. Not be new to the content area; and</li><li>7. Have been employed by the District for at least three consecutive years.</li></ol>
<i>Frequency</i>	<p>Eligible teachers shall be appraised every two years.</p> <p>During any school year when a complete appraisal is not scheduled for an eligible teacher, either the teacher or the principal may require that an appraisal be conducted by providing written notice to the other party.</p>

PERFORMANCE APPRAISAL  
EVALUATION OF TEACHERS

DNA  
(LOCAL)

	<p>A teacher's supervisor shall have the authority to return a teacher to the traditional appraisal cycle as a result of performance deficiencies documented in accordance with state rule.</p>
<p><i>Annual Review Process</i></p>	<p>In the years in which a T-TESS appraisal is not scheduled for an eligible teacher, the teacher shall participate in an annual review process that includes the elements listed in state rule.</p> <p>The annual review process shall produce a written document to be presented to the teacher, signed by the teacher and supervisor, and maintained in the personnel file.</p> <hr/> <p><b>Note:</b> See DNA(REGULATION) for additional information.</p> <hr/>
<p><b>Appraisal System</b></p>	<p>The formal appraisal of District teachers shall be in accordance with the Texas Teacher Evaluation and Support System (T-TESS) developed by the Texas Education Agency (TEA). The District shall implement the T-TESS in accordance with state guidelines at all campuses.</p>
<p><b>General Requirements</b></p>	<p>Components of the appraisal process shall comply with the required rubric established by TEA and may include, but are not limited to, a written self-assessment, goal-setting and professional development, formal and informal classroom observations, walk-throughs, and conferences. The appraisal process shall generate a summative score report to be presented to the teacher, signed by the teacher and appraiser, and maintained in the personnel file. Classroom observations and walk-throughs shall be conducted more frequently as necessary to ensure that teachers receive appropriate guidance.</p> <p>The District shall establish an appraisal calendar each year.</p>
<p><b>Walk-Throughs</b></p>	<p>Walk-throughs may be announced or unannounced. After each walk-through, a teacher shall receive feedback through a written document or a mini-conference from the appraiser.</p>
<p><b>Pre-Conference</b></p>	<p>A pre-conference meeting shall be held prior to each formal appraisal. During the pre-conference meeting, the date and time of the formal observation shall be scheduled. Pre-conference meetings cannot be waived.</p>
<p><b>Formal Observation</b></p>	<p>All District teachers shall receive one formal observation. The appraiser shall observe a minimum of 45 minutes, ensuring the duration of a full lesson cycle (beginning, middle, and end). After each formal observation, the teacher shall have three days to submit a self-reflection to his or her appraiser.</p>

PERFORMANCE APPRAISAL  
EVALUATION OF TEACHERS

DNA  
(LOCAL)

<del>Post-Conference</del>	<del>A post-conference meeting shall be held within ten business days following the formal observation. Post-conference meetings cannot be waived.</del>
<del>Summative Conference</del>	<del>A summative annual conference shall be held with each teacher. The summative annual conference cannot be waived.</del>
<del>Alternate Appraisers</del>	<del>The list of qualified appraisers who may appraise a teacher in place of the teacher's supervisor shall be approved by the Board.</del>
<del>Second Appraisal</del>	<del>Upon a teacher's request for a second appraiser, the Superintendent or designee shall select the second appraiser from a pre-established roster of trained appraisers.</del>  <del>The formal observation for a second appraisal shall be within a two-week window.</del>
<del>Scores</del>	<del>The Board shall ensure that the Superintendent or designee establishes procedures regarding how domain scores from first and second T-TESS appraisals will be used.</del>
<b>Annual Appraisal</b>	District teachers shall be appraised annually.
<del>Exception</del>	<del>Teachers who are eligible for less frequent evaluations in accordance with law [see DNA(LEGAL)] and the local criteria established in this policy shall be appraised in accordance with the provisions below.</del>
<del>Less Than Annual Eligibility</del>	<del>In addition to meeting the eligibility requirements in state rules, to be eligible for less than annual evaluations under the T-TESS, a teacher shall:</del>  <del>0.</del>  <del>2.— Be employed on an educator term contract;</del>  <del>3.— Be evaluated by the T-TESS;</del>  <del>4.— Be rated at least "proficient" in all domains and criteria;</del>  <del>5.— Not be new to the campus;</del>  <del>6.— Not be assigned to a campus that is rated academically "unacceptable" and/or "needs improvement;"</del>  <del>7.— Be employed by the District at least three consecutive years; and</del>  <del>8.— Agree in writing.</del>
<del>Exception</del>	<del>If a teacher is on a leave of absence during his or her rotation cycle and is not appraised for that school year, he or she shall automatically be evaluated the year the teacher returns.</del>

PERFORMANCE APPRAISAL  
EVALUATION OF TEACHERS

DNA  
(LOCAL)

<b>Frequency</b>	<del>Eligible teachers shall be appraised on a rotating basis as determined by a District process described in administrative regulations.</del>  <del>During any school year when a complete appraisal is not scheduled for an eligible teacher, either the teacher or the principal may require that an appraisal be conducted by providing written notice to the other party.</del>
<b>Annual Review Process</b>	<del>In the years that a T-TESS appraisal is not scheduled for an eligible teacher, the District shall conduct an annual review in accordance with a process detailed in guidelines developed by the administration in collaboration with the District and campus-level decision-making committees.</del>  <del>The annual review process shall produce a written document to be presented to the teacher, signed by the teacher and supervisor, and maintained in the personnel file.</del>  <del>The regular T-TESS procedures and requirements shall not apply to the annual review process.</del>
<b>Grievances</b>	<del>Complaints regarding teacher appraisal shall be addressed in accordance with DGBA(LOCAL).</del>

PERFORMANCE APPRAISAL  
EVALUATION OF CAMPUS ADMINISTRATORS

DNB  
(LOCAL)

**PROPOSED REVISIONS**

**Principals**

The District shall appraise principals using the Texas Principal Evaluation and Support System (T-PESS) in accordance with law and administrative regulations.

Each principal shall be evaluated ~~annually~~ by the Superintendent or designee. A component of the principal's performance evaluation shall be setting goals, which shall be jointly developed by the principal and his or her supervisor. One required component of the goals shall be the monitoring of the design and delivery of the curriculum as follows:

- Frequent classroom walk-throughs;
- Formal and informal classroom observations;
- Application of the teacher appraisal system; and
- Reflective dialogue.

**Other Campus Administrators**

The appraisal system used for campus administrators other than principals shall be determined by each administrator's position and job responsibilities and shall consist of either a local appraisal system developed in accordance with law and administrative regulations or a modified version of the T-PESS.

**Frequency**

District principals and other campus administrators shall be appraised annually.

**Exception**

Written evaluations and other evaluative information need not be considered prior to a decision to terminate a probationary contract at the end of the contract term.

