

## PROPOSED POLICY

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

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<sup>1</sup> Innovation Plan: <https://www.hillsboroisd.org/Domain/245>

## PROPOSED REVISIONS

<b>Membership</b>	The Board shall consist of seven members.
<b>Method of Election</b>	Election of Board members shall be a combination of at large and by single-member districts.
<b>Election Date</b>	General election of board members shall be on the May uniform election date.
<b>Terms and Election Schedule</b>	Two Board members shall be elected at large for three-year terms, with elections conducted <del>annually</del> , as follows:
At Large	The election of one Board member shall be held in <del>2018</del> , 2021, 2024, <u>2027</u> , and in three-year intervals thereafter.  The election of one Board member shall be held in 2019, 2022, 2025, and in three-year intervals thereafter.
Single-Member Districts	Five Board members shall be elected by single-member districts for three-year terms, with elections conducted annually, as follows:
<i>District 1</i>	The election for single-member district number 1 shall be held in <del>2018</del> , 2021, 2024, <u>2027</u> , and in three-year intervals thereafter.
<i>Districts 2 and 4</i>	The election for single-member district numbers 2 and 4 shall be held in 2020, 2023, 2026, and in three-year intervals thereafter.
<i>Districts 3 and 5</i>	The election for single-member district numbers 3 and 5 shall be held in 2019, 2022, 2025, and in three-year intervals thereafter.
<b>Method of Voting</b>	The at-large candidates receiving the highest number of votes for the number of positions with expiring terms shall be elected.
At Large	
<i>Plurality</i>	
Single-Member Districts	To be elected, a single-member district candidate must receive more votes than any other candidate for the single-member district.
<i>Plurality</i>	

## PROPOSED REVISIONS (Draft #1)

<b>Meeting Place and Time</b>	The notice for a Board meeting shall reflect the date, time, and location of the meeting.
<b>Regular Meetings</b>	Regular meetings of the Board shall normally be held on the second Monday of each month at 6:00 p.m. When determined necessary and for the convenience of Board members, the Board President may change the date, time, or location of a regular meeting with proper notice.
<b>Special or Emergency Meetings</b>	<p>The Board President shall call special meetings at the Board President's discretion or on request by two members of the Board.</p> <p>The Board President shall call an emergency meeting when it is determined by the Board President or two members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.</p>
<b>Agenda</b>	<p>The deadline for submitting items for inclusion on the agenda is the <u>third business</u> <del>fifth calendar</del> day before regular meetings and the <u>third business</u> <del>fifth calendar</del> day before special meetings.</p>
Deadline	
Preparation	<p>In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. <del>On request, in writing, of at least two Board members, for a subject to be included on the agenda of a meeting,</del> <u>Any Board member may request that a subject be included on the agenda for a meeting,</u> and the Superintendent shall include on the preliminary agenda of the meeting all topics that have been timely submitted by <u>a Board member.</u> <del>at least two Board members.</del></p> <p>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 <u>an individual</u> <del>at least two Board members</del> <u>has</u> <del>have</del> requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future. The Board President shall not have authority to remove from the agenda a subject requested by <u>a</u> <del>at least two Board members</del> without <u>that Board member's</u> <del>those Board members'</del> specific authorization.</p>
<b>Notice to Members</b>	Members of the Board shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least two hours prior to the time of an emergency meeting.

**Closed Meeting**

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

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

**Order of Business**

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

**Rules of Order**

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

Voting

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

Consent Agenda

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

**Minutes**

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

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

**Discussions and Limitation**

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

The Board President shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired. Aside from these limitations, the Board President shall not interfere with debate so long as members wish to address themselves to an item under consideration.

## PROPOSED REVISIONS (Draft #2)

<b>Meeting Place and Time</b>	The notice for a Board meeting shall reflect the date, time, and location of the meeting.
<b>Regular Meetings</b>	Regular meetings of the Board shall normally be held on the second Monday of each month at 6:00 p.m. When determined necessary and for the convenience of Board members, the Board President may change the date, time, or location of a regular meeting with proper notice.
<b>Special or Emergency Meetings</b>	<p>The Board President shall call special meetings at the Board President's discretion or on request by two members of the Board.</p> <p>The Board President shall call an emergency meeting when it is determined by the Board President or two members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.</p>
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<b>Notice to Members</b>	Members of the Board shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least two hours prior to the time of an emergency meeting.
<b>Closed Meeting</b>	Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, in accordance with law.

BOARD MEETINGS

BE  
(LOCAL)

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

**Order of Business**

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



## PROPOSED REVISIONS

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

PLANNING AND DECISION-MAKING PROCESS  
DISTRICT-LEVEL

BQA  
(LOCAL)

methods of communication to ensure that area businesses are informed of the committee and are provided the opportunity to participate and shall solicit volunteers. Business representatives need not reside in nor operate businesses in the District.

**Professional Staff  
Elections**

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

Classroom teacher representatives shall comprise at least two-thirds of the total professional staff representation on the committee and shall be nominated and elected by classroom teachers assigned to each respective campus.

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

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

An employee's affiliation or lack of affiliation with any organization or association shall not be a factor in either the nomination or election of the employee to the committee. [See DGA]

A nominee must consent before the person's name may appear on a ballot. Election of the committee shall be held at a time determined by the Board or its designee.

**Terms**

All representatives shall serve one-year terms and shall not be limited as to the number of consecutive terms they may serve on the committee.

**Vacancy**

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

## PROPOSED REVISIONS

### **Campus Improvement Committee**

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

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

### **Meetings**

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

### **Communications**

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

### **Composition**

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

#### **Selected Representatives**

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

#### *Parents*

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

#### *Community Members*

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

PLANNING AND DECISION-MAKING PROCESS  
CAMPUS-LEVEL

BQB  
(LOCAL)

	<p>and shall solicit volunteers. Community representatives must reside in the District.</p>
<p><i>Business Representatives</i></p>	<p>The committee shall include at least two business representatives selected by a process that provides for adequate representation of the community's diversity. The principal shall use several methods of communication to ensure that area businesses are informed of the committee and are provided the opportunity to participate and shall solicit volunteers. Business representatives need not reside in nor operate businesses in the District.</p>
<p>Professional Staff Elections</p>	<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 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 the ballot. Election of the committee shall be held at a time determined by the Board or its designee.</p>
<p><b>Terms</b></p>	<p>All representatives shall serve one-year terms and shall not be limited as to the number of consecutive terms they may serve on the committee.</p>
<p><b>Vacancy</b></p>	<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 REVISIONS

### **Fiduciary Responsibility**

The Superintendent, principal, and sponsor, as applicable, shall be responsible for the proper administration of District and campus activity funds and student activity funds in accordance with state law and local policy, District-approved accounting practices and procedures, and the TEA *Financial Accountability System Resource Guide*.

### **Student Activity Funds**

The Superintendent or designee shall ensure that student activity accounts are maintained to manage all class funds, organization funds, and any other funds collected from students for a school-related purpose. The principal or designee shall issue receipts for all funds prior to their deposit into the appropriate District account at the District depository.

Student activity funds shall be included in the annual audit of the District's fiscal accounts. [See CFC]

### **Use and Expenditure**

Funds collected by student groups shall be used only for purposes authorized by the organization or upon approval of the sponsor. The principal or designee shall approve all disbursements. All funds raised by student organizations must be expended for the benefit of the students.

### **District and Campus Activity Funds**

The Superintendent shall establish regulations governing the expenditure of District and campus activity funds generated from vending machines, rentals, gate receipts, concessions, and other local sources of revenue over which the District has direct control. Funds generated from such sources shall be expended for the benefit of the District or its students and shall be related to the District's educational purpose, ~~which includes without limitation, recruiting and retaining qualified employees and enhancing employee morale. Therefore, such funds may properly be expended for small gifts; plaques; flowers for funerals, weddings, or retirements; staff appreciation luncheons; and similar activities.~~

### **Approval**

Approval from the immediate supervisor or designee shall be obtained prior to a disbursement being made to any employee, including the principal.

### **Carryover Funds**

All funds shall be left in the appropriate account and each sponsoring group shall retain the carryover funds for the next fiscal year. If an organization ceases to function or exist, the unexpended funds of the organization shall be credited to the appropriate administrative activity account.

## PROPOSED REVISION

**Purchasing Authority**

The Board delegates to the Superintendent or designee the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs ~~\$50,000 or more, \$20,000 or more,~~ regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place.

Purchasing Method

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

*Competitive Bidding*

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

The District may reject any and all bids.

*Competitive Sealed Proposals*

If competitive sealed proposals are chosen as the purchasing method, the Superintendent or designee 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 time specified, and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time of opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.

The District may reject any and all proposals.

Electronic Bids or Proposals

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

**Responsibility for Debts**

The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with the adopted budget, state law, Board policy,

PURCHASING AND ACQUISITION

CH  
(LOCAL)

and the District's purchasing procedures. [See CE] The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control. Persons making unauthorized purchases shall assume full responsibility for all such debts.

**Purchase  
Commitments**

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

**Personal Purchases**

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

## PROPOSED REVISIONS

### No Nonschool Use

The District shall not permit use of District vehicles for nonschool purposes. ~~however, the Superintendent shall be authorized to allow the office of the county extension agent to use District vehicles.~~

### Emergency Use Exception

In case of emergencies or disasters, the Superintendent or designee may authorize the use of District vehicles by civil defense, health, or emergency service authorities.

### School-Related Use

The Superintendent or designee shall develop administrative regulations for requesting, scheduling, and using District vehicles for extracurricular activities, field trips, and other school-related purposes.

[See GKD regarding nonschool use of school facilities]



## PROPOSED REVISION

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

- Records Administrator, as prescribed by Local Government Code 176.001 and 176.007 [See BBFA and CHE]
- 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**

“Local Government Record”

Records Management Officer

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

The ~~business manager Superintendent~~ 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.

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.

### **Website Postings**

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.

### **Records Destruction Practices**

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.

**Training**

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.

## PROPOSED REVISIONS

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

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### Availability of Access

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

Access to the District’s technology resources, including the Internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations.

### Limited Personal Use

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

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

### Use by Members of the Public

Access to the District’s technology resources, including the Internet, shall be made available to members of the public, in accordance with administrative regulations. Such use shall be permitted so long as the use:

1. Imposes no tangible cost on the District; and
2. Does not unduly burden the District’s technology resources.

### Acceptable Use

The Superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements consistent with the purposes and mission of the District and with law and policy.

Access to the District’s technology resources is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the District’s technology resources and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. [See DH, FN series, FO series, and the Student Code of Conduct] Violations of law may result in criminal prosecution as well as disciplinary action by the District.

**Internet Safety**

The Superintendent or designee shall develop and implement an Internet safety plan to:

1. Control students' access to inappropriate materials, as well as to materials that are harmful to minors;
2. Ensure student safety and security when using electronic communications;
3. Prevent unauthorized access, including hacking and other unlawful activities;
4. Restrict unauthorized disclosure, use, and dissemination of personally identifiable information regarding students; and
5. Educate students about cyberbullying awareness and response and about appropriate online behavior, including interacting with other individuals on social networking Web sites and in chat rooms.

**Filtering**

Each District computer with Internet access and the District's network systems shall have filtering devices or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act and as determined by the Superintendent or designee.

The Superintendent or designee shall enforce the use of such filtering devices. Upon approval from the Superintendent or designee, an administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose.

**Monitored Use**

Electronic mail transmissions and other use of the District's technology resources by students, employees, and members of the public shall not be considered private. Designated District staff shall be authorized to monitor the District's technology resources at any time to ensure appropriate use.

**Disclaimer of Liability**

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

**Record Retention**

A District employee shall retain electronic records, whether created or maintained using the District's technology resources or using

**Security Breach  
Notification**

personal technology resources, in accordance with the District's record management program. [See CPC]

Upon discovering or receiving notification of a breach of system security, the District shall disclose the breach to affected persons or entities in accordance with the time frames established by law.

The District shall give notice by using one or more of the following methods:

1. Written notice.
2. Electronic mail, if the District has electronic mail addresses for the affected persons.
3. Conspicuous posting on the District's Web site.
4. Publication through broadcast media.

**Philosophy and  
Purpose**

~~The District provides an electronic communications network and Internet access to electronic mail, voice mail, databases, libraries, museums, and other information sources for the following limited purposes:~~

- ~~1. Promote educational excellence in its schools by facilitating resource sharing, innovation, and communication.~~
- ~~2. Improve learning and reach the District's instructional goals.~~
- ~~3. Achieve effective and efficient administration at the District and campus levels.~~
- ~~4. Comply with the Texas Education Agency's guidelines for technology in schools.~~

~~Any use of the District's information and communication systems and resources by authorized users must be in furtherance of these limited purposes and conform to the District's expectations for legal, efficient, and ethical use.~~

**Internet Safety and  
Limitations on Site  
Access**

~~Recognizing that the Internet can give access to sites containing information that is obscene, child pornography, harmful to minors, or that would otherwise be inappropriate for distribution to students, unsuitable for use in the approved curriculum, or irrelevant to accomplishing the District's stated purpose for operating an Internet-accessible network, the District shall install technology protection measures to filter, screen, analyze, and block site content in an effort to control access to such material through the District's network.~~

~~The technology director or designated campus administrators may disable technology protection measures during use by an adult to~~

~~allow access to otherwise prohibited or blocked sites or information for bona fide research or other acceptable purposes under this policy.~~

~~The District shall inform and educate students regarding appropriate online behavior, including interacting with other people on social network sites and chat rooms, and cyber bullying awareness and response.~~

~~Nonetheless, the District makes no representation that it can control access to all Internet sites. Network users shall be responsible for their actions in accessing available resources and shall be held accountable for sending or receiving information that is inconsistent with the requirements for acceptable and unacceptable use of the communication network and Internet.~~

### **Authorized Users**

~~The District shall permit individuals in the following categories to become authorized users of its computer network and have access to the Internet, subject to administrative regulations developed by the technology director and approved by the Superintendent:~~

- ~~1.—— Campus administrators and campus administrative support employees.~~
- ~~2.—— Central office administrators (department or division directors) and their administrative support employees.~~
- ~~3.—— Instructional personnel.~~
- ~~4.—— Instructional support and student services personnel, i.e., librarians, counselors, and school nurses.~~
- ~~5.—— Students in grades 7–12. Students in kindergarten–grade 6 may have access through class accounts and regulations for those accounts.~~

~~To become an authorized user, a person must complete an application, sign the user agreement, and return both forms to the technology director or designee. Minor students applying for a user account must also return a signed parent agreement.~~

### **General Requirements for Network and Internet Use**

~~Student and employee use of the District's communications network and access to the Internet must be in accordance with this policy. No account sharing shall be permitted, and each authorized user is responsible for all activities, transmissions, or actions that occur under the account identifier.~~

~~Any user who identifies a security problem with the network shall immediately notify the technology director and may not communicate the problem to any other person.~~

**Monitoring Use**

~~Use of a personal communications network account through the District's system shall be voluntary and constitutes a privilege provided by the District, not a right. All network usage, including voice mail and e-mail, shall be subject to monitoring, examination, and investigation by the system administrators without prior notice or the specific consent of the user. The technology director may establish standards and limits on e-mail format, including the use of graphics and other attachments. By signing the user agreement, each authorized user acknowledges and agrees to the possibility of such monitoring.~~

~~Professional employees overseeing student instructional use of the District's communications network or access to the Internet shall be vigilant in determining that students are using the District's system only in compliance with this policy to enhance student safety and security, particularly when students are using electronic mail, chat rooms, or social network sites authorized under this policy, and other forms of direct electronic communication.~~

**Suspending or Revoking Privileges**

~~Access to the communications network, the Internet, or both may be suspended or revoked and user IDs deleted if a student or employee is determined to have violated this policy or the user agreement each user signs as a condition for obtaining access to the District's communications network and the Internet.~~

~~Any user identified as a security risk or who has a history of violations with other communications systems will be denied access to the network. A user whose access has been suspended or revoked may request a conference with the principal and technology director to discuss the basis for that action and have an opportunity to respond. A decision by the principal or technology director to suspend or revoke system privileges may be appealed to the Superintendent or the Board. System privileges are revoked during any appeal.~~

**Acceptable Use**

~~Any use described below is deemed acceptable and consistent with the user agreement and this policy. Limited personal use shall be acceptable during noninstructional time, breaks, or lunch periods. Personal use shall be monitored. The final decision regarding whether any given use of the network or Internet is acceptable lies with the Superintendent or designee, in consultation with the technology director.~~

- ~~1. Supports instructional purposes and goals.~~
- ~~2. Furthers the District's educational and administrative purposes, goals, and objectives.~~
- ~~3. Furthers research related to education and instruction.~~

~~4. Does not violate the Student Code of Conduct or employee standards of conduct.~~

~~5. Is consistent with network rules established by the technology director.~~

~~Users may use Internet radio or video for academic purposes, but such use may be disconnected without notice if it affects the performance of the District's communications network.~~

### **Unacceptable Use**

~~Any of the following uses is deemed unacceptable and a violation of the user agreement and this policy: The final decision regarding whether any given use of the network or Internet is unacceptable lies with the Superintendent or designee, in consultation with the technology director.~~