**Grievances**

~~Complaints regarding employee appraisal shall be addressed in accordance with DGBA(LOCAL).~~



## DELETE POLICY

*Comment: Recommend placement of this information in administrative regulations instead of board policy.*

### **Purpose**

The Board recognizes the need for and value of a systematic, on-going program of curriculum development, review, and evaluation. The design and implementation of the curriculum will be consistent with the Board's adopted mission and applicable goals, state laws, and State Board of Education rules. This curriculum component will be an integral part of the District's long-range planning process. The Board deems it essential that the school system continually develop and modify its curriculum to provide a common direction of action for all instruction in the District and to meet changing needs. While instructional differentiation is expected to occur to address the unique needs of specific students, instruction shall be derived from a set of curriculum learnings common to all students. There will be equitable access to the curriculum for all students. The purpose of education is primarily imparting knowledge, skills, processes, and attitudes necessary for the student to successfully function in society, to lead a productive and effective life, to be a life-long learner, and to be a good citizen for Texas and beyond. The District recognizes the importance of ensuring that all children have access to a quality education that enables them to achieve their full potential. 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. A curriculum management plan shall be designed and implemented to carry out this policy.

### **Definition**

Incorporating state curriculum rules, curriculum development, implementation, and evaluation shall include the following components: the written curriculum as presented in curriculum guides, the taught curriculum as presented to students by teachers, and the assessed/tested curriculum as determined by student performance.

### **Resources**

The Board shall allocate resources to develop, implement, and evaluate a curriculum to achieve the objectives of this policy.

In formulating curriculum, the Superintendent shall make appropriate use of a wide range of resources, including professional staff; lay members of the community; experience of other systems; programs of schools, colleges, and universities; and information prepared by the schools of education, research institutions, educational foundations, and state and federal governments.

### **Written Curriculum**

~~The District expects that learning will be enhanced by adherence to a curriculum that promotes continuity and cumulative acquisition of skills and knowledge from grade-to-grade and from school-to-school. The curriculum should reflect research-based best practices, the desires of the residents and taxpayers of the District, state laws, and the State Board rules. The curriculum shall be designed to provide teachers and students with the District's expectations of what students must learn. Teachers are expected to follow the curriculum of the District.~~

~~The Superintendent or designee shall cause a relevant and challenging curriculum to be developed that prompts achievement of the graduate profile, which shall guide teachers and the professional staff in all curriculum areas of the District.~~

~~The Board shall adopt academic standards that outline the objectives that students are expected to master.~~

~~Teachers shall have copies of curriculum guides and use the objectives in the guides to develop daily lesson plans. Administrators shall work with the teachers to maintain consistency between the written curriculum and the curriculum objectives actually taught. Curriculum guides shall be developed for all grade levels, courses, and/or subjects in the District. The guides shall contain, at a minimum, the following aligned components:~~

- ~~1. District graduate profile and course purpose;~~
- ~~2. Academic standards including knowledge, skills/objectives, and expectations based on but not limited to state curriculum frameworks, state testing programs, and national standards;~~
- ~~3. Instructional strategies and research-based practices;~~
- ~~4. Assessments; and~~
- ~~5. Instructional resources.~~

### **Taught Curriculum**

~~The District has several expectations of the teaching process. Teachers have a right to expect that their teaching efforts are part of a broad plan of quality education. There must be assurance that teachers and their colleagues are working toward a common goal. All faculty members have a responsibility to teach to the curriculum objectives. Teachers are required to use the curriculum guide as their primary source of instructional direction. The principal shall ensure that optimum use is made of available written curriculum materials and instructional time.~~

~~In addition to consistent delivery of the objectives in the curriculum, instructional delivery shall be based on sound teaching principles~~

~~grounded in research. Instructional supervision efforts shall focus on these sound teaching principles.~~

~~Staff development on research-based approaches to teaching shall be provided for teachers so that they may be as effective as possible.~~

~~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. Matching teaching strategies to the instructional needs of students;~~
- ~~4. Expecting that all students will perform at high levels of learning;~~
- ~~5. Ensuring that all students experience opportunities for success;~~
- ~~6. Setting expectations based on achievement of successful schools with comparable demographics;~~
- ~~7. Having staff members, students, and parents take responsibility for learning;~~
- ~~8. Analyzing the content of objectives so that instructional strategies match content and assessment;~~
- ~~9. Assessing student learning;~~
- ~~10. Varying the time for learning according to the needs of students and the complexity of the task;~~
- ~~11. Teaching objectives, adequate practice time, and multiple opportunities for learning and success;~~
- ~~12. For those who attain mastery, progressing to the next objective or offering extension or enrichment; and~~
- ~~13. For those who do not attain mastery, providing correctives and/or using different strategies, until mastery is attained.~~

~~District staff development shall be developed and implemented to prepare staff to teach the designated curriculum.~~

**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 alignment and programmatic decisions,~~
- ~~5. Communicate progress to parents to support learning, and~~
- ~~6. Determine staff development needs in content, instructional strategies, and assessment.~~

~~The "tested" curriculum shall include the following components:~~

- ~~1. Required state-level assessments;~~
- ~~2. District-developed assessments for grade levels and courses;~~
- ~~3. Nationally normed achievement tests as appropriate; and~~
- ~~4. A program evaluation component that guides curriculum redesign and instructional planning.~~

**Curriculum Revision**

~~The Superintendent or designee shall ensure that curriculum frameworks/guides are revised in a timely manner and that all curriculum is reviewed at least every five years. Student achievement data shall be used to determine areas where revision is needed.~~

**Responsibilities**

**Board**

~~The Board shall establish policies that provide:~~

- ~~1. Ongoing curriculum development and evaluation that reflect research-based best practices;~~
- ~~2. The expectation for alignment of the written, taught, and tested curriculum;~~
- ~~3. Staff development to improve the instructional programs and assess increased student achievement; and~~
- ~~4. Direction that classroom instruction be tied to the beliefs, mission, and goals of the District.~~

~~The Board is responsible for adopting a budget that supports the development, implementation, and training needed to effectively deliver the curriculum.~~

CURRICULUM DESIGN

EH  
(LOCAL)

~~Superintendent and  
District-Level  
Administration~~

~~The Superintendent shall implement curriculum policies that are founded on a solid research base and reflect best practices. The Superintendent and appropriate District-level staff shall set curriculum guidelines and priorities and organize/facilitate curriculum committees to develop and review the curriculum. Staff members shall provide local training and resources needed to implement the curriculum. Staff members shall provide support to principals in their role of implementing and monitoring the curriculum on their campuses. The curriculum administrator shall ensure that a master long-range plan is in place for District curriculum development/visions.~~

~~Principal~~

~~The building principal is the key to monitoring and implementing the curriculum. The principal shall translate the importance of effective curriculum and instructional practices on a regular basis.~~

~~Principals shall manage the implementation of the aligned curriculum. Strategies for managing curriculum implementation include:~~

- ~~1. Understanding the District's curriculum philosophy and how it is reflected in the curriculum;~~
- ~~2. Supporting the need for research-based practice in the classroom and model those practices as an administrator;~~
- ~~3. Analyzing student assessment data;~~
- ~~4. Observing teachers;~~
- ~~5. Interviewing and conferencing with individual teachers and/or teams;~~
- ~~6. Meeting with campus/District instructional facilitators;~~
- ~~7. Providing campus-based training opportunities;~~
- ~~8. Providing opportunities for teachers to discuss and share ideas and strategies; and~~
- ~~9. Communicating with parents so they can support learning of the curriculum.~~