~~1. Unauthorized use of copyrighted material, including violating District software licensing agreements and sharing of copyrighted audio files. [See CY]~~

~~2. Viewing, posting, or distributing threatening, racist, harassing, excessively violent, sexually explicit, or obscene material.~~

~~3. Personal or political use to advocate for or against a candidate, office holder, political party, political position, or ballot proposition. Research or electronic communications regarding political issues or candidates shall not be a violation when the activity is to fulfill an assignment for class credit.~~

~~4. Viewing or participating in chat rooms or social network sites other than those sponsored and overseen by the District.~~

~~5. Tampering, i.e., accessing, reading, deleting, copying, or modifying, the electronic mail of other users, regardless of where the message is displayed or stored.~~

~~6. "Hacking", i.e., attempting unauthorized access to any computer or network whether within the District's network or outside it.~~

~~7. Any use that would be unlawful under state or federal law.~~

~~8. Unauthorized disclosure, use, or distribution of personal identification information regarding students or employees.~~

~~9. Forgery of electronic mail messages or transmission of unsolicited junk e-mail chain messages.~~

~~10. Use that violates the Student Code of Conduct or employee standards of conduct.~~



~~11.— Use related to commercial activities or for commercial gain by a student or employee.~~

~~12.— Advertisement for purchase or sale of a service or product.~~

**~~Serious Violations~~**

~~If the principal determines that a student's or employee's use of the system violates the Student Code of Conduct or employee standards of conduct and that disciplinary action other than or in addition to suspension or revocation of system privileges is warranted, those disciplinary actions will be in accordance with the applicable policies.~~

**~~System or Other User Interference~~**

~~Users shall not attempt to exceed, evade, or change established resource quotas, i.e., allocations of local hard drive storage space or network time. The District quotas are designed to ensure all users have a fair opportunity to access resources.~~

~~Vandalism and mischief are prohibited. Vandalism includes any attempt to harm or destroy another user's data on the network or on any network connected to the District's network and any deliberate creation or propagation of a computer virus. Mischief includes any interference with another user's work, such as attempts to delete, examine, copy, or modify data, files, fields, or any other element of another user's information.~~

**~~Disclaimer~~**

~~The District makes no warranties of any kind, expressed or implied, for its communications network facilities and bears no liability for users' copyright violations; users' inappropriate or tortious use of the communications network system or resources; any damages incurred by users, including loss of data resulting from the action or inaction of any District employee or a user's errors or omissions; and phone charges, credit card charges, or any other charges incurred by users without prior District authorization and according to established purchasing procedures. The District specifically denies any responsibility for the accuracy, age-appropriateness, or quality of information obtained through its communications network facilities.~~

**~~Security Breach Notifications~~**

~~Upon obtaining knowledge of a breach of system security, the District shall disclose the breach to affected individuals or entities according to the time frames established by law [see CQ(LEGAL)] and by giving notice using one or more of the following methods:~~

~~1.— Written notice.~~

~~2.— Electronic mail, if e-mail addresses for the affected individuals are in the District's possession.~~

~~3.— Conspicuous posting on the District's Web site.~~

**Record Retention**

~~4. Notice or publication through broadcast media.~~

~~District employees shall retain electronic records related to District business or operations, whether created using District technology resources and equipment or created using personal technology resources and equipment, in compliance with the District's records management program and its approved retention schedule. [See GPC]~~

## PROPOSED REVISIONS

### Compliance with Law

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

### Construction Contracts

Prior to advertising, the Board shall 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]

For construction contracts valued at or above ~~\$50,000, \$20,000,~~ 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]

### Change Orders

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

Change orders valued at or above \$25,000 shall require Board approval. The Superintendent shall be authorized to approve change orders of a lesser amount.

### Project Administration

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

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

### Final Payment

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

## PROPOSED REVISIONS

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

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### State Teacher Certification

In accordance with the District's innovation plan, the District shall be exempt from the state law that generally requires school districts to hire teachers who are certified by the State Board for Educator Certification. The District shall establish local qualification and training requirements for teachers of hard-to-fill, high-demand, dual credit, career and tech, and STEM courses.

In addition, the Superintendent shall have the authority to permit a certified teacher to teach outside his or her area of certification.

All other teaching assignments shall require certification in accordance with state law. [See DK]

### **Updating Credentials**

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

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

### **Contract Personnel**

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

### **Social Security Number**

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

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<sup>1</sup> Innovation Plan: <https://www.hillsboroisd.org/Domain/245>

## PROPOSED REVISIONS

<b>Personnel Duties</b>	The Superintendent shall define the qualifications, duties, and responsibilities of all positions and shall ensure that job descriptions are current and accessible to employees and supervisors.
<b>Posting Vacancies</b>	The Superintendent or designee shall establish guidelines for advertising employment opportunities and posting notices of vacancies. These guidelines shall advance the Board's commitment to equal opportunity employment and to recruiting well-qualified candidates. Current District employees may apply for any vacancy for which they have appropriate qualifications.
<b>Applications</b>	<p>All applicants shall complete the application form supplied by the District. Information on applications shall be confirmed before a contract is offered for a contractual position and before hiring or as soon as possible thereafter for a noncontractual position.</p> <p>[For information related to the evaluation of criminal history records, see DBAA.]</p>
<b>Employment of Contractual Personnel</b>	<p>The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel.</p> <p>The Board retains final authority for employment of contractual personnel; <del>however, from June 1 to August 31, however,</del> the Board delegates to the Superintendent <del>or designee</del> the authority to hire <del>certified</del> contractual personnel. The Superintendent shall inform the Board of any persons employed under this authority.</p> <p>[See DCA, DCB, DCC, and DCE as appropriate]</p>
<b>Employment of Noncontractual Personnel</b>	<p>The Board delegates to the Superintendent final authority to employ and dismiss noncontractual employees on an at-will basis.</p> <p>[See DCD]</p>
<b>Employment Assistance Prohibited</b>	No District employee shall assist another employee of the District or of any school district in obtaining a new job if the employee knows, or has probable cause to believe, that the other employee engaged in sexual misconduct regarding a minor or student in violation of the law. Routine transmission of an administrative or personnel file does not violate this prohibition. [See CJ for prohibitions relating to contractors and agents and DH(EXHIBIT) for the Educators' Code of Ethics.]

## PROPOSED POLICY

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

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### **Maximum Length of Probationary Period**

In accordance with the District's innovation plan, the District shall be exempt from the state law regarding the maximum length of time an experienced teacher may be employed on a probationary contract.

The District may issue more than one one-year probationary contract to a teacher who has been employed as a teacher in public education for at least five of the eight years preceding employment by the District.

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<sup>1</sup> Innovation Plan: <https://www.hillsboroisd.org/Domain/245>

## PROPOSED REVISIONS

After any applicable probationary contract period required by the District, term contracts governed by Chapter 21 of the Education Code (educator term contracts) shall be provided to any employees in positions required by law to receive such contracts, including:

1. SBEC-certified employees serving full-time as principals, assistant principals, teachers, school counselors, diagnosticians, librarians, and athletic directors; and
2. Full-time nurses.

Employees in positions for which the District requires current SBEC certification shall also receive term contracts.

### No Certification Required

Educator term contracts shall also be provided for the following positions for which neither SBEC nor the District requires current SBEC certification: speech language pathologist.

## PROPOSED REVISIONS

### Non-Chapter 21 Contracts

The District shall employ on non-Chapter 21 contracts, not to be governed by Chapter 21 of the Education Code, the following positions: ~~senior executive director of finance and senior executive director of human resources,~~ business manager, director of technology, director of operations, part-time teacher, and noncertified teacher employed under provisions of the District's innovation plan. [See DBA.]

### Appeal of Employment Actions

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

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



## PROPOSED REVISIONS

### Classification of Positions

The Superintendent or designee shall determine the classification of positions or employees as “exempt” or “nonexempt” for purposes of payment of overtime in compliance with the Fair Labor Standards Act (FLSA).

#### Exempt

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.

#### Compensatory Time

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.

#### *Accrual*

Compensatory time earned by nonexempt employees may not accrue beyond a maximum of ~~30~~ 60 hours. If an employee has a balance of more than ~~30~~ 60 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.

#### *Use*

~~An employee shall use compensatory time within 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.~~

Compensatory time may be used at either the employee's or the District's option. 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.

## PROPOSED REVISIONS

### Definitions

#### Family

The term “immediate family” is defined as:

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

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

#### Family Emergency

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

#### Leave Day

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

#### Catastrophic Illness or Injury

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

### Availability

The District shall make state personal leave and local leave for the current year available for use at the beginning of the school year. ~~for each employee who has reported for duty. Local leave shall be made available as earned.~~

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

~~Earning Local Leave~~

~~An employee shall not earn any local leave when he or she is in unpaid status. An employee using full or proportionate paid leave shall be considered to be in paid status.~~

**Deductions**

Leave Without Pay

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

Leave Proration

*Employed for  
Less Than Full  
Year*

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

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

**Recording**

Leave shall be recorded as follows:

1. Leave shall be recorded in half-day increments for all employees.
2. If the employee is taking intermittent FMLA leave, leave shall be recorded in one-hour increments.

**Order of Use**

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

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

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

**Concurrent Use of Leave**

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

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

An employee receiving worker's compensation income benefits may be eligible for paid or unpaid leave. An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable.

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

**Medical Certification**

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

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

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

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

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**State Personal Leave**

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

Non-Discretionary Use

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

[Non-discretionary 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.](#)

Discretionary Use

2. Discretionary use of leave is at the individual employee's discretion, subject to limitations set out below.

*Limitations*

Request for Leave

The employee shall submit a written request for discretionary use of state personal leave to the immediate supervisor or designee in advance in accordance with administrative regulations. In deciding whether to approve or deny state personal leave, the supervisor or designee shall not seek or consider the reasons for which an employee requests to use leave. The supervisor or designee shall, however, consider the effect of the employee's absence on the educational program or District operations, as well as the availability of substitutes.

Duration of Leave

Discretionary use of state personal leave shall not exceed five consecutive workdays.

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

**Local Leave**

All employees shall earn five paid local leave days per school year in accordance with administrative regulations.

Local leave shall accumulate to a maximum of ten leave days.

Local leave shall be used according to the terms and conditions of state sick leave accumulated before the 1995–96 school year. ~~See DEC(LEGAL)],~~ except that an employee may donate local leave to a sick leave pool.

An employee may also use local leave for absences related to the birth or placement of a child when leave is taken within the first year after the child's birth, adoption, or foster placement.

**Sick Leave Pool**

An employee who has exhausted all paid leave and been absent five workdays without pay and who suffers from a catastrophic illness or injury may request the establishment of a sick leave pool, to which District employees may donate only local leave for use by the eligible employee.

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

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

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

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

**Confidentiality**

All contributions to sick leave pools shall be voluntary and confidential donations. Employees violating this provision shall be considered in violation of District policy and the standards of ethics outlined at DH(EXHIBIT) and shall be subject to disciplinary action in accordance with DH(LOCAL).

**Appeal**

All decisions regarding the establishment or implementation of the District's sick leave pool may be appealed in accordance with DGBA(LOCAL), beginning with the Superintendent or designee.

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

**Family and Medical  
Leave**

Twelve-Month  
Period

For purposes of an employee's entitlement to FMLA leave, the 12-month period shall be measured backward from the date an employee uses FMLA leave. ~~begin on the first duty day of the school year.~~

Combined Leave for  
Spouses

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

Intermittent or  
Reduced Schedule  
Leave

The District shall permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee. [See DECA(LEGAL) for use of intermittent or reduced schedule leave due to a medical necessity.]

Certification of  
Leave

If an employee requests leave, the employee shall provide certification, as required by FMLA regulations, of the need for leave. [See DECA(LEGAL)]

Fitness-for-Duty  
Certification

If an employee takes FMLA leave due to the employee's own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification. If the District will require certification of the employee's ability to perform essential job functions, the District shall provide a list of essential job functions to the employee with the FMLA designation notice.

End of Semester  
Leave

If a teacher takes leave near the end of the semester, the District may require the teacher to continue leave until the end of the semester. [See DECA(LEGAL), Leave at the End of a Semester]

Failure to Return

If, at the expiration of FMLA leave, the employee is able to return to work but chooses not to do so, the District may require reimbursement of premiums paid by the District during the leave. [See DECA(LEGAL), Recovery of Benefit Cost]

**Temporary Disability  
Leave**

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.]

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

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

**Workers'  
Compensation**

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**Note:** Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the District's contribution to health insurance. [See CRD(LOCAL) regarding payment of insurance contribution during employee absences.]

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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.

An employee eligible for workers' compensation income benefits, and not on assault leave, may elect in writing to use paid leave.

**Court Appearances**

Absences due to compliance with a valid subpoena in conjunction with an employee's official duties as a school employee, or for jury duty shall be fully compensated by the District and shall not be deducted from the employee's pay or leave balance.

**Neutral Absence  
Control Provisions**

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

~~The District shall initiate termination proceedings for any employee who has exhausted all leave benefits, paid and unpaid, under District policy and who has more than ten additional absences after exhaustion of all available leave benefits. [See DCD, DCE, and the DF series]~~



## PROPOSED REVISIONS

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

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### Superintendent's Authority

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

[In accordance with the District's local innovation plan exemption regarding SBEC certification, the Superintendent shall have authority to assign persons who meet local qualification and training requirements to teach hard-to-fill, high-demand, dual credit, career and tech, and STEM courses.](#)

[In addition, the Superintendent shall have the authority to permit a certified teacher to teach outside his or her area of certification.](#)

[All other teaching assignments shall require certification in accordance with state law. \[See DBA\]](#)

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

### Campus Assignments

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

### Supplemental Duties

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

### Work Calendars and Schedules

Subject to the Board-adopted budget and compensation plan and in harmony with employment contracts, the Superintendent shall

ASSIGNMENT AND SCHEDULES

DK  
(LOCAL)

determine required work calendars for all employees. [See DC, EB]

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

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<sup>1</sup> Innovation Plan: <https://www.hillsboroisd.org/Domain/245>

## PROPOSED REVISIONS

### Staff Development Equivalency

With the supervisor's ~~principal's~~ prior approval, an employee ~~professional and paraprofessional personnel~~ may attend a ~~con-~~ventions, conferences, workshops, or ~~and~~ seminars on a ~~weekends,~~ holidays, summer vacation, or other noninstructional time and be excused from designated staff development activities.

## PROPOSED REVISION

### T-TESS

The District shall appraise teachers using the Texas Teacher Evaluation and Support System (T-TESS) in accordance with law and administrative regulations.

The Board shall approve a list of certified appraisers who can appraise a teacher in place of the teacher's supervisor.

#### Annual Appraisal

District teachers shall be appraised annually.

#### *Exception*

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.

#### Less-Than-Annual

#### *Eligibility*

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:

1. Be employed on an educator term contract;
2. Hold SBEC certification;
3. Be assigned in his or her certification area;
4. Have been employed by the District for at least three years; and
5. Have served at the current campus for at least one year.

#### *Frequency*

Eligible teachers shall be appraised every ~~three~~ two years.

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.

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.

#### *Annual Review Process*

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.

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.

## PROPOSED REVISIONS

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**Note:** This local policy has been revised in accordance with the District's innovation plan.<sup>1</sup>

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### **School Start Date**

In accordance with the District's innovation plan, the District shall be exempt from the state law that generally prohibits instruction for students from beginning before the fourth Monday in August.

The District shall typically establish a calendar with a school start date no earlier than the third week of August; however, the first instructional day may be as early as August 15.

### **School Calendar**

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

### **School Closure**

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

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<sup>1</sup> Innovation Plan: <https://www.hillsboroisd.org/Domain/245>

## DELETE POLICY

### Hunter Education

Hunter education instructors shall be permitted to bring unloaded firearms onto school premises for instructional purposes upon strict compliance with the following procedures:

1. The instructor shall obtain written authorization from the campus principal listing each time a firearm will be brought onto school premises. This authorization shall include both the instructor's and the principal's names and signatures; specify the number, types, and serial numbers of firearms to be used for instructional aides; and indicate when the firearms may be used and when they must be removed from campus.
2. The instructor shall carry the authorization when firearms are on school premises.
3. A copy of each authorization shall be maintained on file in the campus administrative office.
4. The instructor shall ensure that no live ammunition is brought onto school premises.

### Notification

The principal shall notify local law enforcement officials when a hunter education program is offered at the campus and that instructors are authorized to be in possession of unloaded firearms on school premises.