~~Teachers~~

~~Teachers shall teach the aligned written curriculum as directed. They shall be responsible for assessing student mastery and their own teaching using a variety of tools, including any required District/state assessments.~~

~~Teachers shall:~~

- ~~1. Apply research-based practice in their teaching;~~
- ~~2. Involve students in the learning process;~~

- ~~3. Diagnose students' learning strengths and needs;~~
- ~~4. Communicate learning strengths and needs to students, parents, and others;~~
- ~~5. Modify their instruction based on student performance;~~
- ~~6. Encourage parents to support learning of the curriculum; and~~
- ~~7. Participate in the training needed to effectively carry out these functions.~~

**Students**

~~Students are responsible for:~~

- ~~1. Learning and understanding their learning strengths and needs;~~
- ~~2. Meeting learning targets based on the required curriculum; and~~
- ~~3. Monitoring their own behavior and its impact on their own learning and the learning of others. Students should hold high expectations for the quality of the instruction presented to them.~~

**Budget**

~~The administration shall ensure that the District's budget becomes a document that reflects funding decisions based on the organization's educational goals and priorities—a program-driven budget. The budget development process shall ensure that goals and priorities are considered in the preparation of the budget proposals and that any decisions related to the reduction or increase in funding levels will be addressed in those terms.~~

**PROPOSED REVISIONS**

**Certificate of  
Coursework  
Completion**

The District shall **not** issue a certificate of coursework completion to a student who ~~has successfully completed~~ **fails to meet all** state and local ~~credit~~ requirements for graduation ~~but has failed to meet all applicable state testing requirements~~. [See EIF, FMH]

**Partial Credit**

When a student earns a passing grade in only half of a course and the combined grade for both halves is lower than 70, the District shall award the student credit for the half with the passing grade.

### PROPOSED REVISIONS

#### Relation to Essential Knowledge and Skills

The District shall establish instructional objectives that relate to the essential knowledge and skills for grade-level subjects or courses. These objectives shall address the skills needed for successful performance in the next grade or next course in a sequence of courses.

Assignments, tests, projects, classroom activities, and other instructional activities shall be designed so that each student's performance indicates the level of mastery of the designated District objectives.

#### Guidelines for Grading

The Superintendent or designee shall ensure that each campus or instructional level develops guidelines for teachers to follow in determining grades for students. These guidelines shall ensure that grading reflects a student's relative mastery of an assignment and that a sufficient number of grades are taken to support the grade average assigned. Guidelines for grading shall be clearly communicated to students and parents.

~~Students are to be informed of all numerical scores recorded by the teacher. Papers for which numerical scores have been recorded must be returned to the student for review.~~

The District shall permit a student who meets the criteria detailed in the grading guidelines a reasonable opportunity to redo an assignment or retake a test for which the student received a failing grade.

#### Progress Reporting

**The District shall issue grade reports/report cards every nine weeks on a form approved by the Superintendent or designee. Performance shall be measured in accordance with this policy and the standards established in EIE.**

#### Report Cards

~~The District shall issue report cards providing notice to a parent or legal guardian of a student's performance in each class or subject in accordance with the dates specified in the District's instructional school calendar. Performance shall be measured in accordance with this policy and the standards established in EIE.~~

#### Interim Reports

**Interim progress reports shall be issued for all students after the third and sixth week of each grading period. Supplemental progress reports may be issued at the teacher's discretion.**

#### ~~Progress Reporting~~

~~Interim/progress reports shall be issued every three weeks on a form approved by the Superintendent or designee. Supplemental progress reports may be issued at the teacher's discretion.~~

#### Conferences

~~Teachers shall have a conference with parents at least twice each school year.~~ **In addition to conferences scheduled on the campus calendar,** conferences may be requested by a teacher or parent as needed.



ACADEMIC ACHIEVEMENT  
GRADING/PROGRESS REPORTS TO PARENTS

EIA  
(LOCAL)

**Academic  
Dishonesty**

A student found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students.

### PROPOSED REVISIONS

#### Consistent Application for Graduating Class

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

#### Calculation

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

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

The calculation shall include failing grades.

~~For purposes of class ranking, both scores are used for a student who repeats a course acceptable for credit by the District.~~

#### Exclusions

The calculation of class rank shall exclude grades earned in any local credit course.

#### Weighted Grade System

##### Categories

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

#### Weighted Numerical Grade Average

The District shall assign weights to semester grades earned in eligible courses and calculate a weighted numerical grade average, in accordance with the following:

For Advanced Placement (AP) ~~and Dual Credit:~~

Final Average	Weight
75-79 percent	plus 5
80 percent or higher	plus 10

For AP Exam Score:

AP Exam Score	Weight
3, 4, or 5 on College Board Exam	plus 5

ACADEMIC ACHIEVEMENT  
CLASS RANKING

EIC  
(LOCAL)

**For Pre-AP:**

Final Average	Weight
80 percent or higher	plus 5

**For Dual Credit:**

Qualifying Score	Weight
Passing grade after conversion	plus 10

*Comment: The district will need to publicize the conversion table for the dual credit passing grade.*

**Advanced Placement, Dual Credit, Pre-AP, Advanced Academics Independent Study**

When determining a grade point average (GPA), the District shall award bonus points for each semester in courses as outlined in the chart below:

**For Advanced Placement (AP) and Dual Credit**

5 Points GPA Bonus	OR	10 Points GPA Bonus	AND	5 Points GPA Bonus
75-79% final average		80% or higher final average		Qualifying score of 3, 4, or 5 on College Board Exam

**For Advanced Academics Independent Study Course [aligned to mathematics, science, English, or social studies Texas Essential Knowledge and Skills (TEKS)]**

**For Pre-AP**

5 Points GPA Bonus	5 Points GPA Bonus
80% or higher final average	Qualifying score of 3, 4, or 5 on final project

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

ACADEMIC ACHIEVEMENT  
CLASS RANKING

EIC  
(LOCAL)

Appeal

The denial of a request for additional points may be appealed in accordance with the student and parent complaint policy at FNG(LOCAL).

*Comment: The Appeal provision has been moved, unchanged, from the end of the policy to here.*

Transfer Students

Students who transfer into the District shall also receive the same outlined bonus points if, upon verification by the school administration, the transfer courses are found to be equivalent to those taught in the District. ~~[See EIA(LOCAL)]~~

Local Graduation  
Honors

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

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**Note:** ~~The points shall be added to the student's aggregate grade-point total only.~~ Seniors shall not be eligible for a five-point GPA bonus based on exam scores because AP test results are not released until after final GPA is calculated and students have graduated.

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

Valedictorian and  
Salutarian

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

0)

1. Have been continuously enrolled in the District high school for the four semesters immediately preceding graduation; ~~and~~
2. Have completed the foundation program with the distinguished level of achievement.