## PROPOSED REVISIONS

<b>Nomination / Referral</b>	Students <del>in grades 1–12</del> may be nominated/referred for the gifted and talented program at any time by teachers, counselors, parents, or other interested persons. <del>The District shall screen all kindergarten students in the fall of each school year.</del>
Screening and Identification Process	The District shall provide assessment opportunities to complete the screening and identification process for nominated/referred students at least once per school year.
<b>Parental Consent</b>	The District shall obtain written parental consent before any special testing or individual assessment is conducted as part of the screening and identification process. All student information collected during the screening and identification process shall be an educational record, subject to the protections set out in policies at FL.
<b>Identification Criteria</b>	The Board-approved program for the gifted and talented shall establish criteria to identify gifted and talented students. The criteria shall be specific to the state definition of gifted and talented and shall ensure the fair assessment of students with special needs, such as the culturally different, the economically disadvantaged, and students with disabilities.
<b>Assessments</b>	Data collected through both objective and subjective assessments shall be measured against the criteria approved by the Board to determine individual eligibility for the program. Assessment tools may include, but are not limited to, the following: achievement tests, intelligence tests, creativity tests, behavioral checklists completed by teachers and parents, student/parent conferences, and available student work products.
<b>Selection</b>	A selection committee shall evaluate each nominated/referred student according to the established criteria and shall identify those students for whom placement in the gifted and talented program is the most appropriate educational setting. The committee shall be composed of at least three professional educators who have received training in the nature and needs of gifted students, as required by law, and shall be established at each campus.
<b>Notification</b>	The District shall provide written notification to parents of students who qualify for services through the District's gifted and talented program. Participation in any program or services provided for gifted students shall be voluntary, and the District shall obtain written permission from the parents before placing a student in a gifted program.
<b>No Reassessment</b>	The District shall not perform routine reassessments.

**Transfer Students**

When a student identified as gifted by a previous school district enrolls in the District, the selection committee shall review the student's records to determine if placement in the District's program for gifted and talented students is appropriate.

The selection committee shall make a determination within 30 calendar days of the student's enrollment in the District and shall base the decision on the transferred records, observation reports of District teachers who instruct the student, and student and parent conferences.

[See FDD(LEGAL) for information regarding transfer students and the Interstate Compact on Educational Opportunities for Military Children]

**Furloughs**

The District may place on a furlough any student who is unable to maintain satisfactory performance or whose educational needs are not being met within the structure of the gifted and talented program. A furlough may be initiated by the District, the parent, or the student.

In accordance with administrative regulations, a furlough shall be granted for specified reasons and for a specified period of time. At the end of a furlough, the student may reenter the gifted program, be placed on another furlough, or be exited from the program.

**Exit Provisions**

The District shall monitor student performance in the program. If at any time the selection committee determines it is in the best interest of the student and his or her educational needs, the committee may exit a student from the program. If a student or parent requests removal from the program, the selection committee shall meet with the parent and student before honoring the request.

**Appeals**

A parent or student may appeal any final decision of the selection committee regarding selection for or exit from the gifted program. Appeals shall be made first to the selection committee. Any subsequent appeals shall be made in accordance with FNG(LOCAL) beginning at Level Two.

**Program Evaluation**

The District shall annually evaluate the effectiveness of the District's gifted program, and the results of the evaluation shall be used to modify and update the District and campus improvement plans. The District shall include parents in the evaluation process and shall share the information with Board members, administrators, teachers, counselors, students in the gifted and talented program, and the community.



**Community  
Awareness**

The District shall ensure that information about the District's gifted and talented program is available to parents and community members and that they have an opportunity to develop an understanding of and support for the program.

## 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.

[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.](#)

~~A student may be permitted a reasonable opportunity to redo an assignment or retake a test for which the student received a failing grade, at the discretion of the classroom teacher, based on the teacher's grading standards that have been reviewed and authorized by the principal and communicated to students and parents at the beginning of the semester or school year.~~

### Progress Reporting

The District shall issue grade reports/report cards every six 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.

#### Interim Reports

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

#### Conferences

In addition to conferences scheduled on the campus calendar, conferences may be requested by a teacher or parent as needed.

### 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

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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

~~**Note:**—The following provisions shall apply to students in the graduating classes of 2016, 2017, and 2018.~~

~~**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 in grades 9–12 only, unless excluded below.~~

~~The calculation shall include failing grades.~~

~~**Exclusions**~~

~~The calculation of class rank shall exclude grades earned in any local credit course, summer school or night school course, any distance learning course, or through credit by examination, with or without prior instruction.~~

~~**Weighted Grade System**~~

~~**Categories**~~

~~*Level II*~~

~~Eligible Advanced Placement (AP), Pre-Advanced Placement, dual credit courses, and locally designated courses shall be categorized and weighted as Level II courses.~~

~~*Level I*~~

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

~~**Weighted Grade Point Average**~~

~~The District shall convert semester grades earned in eligible courses to grade points in accordance with the following chart and shall calculate a weighted grade point average (GPA):~~

<del>Grade</del>	<del>Level II</del>	<del>Level I</del>
<del>100</del>	<del>5.0</del>	<del>4.0</del>
<del>99</del>	<del>4.9</del>	<del>3.9</del>
<del>98</del>	<del>4.8</del>	<del>3.8</del>
<del>97</del>	<del>4.7</del>	<del>3.7</del>
<del>96</del>	<del>4.6</del>	<del>3.6</del>
<del>95</del>	<del>4.5</del>	<del>3.5</del>
<del>94</del>	<del>4.4</del>	<del>3.4</del>
<del>93</del>	<del>4.3</del>	<del>3.3</del>
<del>92</del>	<del>4.2</del>	<del>3.2</del>

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Grade	Level II	Level I
94	4.1	3.1
90	4.0	3.0
89	3.9	2.9
88	3.8	2.8
87	3.7	2.7
86	3.6	2.6
85	3.5	2.5
84	3.4	2.4
83	3.3	2.3
82	3.2	2.2
81	3.1	2.1
80	3.0	2.0
79	2.9	1.9
78	2.8	1.8
77	2.7	1.7
76	2.6	1.6
75	2.5	1.5
74	2.4	1.4
73	2.3	1.3
72	2.2	1.2
71	2.1	1.1
70	2.0	1.0
Below 70	0.0	0.0

**Transferred Grades** When a student transfers semester grades for courses that would be eligible to receive additional weight under the District's weighted grade system, the District shall assign additional weight to the grades based on the categories and grade weight system used by the District only if a similar or an equivalent course is offered to the same class of students in the District.

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

For the purpose of applications to institutions of higher education, the District shall also calculate class rank as required by state law.

	<p><del>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)]</del></p>
<p><del>Valedictorian and Salutatorian</del></p>	<p><del>The valedictorian and salutatorian shall be the eligible students with the highest and second-highest rank, respectively. To be eligible for this local graduation honor in the graduating class of 2016 or 2017, a student must:</del></p> <ol style="list-style-type: none"><li><del>1. Have been continuously enrolled in the District high school for the four semesters immediately preceding graduation;</del></li><li><del>2. Be graduating after exactly eight semesters of enrollment in high school; and</del></li><li><del>3. Have completed the Recommended Program or the Advanced/Distinguished Achievement Program.</del></li></ol>
<p><del>Breaking Ties</del></p>	<p><del>In case of a tie, weighted GPAs will be calculated to a sufficient number of decimal places until all ties are broken.</del></p>
<p><del>Honor Graduates</del></p>	<p><del>To be eligible for recognition as an honor graduate, a student shall have earned a weighted GPA of 3.0 or higher and shall have completed the Recommended Program, the Distinguished Achievement Program, or the foundation program with the distinguished level of achievement for graduation.</del></p>
<p><b>Highest-Ranking Graduate</b></p>	<p><del>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.</del></p> <hr/> <p><b>Note:</b> <del>The following provisions shall apply to students beginning with the graduating class of 2019.</del></p> <hr/>
<p><b>Consistent Application for Graduating Class</b></p>	<p>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.</p>
<p><b>Calculation</b></p>	<p>The District shall include in the calculation of class rank semester grades earned in high school credit courses taken in grades 9–12 in the following subject areas only: English, mathematics, science, <del>and social studies, economics;</del> and languages other than English. <del>I and II.</del></p> <p>The calculation shall include failing grades.</p>

ACADEMIC ACHIEVEMENT  
CLASS RANKING

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**Exclusions** The calculation of class rank shall exclude grades earned in summer school, ~~any local credit course~~, or through credit by examination, with or without prior instruction.

**Weighted Grade System**

The District shall categorize and weight eligible courses as Advanced, Honors, and Regular in accordance with provisions of this policy and as designated in appropriate District publications.

**Categories**

*Advanced*

Eligible Advanced Placement (AP) and dual credit courses shall be categorized and weighted as Advanced courses.

*Honors*

Eligible Pre-AP courses and other courses locally designated as honors shall be categorized and weighted as Honors courses.

*Regular*

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

**Weighted Grade Point Average**

The District shall convert semester grades earned in eligible courses to grade points in accordance with the following chart and shall calculate a weighted GPA:

Grade	Advanced	Honors	Regular
100	5.0	4.5	4.0
99	4.9	4.4	3.9
98	4.8	4.3	3.8
97	4.7	4.2	3.7
96	4.6	4.1	3.6
95	4.5	4.0	3.5
94	4.4	3.9	3.4
93	4.3	3.8	3.3
92	4.2	3.7	3.2
91	4.1	3.6	3.1
90	4.0	3.5	3.0
89	3.9	3.4	2.9
88	3.8	3.3	2.8
87	3.7	3.2	2.7
86	3.6	3.1	2.6
85	3.5	3.0	2.5
84	3.4	2.9	2.4
83	3.3	2.8	2.3
82	3.2	2.7	2.2
81	3.1	2.6	2.1

ACADEMIC ACHIEVEMENT  
CLASS RANKING

EIC  
(LOCAL)

Grade	Advanced	Honors	Regular
80	3.0	2.5	2.0
79	2.9	2.4	1.9
78	2.8	2.3	1.8
77	2.7	2.2	1.7
76	2.6	2.1	1.6
75	2.5	2.0	1.5
74	2.4	1.9	1.4
73	2.3	1.8	1.3
72	2.2	1.7	1.2
71	2.1	1.6	1.1
70	2.0	1.5	1.0
Below 70	0.0	0.0	0.0

Transferred Grades

When a student transfers semester grades for courses that would be eligible to receive additional weight under the District's weighted grade system, the District shall assign additional weight to the grades based on the categories and grade weight system used by the District only if a similar or an equivalent course is offered to the same class of students in the District.

**Local Graduation Honors**

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

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

Valedictorian and Salutatorian

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

1. Have been continuously enrolled in the District high school for the four semesters immediately preceding graduation;
2. Be graduating after exactly eight semesters of enrollment in high school; and



3. Have completed the foundation program with the distinguished level of achievement.

*Breaking Ties*

In case of a tie in weighted GPAs after calculation to the third decimal ~~thousandths~~ place, the District shall apply the following methods, in this order, to determine recognition as valedictorian or salutatorian:

1. Count the number of Advanced courses taken by each student involved in the tie. The student with the most Advanced courses shall be considered for the honor.
2. Calculate a weighted numerical grade average using only eligible grades in Advanced courses taken by each student involved in the tie. The student with the highest numerical grade average shall be considered for the honor.

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.

*Honor Graduates*

~~To be eligible for recognition as an honor graduate, a student shall have earned a weighted GPA of 3.0 or higher, been continuously enrolled as a full-time student in the District high school for the four semesters preceding graduation, and shall have completed the foundation program with the distinguished level of achievement for graduation.~~

**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.

## PROPOSED REVISIONS

### Curriculum Mastery

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

### Students Receiving Special Education Services

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

### Standards for Mastery

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

1. Course assignments and unit evaluation shall be used to determine student grades in a subject. ~~A~~For students in grades 6–12, an average of 70 or higher shall be considered a passing grade. For students in grades 1–5, passing shall require significant mastery, as defined below.
2. Mastery of the skills necessary for success at the next level shall be validated by assessments that may either be incorporated into unit or final exams or may be administered separately. ~~M~~Significant mastery or mastery of at least 70 percent of the objectives, as applicable to the grade level, shall be required.

### Kindergarten

~~A kindergarten student may be retained based on the following criteria, to be reviewed by a committee consisting of the parent, the classroom teacher, an administrator, and a counselor:~~

- ~~1. Kindergarten progress report (checklist of skills).~~
- ~~2. Chronological age and observed social and emotional development of the student.~~
- ~~3. A parent's request that the student be retained.~~
- ~~4. The teacher's recommendation that the student be retained.~~
- ~~5. Other criteria deemed appropriate by the principal.~~

### Grades 1–5 ~~1–3~~

In grades 1–5, ~~1–3~~, promotion to the next grade level shall be based on significant mastery of the ~~an overall average of 70 on a~~

~~scale of 100 based upon course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in each of the following subjects: reading, language arts, and mathematics, science, and social studies. Significant mastery shall be demonstrated by earning a grade of at least "Approaching" for a majority of the grades in each of those subjects on the final report card.~~

Grades ~~6-8~~ 4-8

In ~~grades 4-8~~, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in ~~reading, English~~ language arts, and in mathematics and in either science or social studies.

Grades 9-12

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

**Accelerated Instruction**

If a student fails to demonstrate proficiency on a state-mandated assessment, the student shall be provided accelerated instruction in accordance with state law. Additionally, students in grades 5 and 8 shall be subject to all provisions of Grade Advancement Testing, below.

**Grade Advancement Testing**

Except when a student will be assessed in reading or mathematics above his or her enrolled grade level, students in grades 5 and 8 must meet the passing standard on the applicable state-mandated assessments in reading and mathematics to be promoted to the next grade level, in addition to the District's local standards for mastery and promotion.

Definition of 'Parent'

For purposes of this policy and decisions related to grade advancement requirements, a student's "parent" shall be defined to include either of the student's parents or guardians; a person designated by the parent, by means of a power of attorney or an authorization agreement as provided in Chapter 34 of the Family Code, to have responsibility for the student in all school-related matters [see FD]; a surrogate parent acting on behalf of a student with a disability; a person designated by the parent or guardian to serve on the grade placement committee (GPC) for all purposes; or in the event that a parent, guardian, or designee cannot be located, a person designated by the Superintendent or designee to act on behalf of the student. [See EIE(LEGAL)]

Alternate Assessment Instrument

The Superintendent or designee shall select from the state-approved list, if available, for each applicable subject an alternate assessment instrument that may be used for the third testing opportunity. Each student's GPC shall decide whether he or she shall be given the statewide assessment instrument or the applicable alternate instrument for the third testing opportunity. The committee's

	<p>decision shall be based on a review of the student's performance in the previous testing opportunities, local assessments, and any other circumstances it deems appropriate.</p>
<p>Standards for Promotion Upon Appeal</p>	<p>If a parent initiates an appeal of his or her child's retention following the student's failure to demonstrate proficiency after the third testing opportunity, the GPC shall review all facts and circumstances in accordance with law.</p> <p>The student shall not be promoted unless:</p> <ol style="list-style-type: none"><li>1. All members of the GPC agree that the student is likely to perform on grade level if given additional accelerated instruction during the following school year in accordance with the educational plan developed by the GPC; and</li><li>2. The student has completed required accelerated instruction in the subject area for which the student failed to demonstrate proficiency.</li></ol> <p>Whether the GPC decides to promote or to retain a student in this manner, the committee shall determine an accelerated instruction plan for the student for the following school year, providing for interim reports to the student's parent and opportunities for the parent to consult with the teacher or principal as needed. The principal or designee shall monitor the student's progress during the following school year to ensure that he or she is progressing in accordance with the plan.</p>
<p>Transfer Students</p>	<p>When a student transfers into the District having failed to demonstrate proficiency on applicable assessment instruments after two testing opportunities, a GPC shall convene for that student. The GPC shall review any available records of decisions regarding testing and accelerated instruction from the previous district and determine an accelerated instruction plan for the student.</p> <p>If a parent initiates an appeal for promotion when a student transfers into the District having failed to demonstrate proficiency after three testing opportunities, the GPC shall review any available records of decisions regarding testing, accelerated instruction, retention, or promotion from the previous district and issue a decision in accordance with the District's standards for promotion.</p>
<p><b>Assignment of Retained Students</b></p>	<p>A student not promoted to the next grade level shall remain at the same campus.</p>
<p><b>Reducing Student Retention</b></p>	<p>The District shall establish procedures designed to reduce retaining students at a grade level, with the ultimate goal being elimination of the practice of retaining students. [See EHBC]</p>

## PROPOSED REVISIONS

### Persons Age 21 And Over

The District shall not admit into its public schools any person age 21 or over unless otherwise required by law.

### Registration Forms

The student's parent, legal guardian, or other person having lawful control shall annually complete registration forms. A student who has reached age 18 shall be permitted to complete these forms.

#### Proof of Residency

At the time of initial registration and on an annual basis thereafter, the parent, guardian, or other person having lawful control of the student under order of a court shall present proof of residency in accordance with administrative regulations developed by the Superintendent. The District may investigate stated residency as necessary.

### Minor Living Apart

#### 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.

### Students Not Enrolled

A student enrolled in a private school, including a homeschool, shall not be eligible for concurrent enrollment in the District nor for participation in curricular or extracurricular activities, except in the following circumstances:

1. The individualized plan of a student receiving special education services requires participation in extracurricular activities or academic programs provided by the District [see EHBAC]; or
2. An eligible student participates in a campus Title I program [see EHBID].

**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.

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:

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.