*Comment: If early graduates (3-year graduates) are not eligible for val/sal honors, then that will need to be specified in this policy.*

~~To be eligible for valedictorian or salutarian honors, a student must have been continuously enrolled in the District high school for~~

ACADEMIC ACHIEVEMENT  
CLASS RANKING

EIC  
(LOCAL)

	<del>the four semesters preceding graduation and must have completed all state requirements under the Recommended Program or the Advanced/Distinguished Achievement Program.</del>
<del>Conduct</del>	<del>To qualify to give the valedictorian or salutatorian speech, a student shall not have engaged in any serious misconduct in violation of the Student Code of Conduct, including any behavior resulting in removal to a disciplinary alternative education program (DAEP), a three-day suspension, or expulsion. To qualify to participate in the school commencement exercise, all graduates shall wear the school designated cap and gown.</del>
<b>Breaking Ties</b>	<p>In case of a tie <b>in weighted numerical grade averages after calculation to the fourth decimal place, the District shall apply the following methods, in this order, to determine recognition as valedictorian or salutatorian: 0.</b></p> <ol style="list-style-type: none"><li><b>1. Count the number of AP courses taken by each student involved in the tie.</b></li><li><b>2. Calculate a weighted numerical grade average using only eligible grades in AP and dual credit courses taken by each student involved in the tie.</b></li></ol> <p><b>If the tie is not broken after applying these methods, the District shall recognize all students involved in the tie as sharing the honor and title.</b></p>
<del>Honor Graduates /</del> <b>Local</b> Top Ten Percent <b>Honors</b>	<p>All eligible students whose <del>GPA</del><b>weighted numerical grade average</b> comprise the top ten percent of the graduating class, <del>as determined by the District's procedures, shall qualify for automatic admission under Education Code 51.083 and</del> shall be recognized as honor graduates.</p> <p><del>Honor graduates shall be so noted in the commencement ceremonies published program.</del> The four consecutive semester enrollment requirements necessary for <del>honor graduate</del><b>valedictorian and salutatorian honors</b> <del>status</del> shall not apply to students in the top ten percent.</p> <p>A student must be enrolled in a secondary school prior to the end of the first day of the seventh week of school of the first semester in which minimum graduation requirements are completed. The student must complete a minimum of six credits in the District prior to graduation. These procedures shall apply to local recognition only and not for college admission purposes.</p>

ACADEMIC ACHIEVEMENT  
CLASS RANKING

EIC  
(LOCAL)

**Categories of  
Recognized  
Graduates**

~~Students must be enrolled in regular, accelerated, enriched, honors, dual credit, or AP classes and must graduate under the Recommended Program or the Advanced/Distinguished Achievement Program.~~

~~The District shall recognize graduates in the following categories:~~

- ~~1. Top ten percent of graduating seniors.~~
- ~~2. Students who have completed the Advanced/Distinguished Achievement Program, regardless of GPA.~~

**Early Graduation**

~~A student's class ranking shall be determined within the graduating class of the school year in which the student completes all requirements for a diploma, regardless of the number of years the student is enrolled in high school. For ranking purposes, a school year begins on the first day of school and ends on the last day of summer school.~~

~~To be eligible to graduate in three years, a student shall complete all coursework and applicable state assessments required of the ninth grade class in which he or she began high school.~~

~~A student who wishes to graduate early shall complete a written application in the counselor's office. Written parental approval shall be submitted with the application. The student shall receive counseling regarding requirements and schedules.~~

~~Three-year graduates shall be eligible for all honors positions.~~

**Class Rank**

~~Class rank for senior students shall be calculated by averaging semester grades earned in grades 9–12 and any high school courses taken before grade 9 for which a student earned state graduation credit. Class rank shall be calculated at the end of the fifth six-week grading period for the purpose of determining honors at graduation ceremonies.~~

~~Grades earned in local credit courses shall be excluded from the calculation of class rank.~~

~~Except for grades earned for local credit, all grades on a student's transcript, including failing grades, repeated available courses, and summer school, shall be included in determining a student's GPA and rank in class.~~

**Breaking a Tie  
Among Honor  
Graduates**

~~In case of a tie, the valedictorian or salutatorian shall be chosen according to the following criteria:~~

- ~~1. The student with the most AP and/or dual credit courses shall be considered first.~~

ACADEMIC ACHIEVEMENT  
CLASS RANKING

EIC  
(LOCAL)

~~2. If a tie still remains, the student with the highest numerical grade average of all AP and dual credit courses taken shall be the valedictorian or salutatorian.~~

**Graduation for  
Students with DAEP  
Placement**

~~For a student who is eligible to graduate and is assigned to a DAEP at the time of graduation, the last day of placement in the program shall be the last instructional day, and the student shall not be allowed to participate in the graduation ceremony and related graduation activities unless otherwise specified in the DAEP placement order and approved by the school's principal.~~

*Comment: This is addressed in the district's code of conduct.*

**Highest-Ranking  
Graduate**

The student meeting the local eligibility criteria for recognition as the valedictorian shall also be considered the highest-ranking graduate for purposes of receiving the honor graduate certificate from the state of Texas.

ACADEMIC ACHIEVEMENT  
GRADUATION

EIF  
(LOCAL)

**PROPOSED REVISIONS**

<b>Course Requirements</b>	To graduate, a student must complete the courses required by the District in addition to those mandated by the state.
<b>Foundation Program</b>	The courses that satisfy District requirements under the foundation program, including courses for the distinguished level of achievement and courses for endorsements offered by the District, shall be listed in appropriate District publications.
Without an Endorsement	The District requires no additional credits beyond the number mandated by the state to graduate under the foundation program without an endorsement. Graduation under the foundation program without an endorsement shall be permitted only as authorized under state law and rules.
With an Endorsement	The District requires no additional credits beyond the number mandated by the state to graduate under the foundation program with an endorsement.
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.
<b>No Fine Arts Substitutions</b>	The District shall not award state graduation credit in fine arts for participation in a community-based fine arts program.
<b>Physical Education Substitutions</b>	To the extent permitted by state rules, the District shall award state graduation credit in physical education for participation in approved activities and elective courses.
Activities and Courses	
<del>No</del> Private or Commercial Programs	The District shall <del>not</del> award state graduation credit in physical education for <b>appropriate</b> private or commercially sponsored physical activity programs conducted either on or off campus, <b>upon approval by the commissioner or education</b> . [See also EHAC]
<b>Financial Aid Application Confirmation</b>	As confirmation of a student's completion and submission of a free application for federal student aid (FAFSA) or a Texas application for state financial aid (TASFA), the District shall accept the following:0) <ol style="list-style-type: none"><li>1. A screenshot that includes the processed date field in ApplyTexas Counselor Suite FAFSA data;</li><li>2. Notification, such as a copy of an email, from the United States Department of Education verifying completion of the FAFSA;</li><li>3. A copy or screenshot of the FAFSA acknowledgment page;</li></ol>



ACADEMIC ACHIEVEMENT  
GRADUATION

EIF  
(LOCAL)

4. A screenshot of the TASFA submission acknowledgment page (from those institutions that offer an electronic form);
5. An acknowledgment receipt from an institution of higher education (IHE); or
6. A copy of a financial aid award letter from an IHE.