ADMISSIONS

FD  
(LOCAL)

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. [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

<u>Authority</u>	<u>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.</u>
<u>Transfer Requests</u>	<u>A nonresident student wishing to transfer into the District, including a resident student who becomes a nonresident during the course of a school year, 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.</u>
<u>Factors</u>	<u>In approving transfers, the Superintendent or designee shall consider availability of space and instructional staff and the student's disciplinary history and attendance records.</u>
<u>Transfer Agreements</u>	<u>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.</u>
<u>Tuition</u>	<u>If the District charges tuition, the amount shall be set by the Board, within statutory limits.</u>
<u>Waivers</u>	<u>The Board may waive tuition for a student based on financial hardship upon written application by the student, parent, or guardian. [See FP]</u>
<u>Nonpayment</u>	<u>The District may initiate withdrawal of students whose tuition payments are delinquent.</u>
<u>Appeals</u>	<u>Any appeals shall be made in accordance with FNG(LOCAL) and GF(LOCAL), as appropriate.</u>
<del>Transfer Requests</del>	<del>A student who resides in another district and desires admission to the District shall file an application for transfer with the Superintendent by May 1 before the school year for which admission is requested. Requests after May 1 for admission as a transfer student shall be considered on a case-by-case basis.</del>
<del>Transfer Students</del>	<del>The Board delegates to the Superintendent the authority to accept or reject any transfer request. In determining whether a student who resides in another district shall be permitted to enroll in District schools, the Superintendent shall consider the following factors:  1. The grade level of the student seeking admission and the effect of additional students at that grade on class size, staffing, and facilities;  2. The disciplinary record of the student;</del>



~~3.—The attendance record of the student; and~~

~~4.—The academic record of the student seeking admission.~~

~~In determining whether a student who resides in another district shall be admitted as a transfer student, the Superintendent shall not consider the student's race, religion, color, sex, disability, or national origin.~~

### **~~Transfer Agreement~~**

~~Before a transfer student is officially admitted to District schools, the parents and the Superintendent shall execute a transfer agreement specifying the terms of the student's admission, including the amount of tuition, if any; the schedule of tuition payments, if applicable; the requirements for acceptable attendance, academic achievement, and compliance with the Student Code of Conduct.~~

~~The transfer agreement shall be in effect for one school year only. Acceptance of a transfer student in one school year creates no right or expectation that a student shall be admitted as a transfer student in subsequent years. Admission of one student in a family as a transfer student creates no right or expectation that another student from the same family shall be admitted as a transfer. Transfer approval decisions shall be made on a student-by-student basis according to the factors and restrictions specified in this policy.~~

### **~~Acceptable Levels~~**

~~Students who reside in another district and who are admitted as transfer students must maintain acceptable levels of attendance and compliance with the District's Student Code of Conduct.~~

~~Acceptable levels shall be defined as:~~

~~1.—Attendance that does not place the student at risk of losing credit in accordance with law or require the District to warn of truancy proceedings in accordance with law. [See FDC, FEC, and FED]~~

~~2.—Academic achievement that results in a passing grade in all courses by the end of the semester. At the end of each grading period, the student should receive no more than one grade that is below passing.~~

~~3.—Compliance with the Student Code of Conduct that results in no offenses requiring removal to a disciplinary alternative education program or expulsion and no more than two referrals within each grading period for other violations of the Student Code of Conduct.~~

### **~~Tuition~~**

~~The Board shall determine annually and within statutory limits the amount of tuition, if any, to be charged.~~

ADMISSIONS  
INTERDISTRICT TRANSFERS

FDA  
(LOCAL)

	<del>If tuition is charged, it shall be paid in advance of each semester or according to the payment schedule in the transfer agreement.</del>
<del>Nonpayment</del>	<del>The District may initiate withdrawal of students whose tuition payments are delinquent.</del>
<b>Transportation</b>	<del>The District shall not provide transportation for transfer students who reside in another district. The parent or the student shall be responsible for transportation to and from the District school to which the student is assigned.</del>
<b>Appeals</b>	<del>Any appeals shall be made in accordance with FNG(LOCAL) and GF(LOCAL), as appropriate.</del>

## PROPOSED REVISIONS

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

### Consideration of All Absences

All absences shall be considered in determining whether a student has attended the required percentage of days under this policy.

### Attendance Committees

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

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

### Parental Notice of Excessive Absences

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

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

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

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

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

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

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

**Personal Illness**

If a student has established a questionable pattern of absences, the principal or attendance committee may require that a student present a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances.

**Guidelines on  
Extenuating  
Circumstances**

The attendance committee shall adhere to the following guidelines to determine attendance for award of credit or a final grade:

- |                                    |   |
|------------------------------------|---|
| Days of Attendance                 | 1. If makeup work is completed satisfactorily, excused absences that are allowed under compulsory attendance requirements shall be considered days of attendance for award of credit or final grade. [See FEA(LEGAL) at Excused Absences for Compulsory Attendance Determinations.] |
| Transfers / Migrant Students       | 2. A transfer or migrant student incurs absences only after his or her enrollment in the District.  |
| Documentation                      | 3. The committee shall consider the acceptability and authenticity of documented reasons for the student's absences.  |
| Consideration of Control           | 4. The committee shall consider whether the absences were for reasons out of the student's or parent's control.   |
| Student's Academic Record          | 5. The committee shall consider whether or not the student has completed assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.  |
| Information from Student or Parent | 6. The student or parent shall be given an opportunity to present any information to the committee about the absences and to discuss ways to earn or regain credit or be awarded a final grade.   |

**Best Interest  
Standard**

In reaching consensus regarding a student's absences, the committee shall attempt to ensure that its decision is in the best interest of the student. The Superintendent or designee shall develop administrative regulations addressing the committee's documentation of the decision.

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

The committee may impose any of the following conditions for students with excessive absences to regain credit or be awarded a final grade:

1. Completing additional assignments, as specified by the committee or teacher.
2. Attending tutorial sessions as scheduled, which may include Saturday classes or before- and after-school programs.

3. Maintaining the attendance standards for the rest of the semester.
4. Taking an examination to earn credit. [See EHDB]
5. Attending a flexible school day program.
6. Attending summer school.

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

**Appeal Process**

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

## PROPOSED REVISION

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

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

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

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

[See BDF for required membership of the SHAC.]

### Wellness Plan

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

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

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

### **Nutrition Guidelines**

#### Foods and Beverages Sold

The District's nutrition guidelines for reimbursable school meals and all other foods and beverages sold or marketed to students during the school day shall be designed to promote student health and reduce childhood obesity and shall be at least as restrictive as federal regulations and guidance, [except when the District allows an exemption for fundraising activities as authorized by state and federal rules](#). [See CO [and FJ](#).]

Foods and  
Beverages Provided

The District shall establish standards for all foods and beverages provided, but not sold, to students during the school day. These standards shall be addressed in the District's wellness plan.

**Wellness Goals**

Nutrition Promotion  
and Education

The District shall implement, in accordance with law, a coordinated school health program with a nutrition education component. [See EHAA] The District's nutrition promotion activities shall encourage participation in the National School Lunch Program, the School Breakfast Program, and any other supplemental food and nutrition programs offered by the District.

The District establishes the following goals for nutrition promotion:

1. The District's food service staff, teachers, and other District personnel shall consistently promote healthy nutrition messages in cafeterias, classrooms, and other appropriate settings.
2. The District shall share educational nutrition information with families and the general public to promote healthy nutrition choices and positively influence the health of students.
3. The District shall ensure that food and beverage advertisements accessible to students outside of school hours on District property contain only products that meet the federal guidelines for competitive foods.

The District establishes the following goals for nutrition education:

1. The District shall deliver nutrition education that fosters the adoption and maintenance of healthy eating behaviors.
2. The District shall establish and maintain school gardens and farm-to-school programs.

Physical Activity

The District shall implement, in accordance with law, a coordinated health program with physical education and physical activity components and shall offer at least the required amount of physical activity for all grades. [See BDF, EHAA, EHAB, and EHAC]

The District establishes the following goals for physical activity:

1. The District shall provide an environment that fosters safe, enjoyable, and developmentally appropriate fitness activities for all students, including those who are not participating in physical education classes or competitive sports.
2. The District shall provide appropriate staff development and encourage teachers to integrate physical activity into the academic curriculum where appropriate.

3. The District shall encourage students, parents, staff, and community members to use the District's recreational facilities, such as tracks, playgrounds, and the like, that are available outside of the school day. [See GKD]

Other School-Based  
Activities

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

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

**Implementation**

The executive director of curriculum and instruction shall oversee the implementation of this policy and the development and implementation of the wellness plan and appropriate administrative procedures.