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

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

### PROPOSED REVISIONS

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<b>Note:</b> The following provisions address equal educational opportunity for all students in accordance with law. For provisions addressing discrimination, harassment, and retaliation involving District students, see FFH.	
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<b>Title IX Coordinator</b>	The District designates and authorizes the Title IX coordinator for students to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended. [See FB(EXHIBIT)]
<b>ADA / Section 504 Coordinator</b>	The District designates and authorizes the ADA/Section 504 coordinator for students to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973 ("Section 504"), as amended. [See FB(EXHIBIT)]
<b>Superintendent</b>	The Superintendent shall serve as coordinator for purposes of District compliance with all other nondiscrimination laws.
<b>Equal Educational Opportunity</b>	The District shall provide necessary services and supports to provide students equal access to educational opportunities. [See EHBC] Certain instructional or other accommodations, including on state-mandated assessments, may be made when necessary, when allowable, and when these accommodations do not modify the rigor or content expectations of a subject, course, or assessment. [See EKB]
General Education	
Additional Services and Supports	
	If the District has reason to believe that a student has a disability that may require additional services and supports in order for the student to receive an appropriate education as this term is defined by law, Section 504 and/or the Individuals with Disabilities Education Act (IDEA) shall govern the evaluation, services, and supports provided by the District. [See also EHBA series]
	[For information regarding dyslexia and related disorders, see EHB.]

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<b>Note:</b> The following provisions address the District's compliance efforts and system of procedural safeguards as required by federal regulations for a student with a disability as defined by Section 504. A report of discrimination or harassment based on a student's disability shall be made in accordance with FFH.	
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EQUAL EDUCATIONAL OPPORTUNITY

FB  
(LOCAL)

**Section 504**

Committees

The District shall form Section 504 committees as necessary. The Section 504 coordinator and members of each Section 504 committee shall receive training in the procedures and requirements for identifying and providing educational and related services and supports to a student who has a disability that results in a substantial limitation of a major life activity.

Each Section 504 committee shall be composed of a group of persons knowledgeable about the student, the meaning of the evaluation data, placement options, and the legal requirements regarding least restrictive environment and comparable facilities for students with disabilities.

Referrals

If a teacher, school counselor, administrator, ~~parent~~, or other District employee has reason to believe that a student may have a disability as defined by Section 504, the District shall evaluate the student. **A student may also be referred for evaluation by the student's parent.**

Notice and Consent

The District shall seek written parental consent prior to conducting a formal evaluation. Ordinary observations in the classroom or other school setting shall not require prior parental consent.

Evaluation and  
Placement

The results of an evaluation shall be considered before any action is taken to place a student with a disability or make a significant change in placement in an instructional program. The Superintendent shall ensure that the District's procedures for tests and other evaluation materials comply with the minimum requirements of law. In interpreting evaluation data and when making decisions related to necessary services and supports, each Section 504 committee shall carefully consider and document information from a variety of sources in accordance with law.

Review and  
Reevaluation  
Procedure

To address the periodic reevaluation requirement of law, the District shall adhere to the reevaluation timelines in the IDEA regulations.

A parent, teacher, or other District employee may request a review of a student's services and supports at any time, but a formal reevaluation shall generally occur no more frequently than once a year.

Examining Records

A parent shall make any request to review his or her child's education records to the campus principal or other identified custodian of records. [See FL]

Right to Impartial  
Hearing

A parent shall be given written notice of the due process right to an impartial hearing if the parent has a concern or complaint about the District's actions regarding the identification, evaluation, or educational placement of a student with a disability. The impartial hearing

EQUAL EDUCATIONAL OPPORTUNITY

FB  
(LOCAL)

shall be conducted by a person who is knowledgeable about Section 504 issues and who is not employed by the District or related to a member of the Board in a degree that would be prohibited under the nepotism statute [see DBE]. The impartial hearing officer is not required to be an attorney. The District and the parent shall be entitled to legal representation at the impartial hearing.

Records Retention

Records specific to identification, evaluation, and placement as these pertain to Section 504 shall be retained by the District in accordance with law and the District's local records control schedules. [See CPC]

### PROPOSED REVISIONS

#### Persons Age 21 and Over

The District shall ~~not~~ admit **persons who are at least age 21 and under age 26 for the purpose of completing the requirements for a high school diploma** ~~into its public schools any person age 21 or over unless otherwise required by law.~~

*Comment: The proposed revision above is in response to information received during the policy review from the district's administration.*

*The text recommended for removal could be addressed in administrative regulations. The remaining provisions are the only ones required in local policy.*

#### 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

In accordance with administrative regulations, the parent, guardian, or other person having lawful control of the student under order of a court shall present proof of residency. The District may investigate stated residency as necessary.

#### Minor Living Apart

##### Person Standing in Parental Relation

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.

#### 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

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.

ADMISSIONS

FD  
(LOCAL)

The Superintendent shall have authority to approve or deny such admissions requests in accordance with criteria approved by the Board.

**“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.

**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: 0)

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

**Transfer of Credit**

Accredited Texas Public Schools

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

Other Accredited or Nonaccredited Schools

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

Transition Assistance

In accordance with law, when a student who is identified as homeless or in substitute care enrolls in the District, the District shall assess the student's available records and other relevant information

to ensure credit, including proportionate credit, is awarded appropriately for all subjects and courses taken prior to enrollment.

[See EI]

**Withdrawal**

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

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

## PROPOSED REVISIONS

### Authority

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.

**Except as provided in this policy, a ~~resident~~ student who previously resided in the District and attended District schools during the current school year ~~who becomes a nonresident during the course of a semester~~ shall be permitted to continue in attendance for the remainder of the current semester even if they are no longer residing in the District.**

*Comment: The district requested that the terms “resident” and “nonresident” be removed from the provision. The proposed revision is intended to capture what happens when a student whose district residency status changes during the school year.*

~~A graduating senior who becomes a nonresident and who attended the District high school in the preceding year shall be allowed to complete the senior year without payment of tuition.~~

### Transfer Requests

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.

#### Factors

In approving transfers, the Superintendent or designee shall consider availability of space and instructional staff and the student's disciplinary history and attendance records.

#### Transfer Agreements

A transfer student shall be notified in the written transfer agreement that he or she must follow all rules and regulations of the District. Violation of the terms of the agreement may result in a transfer request not being approved the following year.

### Tuition

If the District charges tuition, the amount shall be set by the Board, within statutory limits.

#### Waivers

The Board may waive tuition for a student based on financial hardship upon written application by the student, parent, or guardian.  
[See FP]

#### Nonpayment

The District may initiate withdrawal of students whose tuition payments are delinquent.

### Appeals

Any appeals shall be made in accordance with FNG(LOCAL) and GF(LOCAL), as appropriate.



### PROPOSED REVISIONS

	<p>A student shall be assigned to a school in the attendance area in which he or she resides.</p>
<p>Class Changes</p>	<p>The campus principal shall be authorized to investigate and approve the transfer of a student from one classroom to another on that campus.</p>
<p>Transfers Between Schools</p>	<p>The Superintendent shall be authorized to investigate and approve transfers between schools.</p>
<p><del>Assignments and Transfers Between Classes and Campuses</del></p>	<p><del>The Board delegates authority to the Superintendent or designee to assign and transfer a student from one school or classroom to another school or classroom within the District. The Superintendent may transfer students to balance enrollment at one or more campuses.</del></p> <p><del>The Superintendent or designee may transfer a student whose presence on a campus is determined by the Superintendent or designee to be hazardous to the student and/or others on the campus.</del></p>
<p><del>Application</del></p>	<p><del>An application for a transfer between schools within the District shall be submitted to the associate superintendent for approval. Only an application meeting the criteria for transfer eligibility shall be considered. An application or petition for a transfer shall be approved unless there is a reasonable basis for denying it.</del></p> <p><del>If an application is denied, the parent or legal guardian may submit an appeal in writing to the Superintendent.</del></p> <p><del>A student enrolled in a school within a particular attendance zone may continue in that school when the residence of the parent or legal guardian changes, but remains within the boundaries of the District.</del></p>
<p><del>Petitions and Objections</del></p>	<p><del>A student's parent or guardian may object to the student's school assignment. Upon receiving written notification of a transfer denial from the associate superintendent, the parent may request a hearing with the Superintendent to review the denial. The hearing shall be held within ten school days of the request.</del></p> <p><del>If the denial is upheld, the parent may appeal to the Board by filing a written petition in accordance with FNG(LOCAL).</del></p>
<p><del>Eligibility</del></p>	<p><del>Eligibility for a transfer shall be as follows:0)</del></p> <p><del>1. A student whose parent or legal guardian is in the process of building or buying a home in the District if the change of domicile occurs during the school year. The parent shall submit</del></p>

ADMISSIONS  
INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS

FDB  
(LOCAL)

~~documentation to the Superintendent establishing the purchase of a home.~~

- ~~2. A student in prekindergarten-grade 8 who is cared for by a relative or friend, or who is enrolled in a daycare in another school attendance area if the employment of both parents, or of a single parent, requires absence from the home before the child leaves for school in the morning and/or after the child returns home in the afternoon.~~
- ~~3. A student who has a parent who is employed and is enrolled as a full-time student. The transfer shall be granted for one year only.~~
- ~~4. The school for which the transfer is requested is closer to the student's residence as measured by the nearest traveled route, except when a student is ordered by a court to attend a certain school.~~

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**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.

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WELLNESS AND HEALTH SERVICES  
PHYSICAL EXAMINATIONS

FFAA  
(LOCAL)

**PROPOSED REVISIONS**

**Tuberculosis  
Screening**

~~All students entering District schools for the first time in any grade shall provide evidence of having received a tuberculosis screening in accordance with regional and county health department guidelines.~~

**Required Medical  
Clearance**

Prior to participating in a designated University Interscholastic League (UIL) program or other District extracurricular program identified by the Superintendent, a student shall undergo a physical examination annually and shall submit a statement from an authorized health-care provider indicating that the student has been examined and medically cleared to participate in the program.

**Additional Screening**

~~The District may provide additional screening as District and community resources permit.~~

**Referrals**

~~Parents of students identified through any screening programs as needing treatment or further examination shall be advised of the need and referred to appropriate health agencies.~~

*Comment: The provisions recommended for removal can be addressed in administrative regulations.*

**Notice of Lice**

A school nurse or administrator who discovers or becomes aware that a child enrolled in a District elementary school has lice shall provide written or electronic notice to parents within the time frames prescribed in law.

## DELETE POLICY

*Comment: This information can be addressed in an administrative regulation.*

~~Administrative regulations shall address student fundraising plans, approval of fundraising activities, and any required reporting on fundraisers by campus administrators.~~

~~With at least one employee managing each project, students representing their school or the District may participate in approved fundraising to benefit the District or a nonschool, charitable organization. Participation shall be voluntary and shall be approved only when the fundraising activity relates to the District's educational mission.~~

~~Fundraising shall not be permitted during class time. [See EC]~~

~~Fundraising through sales of foods and beverages that could be consumed during the school day shall meet the requirements for competitive foods unless the District allows an exception from the competitive food requirement, as permitted by state and federal law. [See CO and FFA]~~

~~The Board shall regularly be informed of approved fundraising projects and shall periodically review the effect of such activity on the student body, the instructional program, and the community.~~

### PROPOSED REVISIONS

#### Extracurricular Activity Absences

The District shall make no distinction between absences for UIL activities and absences for other extracurricular activities approved by the Board.

**The District shall not limit an eligible student's absences related to participation in extracurricular activities.**

~~A student shall be allowed in a school year ten extracurricular absences not related to post-district competition, five absences for post-district competition prior to state, and two absences for state competition.~~

#### Exception

~~A student shall be responsible for tracking his or her own absences according to the following process:~~

- ~~1. At eight school-related absences, the student shall inform the principal and his or her teachers of a plan to maintain grades in each class.~~
- ~~2. If a student does not follow the plan and the student's grades drop by one letter grade, the student may not be absent from school for more than ten days.~~
- ~~3. When any student has accumulated ten school-related absences, the student shall alert the principal to set an appointment to meet with a committee of teachers, parents, students, and administrators and present the student's case for waiving the ten-day rule.~~
- ~~4. The student shall provide proof that he or she has followed the procedure outlined above.~~
- ~~5. The administration shall provide teachers, at least twice each semester, a list of students who have excessive school-related absences so students are aware of their absence standing.~~

#### 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.

#### Official Symbols

~~The District's official symbols shall be as follows:~~

- ~~1. Colors shall be orange and white with a blue trim.~~
- ~~2. The mascot shall be the eagle.~~

~~These shall also be the official symbols of Canutillo Elementary School, Canutillo Middle School, and Canutillo High School. [See~~

STUDENT ACTIVITIES

FM  
(LOCAL)

~~FM(REGULATION) for colors and symbols for other District campuses]~~

~~Each campus may select colors for graduation.~~

### DELETE POLICY

#### **Homecoming Activities**

~~In order to foster a sense of tradition, the Board declares that the following activities shall be a part of homecoming week activities each year:0)~~

- ~~1. Monday Hall decorating~~
- ~~2. Wednesday Parade and bonfire~~
- ~~3. Friday Football game~~
- ~~4. Saturday Dance~~

#### **Acknowledgment of Former Graduates**

~~Former graduates of Canutillo High School shall be recognized at the homecoming football game during half-time. The recognition activities shall be determined by the campus administration.~~

#### **Fund-Raising**

~~Fund-raising activities may take place on District property before, during, and after the homecoming bonfire. Fund-raising shall be specific and exclusive to District student organizations, and outside vendors shall not be permitted on District property. Approval and coordination of these activities shall be determined by the campus administration.~~

### DELETE POLICY

#### **~~Transportation for Student Travel~~**

~~Students who participate in school-sponsored trips shall be required to use transportation provided by the District to and from the event. An exception may be made if the student's parent or guardian personally requests that the student be allowed to ride with the parent or presents a written request to the principal the day before the scheduled trip that the student be allowed to ride with an adult designated by the parent.~~



STUDENT EXPRESSION  
DISTRIBUTION OF NONSCHOOL LITERATURE

FNAA  
(LOCAL)

**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~~ 30 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.

STUDENT EXPRESSION  
DISTRIBUTION OF NONSCHOOL LITERATURE

FNAA  
(LOCAL)

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 by students on school campuses or other District premises under this policy shall be submitted to the ~~Superintendent, principal, or designee~~ for prior review in accordance with the following:0.

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 ~~Superintendent, principal, or designee~~ 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:0.

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 ~~or designee~~ 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.

**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).

STUDENT EXPRESSION  
USE OF SCHOOL FACILITIES FOR NONSCHOOL PURPOSES

FNAB  
(LOCAL)

**PROPOSED REVISIONS**

For purposes of the Equal Access Act, the District has established a limited open forum for secondary school students enrolled in the District. Each District secondary school campus shall offer an opportunity for noncurriculum-related student groups to meet on school premises during noninstructional time.