**Evaluation**

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

**Public Notification**

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

**Records Retention**

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



## PROPOSED REVISIONS

### UIL Participation

A student desiring to participate in the UIL athletic program ~~shall undergo a physical examination in accordance with the required schedule established by the UIL and~~ shall submit annually a statement from a ~~an authorized~~ health-care provider authorized under UIL rules indicating that the student has been examined and is physically able to participate in the athletic program. ~~In years that a physical examination is not required, the student shall complete a medical appraisal form. A student may be required to have a physical examination based on answers to the appraisal form.~~

### 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.

### 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.

## PROPOSED REVISIONS

<b>Student Illness</b>	Procedures shall be established by the administration to ensure that proper attention is given to any student who becomes ill during the course of a school day.
<b>Accidents Involving Students</b>	Emergency procedures shall be established by the administration to ensure proper attention for any student injured at school. Records shall be maintained on all accidents that require the attention of a medical doctor.
<b>Emergency Treatment Forms</b>	Each year, students and parents shall complete and sign a form that provides emergency information and authorizes school officials to obtain emergency medical treatment, as provided by law.
<b>Purchasing Medication</b>	<u>Except as provided in this policy at Administration of Medication to Athletes,</u> <del>t</del> The District shall not purchase nonprescription medication to administer to a student.
<b>Administering Medication</b>	No employee shall give any student prescription medication, non-prescription medication, herbal substances, anabolic steroids, or dietary supplements of any type, except as provided below.
Provided by Parent	Employees authorized by the Superintendent or designee may administer to students: <ol style="list-style-type: none"><li>1. Prescription medication in accordance with legal requirements. [See FFAC(LEGAL)]</li><li>2. Nonprescription medication, upon a parent's written request, when properly labeled and in the original container.</li><li>3. Herbal substances or dietary supplements provided by the parent and only if required by the individualized education program or Section 504 plan of a student with disabilities.</li></ol>
<u>Epinephrine</u>	<u>The District authorizes school employees who have been adequately trained to administer an epinephrine auto-injector in accordance with law and this policy. Administration of epinephrine shall only be permitted when an authorized and trained individual reasonably believes a person is experiencing anaphylaxis.</u>
<u>On Campus</u>	<u>Authorized and trained individuals may administer an epinephrine auto-injector at any time to a person experiencing anaphylaxis on a school campus.</u>  <u>The District shall ensure that at each campus a sufficient number of employees are trained to administer epinephrine so that at least one trained individual is present on campus during all hours the campus is open. For purposes of this policy, the campus shall be</u>

considered open beginning with the first hour of instruction through the last hour of instruction.

Off Campus

Authorized and trained individuals may administer an epinephrine auto-injector to a person experiencing anaphylaxis at an off-campus school event or while in transit to or from a school event when an epinephrine auto-injector is available.

Maintenance,  
Availability, and  
Training

The Superintendent shall develop administrative regulations addressing annual training of school employees, in accordance with law; procedures for auto-injector use; and maintenance, disposal, and availability of epinephrine auto-injectors at each campus, at off-campus events, and while in transit to and from a school event.

Administration of  
Medication to  
Athletes

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

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

**Psychotropics**

Except as permitted by Education Code 38.016, an employee shall not:

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

## PROPOSED REVISIONS

### Comprehensive System

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

### Cumulative Record

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

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

### Custodian of Records

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

### Types of Education Records

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

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

STUDENT RECORDS

FL  
(LOCAL)

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

**Access by Parents**

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

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

Copies of records are available at a per copy cost, payable in advance. Copies of records must be requested in writing. Parents may be denied copies of records if they fail to follow proper proce-

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

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

**Access by School Officials**

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

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

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

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

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

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities;
3. Compiling statistical data;
4. Reviewing an education record to fulfill the official's professional responsibility; or
5. Investigating or evaluating programs.

**Transcripts and  
Transfers of Records**

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

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

**Records  
Responsibility for  
Students in Special  
Education**

The director of special education/[federal programs](#) shall be responsible for ensuring the confidentiality of any personally identifiable information in records of students in special education.

A current listing of names and positions of persons who have access to records of students in special education is maintained at [the special education office at the intermediate school.](#) ~~the central administration office.~~

**Procedure to Amend  
Records**

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

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

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

**Directory  
Information**

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

Items for use only for school-sponsored purposes: and

Items for all other purposes.

School-Sponsored  
Purposes

For the following school-sponsored purposes—all District publications and announcements—directory information shall include student name, photograph, date of birth, major field of study, degrees, honors, awards, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, and student identification numbers and identifiers that cannot be used alone to gain access to electronic education records.

All Other Purposes

For all other purposes, directory information shall include student name, photograph, major field of study, degrees, honors, awards, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, and student identifiers that cannot be used alone to gain access to electronic education records.

**Directory  
Information**

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



## PROPOSED REVISIONS

### **Extracurricular Activity Absences**

The District shall make no distinction between absences for UIL activities and absences for other extracurricular activities approved by the Board. ~~A student shall be allowed in a school year a maximum of 17 extracurricular absences.~~

The District shall not limit an eligible student's absences related to participation in extracurricular activities. [See FM(LEGAL)]

[For eligibility of a private school student, including a homeschool student, to participate in extracurricular activities, see FD(LOCAL).]

### **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.

## PROPOSED POLICY

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 25 ~~ten~~ copies of material from a source other than the District.

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

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

### Limitations on Content

Nonschool literature shall not be distributed by students on District property if:

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

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 campus principal for prior review in accordance with the following:

1. Materials shall include the name of the person or organization sponsoring the distribution.
2. Using the standards found in this policy at LIMITATIONS ON CONTENT, the campus principal shall approve or reject submitted materials within two school days of the time the materials were received.

**Exceptions to Prior Review**

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

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

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

**Time, Place, and Manner Restrictions**

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

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

## PROPOSED REVISIONS

### Student Code of Conduct

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

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

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

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

### Revisions

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

### Extracurricular Standards of Behavior

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

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

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

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

STUDENT DISCIPLINE

FO  
(LOCAL)

**'Parent' Defined**

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

**General Discipline Guidelines**

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

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

**Corporal Punishment**

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

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

Guidelines

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

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

2. Corporal punishment shall be administered only by the principal or designee.

~~3. Corporal punishment shall be administered only by an employee who is the same sex as the student.~~

~~4.3.~~ The instrument to be used in administering corporal punishment shall be approved by the principal.

~~5.4.~~ Corporal punishment shall be administered in the presence of one other District professional employee and in a designated place out of view of other students.

Disciplinary  
Records

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

**Physical Restraint**

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

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

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

Video and Audio  
Monitoring

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

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

Use of Recordings

The principal shall review recordings as needed, and evidence of student misconduct shall be documented. A student found to be in violation of the District's Student Code of Conduct shall be subject to appropriate discipline.

STUDENT DISCIPLINE

FO  
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Access to  
Recordings

Recordings shall remain in the custody of the campus principal and shall be maintained as required by law. A parent or student who wishes to view a recording in response to disciplinary action taken against the student may request such access under the procedures set out by law. [See FL(LEGAL)]

## PROPOSED REVISIONS

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

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

### Scope of Use

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

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

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

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

### Nonprofit Fund-Raising

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

### For-Profit Use

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

### Campaign-Related Use

Except to the extent that a District facility is used as an official polling place, District facilities shall not be available for use by individuals or groups for political advertising, campaign communications, or electioneering, as those terms are used in state law.

### Scheduling

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

Academic and extracurricular activities sponsored by the District shall always have priority when any use is scheduled. [See FM]



COMMUNITY RELATIONS  
NONSCHOOL USE OF SCHOOL FACILITIES

GKD  
(LOCAL)

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

**Approval of Use**

The Superintendent or designee is authorized to approve any nonschool use of any indoor or outdoor District facility.

Exception

No approval shall be required for not-for-profit, nonschool-related recreational use of the District's unlocked, outdoor recreational facilities, such as the track, playgrounds, tennis courts, and the like, when the facilities are not in use by the District or for a scheduled nonschool purpose.

Emergency Use

In case of emergencies or disasters, the Superintendent may authorize the use of school facilities by civil defense, health, or emergency service authorities.

**Use Agreement**

Any organization or individual approved for a nonschool use of District facilities shall be required to complete a written agreement indicating receipt and understanding of this policy and any applicable administrative regulations, and acknowledging that the District is not liable for any personal injury or damages to personal property related to the nonschool use.

**Fees for Use**

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

The Superintendent or designee shall establish and publish a schedule of fees based on the cost of the physical operation of the facilities, as well as any applicable personnel costs for supervision, custodial services, food services, security, and technology services.

Exceptions

Fees shall not be charged when school facilities are used:

1. For public meetings sponsored by state or local governmental agencies; or
2. By District employee professional organizations [see DGA].

**Required Conduct**

Persons or groups using school facilities shall:

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

All groups using school 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.