The District has not established a limited public forum for elementary school students to meet as noncurriculum-related student groups on school premises during noninstructional time. [See GKD for community access]

**Sponsorship**

Noncurriculum-related student groups shall not be sponsored by the District and shall in no way imply to students or to the public that they are school-sponsored. All letterheads, flyers, posters, or other communications that identify the group shall contain a disclaimer of such sponsorship.

District personnel shall not promote, lead, or participate in the meetings of noncurriculum-related student groups.

[For student activities sponsored by the District and having subject matter and purposes directly related to the school's curriculum, see FM]

**Requests**

To receive permission to meet on school premises during noninstructional time, interested students shall file a written request with the principal ~~or designee~~ on a form provided by the District.

The students making the request shall indicate that they have read and understand the policies and rules governing nonsponsored, noncurriculum-related student groups and that the group will abide by those rules.

**Approval**

The principal ~~or designee~~ shall approve or reject the request within seven school days, subject to the availability of suitable meeting space and without regard to the religious, political, philosophical, or other content of the speech likely to be associated with the group's meetings.

Approval to meet as a nonsponsored, noncurriculum-related group shall be granted for one school year at a time, subject to the provisions of this policy.

**Meetings**

The principal ~~or designee~~ shall designate noninstructional time for meetings of nonsponsored, noncurriculum-related student groups and shall assign each approved group an appropriate location and time.

STUDENT EXPRESSION  
USE OF SCHOOL FACILITIES FOR NONSCHOOL PURPOSES

FNAB  
(LOCAL)

<b>Employee Monitor</b>	<p>The principal shall assign a District employee to attend and monitor each student group meeting. Monitors shall be present at meetings and activities in a nonparticipatory capacity to maintain order and protect school property.</p> <p>No employee shall be required to monitor meetings at which the content of the speech would be objectionable to the employee.</p>
<b>Announcements and Publicity</b>	<p>All nonsponsored, noncurriculum-related student groups shall be given access on the same basis for making announcements and publicizing their meetings and activities, in accordance with guidelines developed by the principal <del>or designee</del>.</p> <p>[For distribution of nonschool materials, see FNAA]</p>
<b>Violations</b>	<p>Failure of a student group to comply with applicable rules may result in loss of the right to meet on school premises.</p> <p>In addition, students who violate applicable rules are subject to disciplinary action in accordance with the Student Code of Conduct.</p>
<b>Appeals</b>	<p>Decisions made by the administration in accordance with this policy may be appealed in accordance with FNG(LOCAL).</p>

STUDENT CONDUCT  
PERSONAL TELECOMMUNICATIONS/ELECTRONIC DEVICES

FNCE  
(LOCAL)

**PROPOSED REVISIONS**

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**Note:** For searches of personal telecommunications devices or other personal electronic devices, see FNF.

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**Personal Use**

Telecommunications  
Devices

An authorized District employee may confiscate a personal telecommunications device, including a mobile telephone, used in violation of applicable campus rules.

A confiscated personal telecommunications device shall be released for a fee determined by the Board. In accordance with the student handbook, the student or the student's parent may retrieve the device after paying the fee.

~~If a~~ **The District shall not dispose of the** personal telecommunications device ~~is. Devices that are~~ not retrieved, ~~the District shall dispose of the device after providing notice required by law~~ **shall be stored according to administrative regulations.**

Other Electronic  
Devices

Guidelines regarding other personal electronic devices shall be addressed in the student handbook.

**Instructional Use**

A student shall obtain prior approval before using personal telecommunications or other personal electronic devices for on-campus instructional purposes. The student shall also acknowledge receipt and understanding of applicable regulations and shall sign the appropriate user agreements. [See CQ]

## PROPOSED REVISIONS

### Promotional Activities

District facilities shall not be used to advertise, promote, sell tickets, or collect funds for any nonschool-related purpose without prior approval of the Superintendent or designee.

[For information relating to nonschool use of facilities, see GKD.]

### Advertising

For purposes of this policy, “advertising” shall mean a communication designed to attract attention or patronage by the public or school community and communicated through means under the control of the District in exchange for consideration to the District. “Advertising” does not include public recognition of donors or sponsors who have made contributions, financial or otherwise, to the District or school support organizations.

Advertising shall be accepted solely for the purpose of generating revenue for the District and not for the purpose of establishing a forum for communication. The District shall retain final editorial authority to accept or reject submitted advertisements in a manner consistent with the First Amendment. The District shall retain the authority to determine the size and location of any advertising. **Advertising shall be negotiated by the Superintendent and shall require Board approval.**

The District reserves the right to reject advertising that:

1. Is inconsistent with federal or state law, Board policy, District or campus regulations, or curriculum;
2. Is inappropriate in a school setting with a student audience;
3. Advertises products presenting a health hazard;
4. Creates a substantial likelihood of material disruption, including adding to the District’s obligations for security and facilities maintenance; or
5. Adds to the District’s administrative burden by exposing the District to complaints, controversy, or litigation.

The District shall not accept paid political advertising.

**Acceptance of advertising shall not constitute District approval or endorsement of any product, service, organization, or issue referenced in the advertising, nor shall acceptance of advertising from a vendor determine whether the District will purchase goods or services from the vendor through the District’s formal procurement process.**

[For information relating to school-sponsored publications, see FMA.]

COMMUNITY RELATIONS  
ADVERTISING AND FUNDRAISING

GKB  
(LOCAL)

~~Endorsements~~

~~Advertising that promotes products, brand names, or trademarks may be displayed on school property and at school events under agreements negotiated by the Superintendent or designee and approved by the Board.~~

**Sponsorships and  
Donations**

If the District or any campus accepts financial or in-kind donations to support District-sponsored activities, the District reserves the right to acknowledge donors through whatever means the District deems appropriate. The District retains full editorial control over its acknowledgment or display of donations, even if donors are permitted to suggest text for the acknowledgment.

### PROPOSED REVISED POLICY

	<p>The District has established a limited open forum for nonschool use of District facilities in accordance with this policy.</p> <p>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)]</p>
<b>Scope of Use</b>	<p>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.</p> <p>Approval shall not be granted for any purpose that would damage District property or to any group that has damaged District property.</p> <hr/> <p><b>Note:</b> See the following policies for other information regarding facilities use:</p> <ul style="list-style-type: none"><li>• Use by employee professional organizations: DGA</li><li>• Use of facilities for school-sponsored and school-related activities: FM</li><li>• Use by noncurriculum-related student groups: FNAB</li><li>• Use by District-affiliated school-support organizations: GE</li></ul> <hr/>
<b>Nonprofit Fundraising</b>	<p>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.</p>
<b>For-Profit Use</b>	<p>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.</p>
<b>Scheduling</b>	<p>Requests for nonschool use of District facilities shall be considered on a first-come, first-served basis.</p> <p>Academic and extracurricular activities sponsored by the District shall always have priority when any use is scheduled. [See FM]</p> <p>The Superintendent shall have authority to cancel a scheduled nonschool use if an unexpected conflict arises with a District activity.</p>
<b>Availability</b>	<p>Some <del>school</del> District facilities may not be available on Saturdays, Sundays, or holidays. Unless special arrangements are made, facilities shall not be used later than 10:00 p.m.</p>



**Priorities**

~~Priorities for scheduling the use of school facilities shall be as follows:☐~~

- ~~1. The requirements of the school program shall receive first consideration in the assignment of school facilities and equipment.~~
- ~~2. Approved youth groups within the community shall be given consideration over adult groups. Participating students who live in the Canutillo attendance zone will be given priority over students who live outside of the attendance zone.~~
- ~~3. School-related functions and organizations such as parent-teacher organizations and others shall be given priority over nonschool-related organizations and functions.~~
- ~~4. Other groups, serving the best interest of students for the betterment of the community, may use facilities or equipment on a fee basis.~~

**Approval of Use**

The ~~associate superintendent~~**Superintendent** is authorized to approve any nonschool use of any District facility.

~~Board approval shall be required for nonschool use of any District facility for financial profit, partisan political reasons, religious purposes, or the self-interest of the requester.~~

Approval shall not be granted for any purpose that would damage ~~school~~**District** property or to groups that are known to have damaged other rented property or when violence or vandalism has been threatened against ~~school~~**District** property or personnel

**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.

**Contracts**

~~The Superintendent or designee is the only District agent authorized to enter into rental contracts for use of District facilities.~~

~~All requests by individuals, groups, or business organizations desiring to use District facilities or equipment for financial profit shall be approved by the Board.~~

~~All contracts shall be reviewed by the associate superintendent and the executive director for business services before being forwarded to the Superintendent or designee for approval and signature. All negotiations required before final execution of the contract shall be carried out by the Superintendent's designee.~~

	<del>The Board shall not be responsible for any debts incurred by individuals, groups, or business organizations using District facilities or equipment that are not directly under the control of the Board, except as expressly authorized by the Board or the administration. Vendors shall be so notified by the administration.</del>
Emergency Use	In case of emergencies or disasters, the Superintendent may authorize the use of District facilities by civil defense, health, or emergency service authorities.
<del>Facilities Not Available</del>	<del>The following District facilities shall only be available for nonschool use by other educational institutions:0.</del>  <del>1. High school stadium</del>  <del>2. High School auditorium</del>
Proof of Liability Insurance / Use Agreement	Any organization or individual approved for a nonschool use of District facilities shall be required to <b>submit proof of liability insurance and</b> 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.
Fees for Use	Nonschool users shall be charged a fee for the use of designated District facilities.  The Superintendent 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.
Exceptions	Fees shall not be charged when District facilities are used: •  1. For public meetings sponsored by state or local governmental agencies;  2. For elections, <b>or</b> precinct and county conventions; <del>or</del>  <b>3. For activities where the participants are students; or</b>  <del>3.4.</del> By District employee professional organizations [see DGA].
Required Conduct	Persons or groups using District facilities shall:0.  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.
4. Provide proof of liability insurance.

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

NONSCHOOL USE OF SCHOOL FACILITIES  
DISTRIBUTION OF NONSCHOOL LITERATURE

GKDA  
(LOCAL)

**PROPOSED REVISIONS**

**Distribution of  
Nonschool Literature  
Permitted**

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

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

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

**Limitations on  
Content**

Nonschool literature shall not be distributed on District property if:  
0)

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

**Prior Review**

All nonschool literature intended for distribution on school campuses or other District premises under this policy shall be submitted to the Superintendent ~~or designee~~ for prior review in accordance with the following:0.

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 Superintendent ~~or designee~~ shall approve or reject submitted materials within two school days of the time the materials were received.

**Exceptions to Prior Review**

Prior review shall not be required for distribution of nonschool literature in the following circumstances:0.

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

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

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

**Time, Place, and Manner Restrictions**

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

The Superintendent ~~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]

### DELETE POLICY

#### **Student Teachers**

~~All student teachers must be interviewed personally by the principal. Placement of all student teachers shall be approved by the Superintendent or designee and the principal of the school to which the student teacher is to be assigned.~~

~~Student teachers who fail to abide by District policies, rules, and administrative regulations may be dismissed by the Superintendent at any time during the course of the teacher education program.~~

~~The person in charge of the teacher education program shall coordinate this program with institutions of higher learning and shall be responsible, in a joint effort with such institutions, for professional development programs for the student teachers. All contracts for such programs must be signed by the Superintendent.~~



# CANUTILLO INDEPENDENT SCHOOL DISTRICT

## TASB Policy Review Meeting

09/20/2023 8:30-5:30

Employee's Name	Signature	Campus / Department
Ana Aranda	<i>Ana Aranda</i>	JDE
Christopher JUDGE	<i>Chris Judge</i>	SSS
Candice Marrufo	<i>Candice Marrufo</i>	JHS
Cristina Pulley	<i>Cristina Pulley</i>	Assoc. Sec.
Debra Kerney	<i>Debra Kerney</i>	SPED
Elvia Moreno	<i>Elvia Moreno</i>	NWECHS
Frank Clark	<i>Frank Clark</i>	IDE
Guadalupe Montañez	<i>Guadalupe Montañez</i>	
Gustavo Reveles	<i>Gustavo Reveles</i>	CIT
Jesica Arellano	<i>Jesica Arellano</i>	RES
Julietta Melendez	<i>Julietta Melendez</i>	SSS
Jessica Melendez-Carrillo	<i>Jessica Melendez-Carrillo</i>	AHS/Admin
Monica Reyes	<i>Monica Reyes</i>	
Nidia Avila	<i>Nidia Avila</i>	
Oscar Rico	<i>Oscar Rico</i>	
Dr. Pedro Galaviz	<i>Dr. Pedro Galaviz</i>	F&T
Martha Piekarski	<i>Martha Piekarski</i>	
Bruno Vasquez	<i>Bruno Vasquez</i>	
Jose Barraza	<i>Jose Barraza</i>	
Martha Carrasco	<i>Martha Carrasco</i>	
Maria G. Villareal	<i>Maria G. Villareal</i>	SSS Director





CANUTILLO INDEPENDENT SCHOOL DISTRICT  
TASB Policy Review Meeting  
09/21/2023 8:30-3:30

Employee's Name	Signature	Campus / Department
Ana Aranda	<i>Ana Aranda</i>	JDE
Christopher Judge	<i>Chris Judge</i>	CMSSA
Candice Marrufo		
Cristina Pulley		
Debra Kerney	<i>Debra Kerney</i>	CC
Elvia Moreno	<i>Elvia Moreno</i>	NUECHS
Frank Clark		DOE
Guadalupe Montañez	<i>Guadalupe Montañez</i>	
Gustavo Reveles		
Jesica Arellano		
Julieta Melendez		
Jessica Melendez-Carrillo	<i>Jessica Melendez-Carrillo</i>	RES
Monica Reyes	<i>Monica Reyes</i>	SSS
Nidia Avila	<i>Nidia Avila</i>	AMS/admin.
Oscar Rico		
Dr. Pedro Galaviz		
Martha Piekarski	<i>Martha Piekarski</i>	#37
Bruno Vasquez		
Jose Barraza		
Martha Carrasco		
Maria G. Villarreal	<i>Maria G. Villarreal</i>	SSS