

BOARD MEMBERS  
ELECTIONS

BBB  
(LOCAL)

**PROPOSED POLICY**

<b>Court Order</b>	The District shall conduct its Board member elections in accordance with the Agreed Settlement in CA. No. C-82-130, United States District Court, Southern District of Texas, Corpus Christi Division, as long as such court order or other binding legal determination is in effect. A copy of the court order or other binding legal determination may be obtained from the Superintendent's office.
<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 position.
<b>Election Date</b>	General election of board members shall be on the May uniform election date.
<b>Terms and Election Schedule</b>	One Board member shall be elected at large for a three-year term, with elections held in 2020, 2023, 2026, and in three-year intervals thereafter.
At Large	
Sub-Districts	Six Board members shall be elected by position from Sub-Districts I and II with elections conducted annually, as follows:
Position 1	The election of position 1 in both Sub-District I and Sub-District II shall be held in 2021, 2024, 2027, and in three-year intervals thereafter.
Position 2	The election of position 2 in both Sub-District I and Sub-District II shall be held in 2022, 2025, 2028, and in three-year intervals thereafter.
Position 3	The election of position 3 in both Sub-District I and Sub-District II shall be held in 2020, 2023, 2026, and in three-year intervals thereafter.
<b>Method of Voting</b>	The at-large candidate receiving the highest number of votes for the position with the expiring term shall be elected.
At Large	
Plurality	
Positions	To be elected, a candidate must receive a majority of the votes cast for the position in the Sub-District.
Majority Vote	



BOARD MEMBERS  
COMPENSATION AND EXPENSES

BBG  
(LOCAL)

**PROPOSED REVISIONS**

**Expense  
Reimbursement**

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

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

**Travel Expenses**

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

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

~~Airfare and hotel rooms may be charged on the District's credit card.~~

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

**Documentation  
Required**

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



OFFICERS AND OFFICIALS  
DUTIES AND REQUIREMENTS OF BOARD OFFICERS

BDAA  
(LOCAL)

**PROPOSED REVISIONS**

<b>Board Officers</b>	The Board shall elect a President <del>and</del> , a Vice President, <b>and a Secretary</b> who shall be members of the Board, <del>and a Secretary who may not be a member of the Board</del> . The Board may assign a District employee to provide clerical assistance to the Board. Officers shall be elected by majority vote of the members present and voting.
Vacancy	A vacancy among officers of the Board, other than the President, shall be filled by majority action of the Board.
<b>Term and Duties</b>	Board officers shall serve for a term of one year or until a successor is elected. Officers may succeed themselves in office. Each officer shall perform any legal duties of the office and other duties as required by action of the Board.
President	<p>In addition to the duties required by law, the President of the Board shall:</p> <ol style="list-style-type: none"><li>1. Preside at all Board meetings unless unable to attend.</li><li>2. Have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.</li></ol>
Vice President	<p>The Vice President of the Board shall:0.</p> <ol style="list-style-type: none"><li>1. Act in the capacity and perform the duties of the President of the Board in the event of the absence or incapacity of the President.</li><li>2. Automatically become President of the Board if a vacancy in that office occurs.</li></ol>
Secretary	<p>The Secretary of the Board shall:0.</p> <ol style="list-style-type: none"><li>1. Ensure that an accurate record is kept of the proceedings of each Board meeting.</li><li>2. Ensure that notices of Board meetings are posted and sent as required by law.</li><li>3. In the absence of the President and Vice President, call the meeting to order and act as presiding officer.</li><li>4. Sign or countersign documents as directed by action of the Board.</li><li>5.</li></ol>



### **DELETE POLICY**

The Board may from time to time appoint advisory committees from the citizens of the community. There shall be no standing advisory committees and all such committees shall be dissolved as soon as their assignment by the Board is finished.





## PROPOSED REVISIONS

### Meeting Place and Time

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

### Regular Meetings

Regular meetings of the Board shall normally be held on the third Thursday of each month at 5:30 p.m. When determined necessary and for the convenience of Board members, the Board President may change the date, time, or location of a regular meeting with proper notice.

### Special or Emergency Meetings

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

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

### Agenda

#### Deadline

The deadline for submitting items for inclusion on the agenda is ~~the fifth working~~ **the fifth business** day before regular meetings and ~~the fifth working~~ **the fifth business** day before special meetings.

#### Preparation

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

Before the official agenda is finalized for any meeting, the Superintendent shall consult the Board President to ensure that the agenda and the topics included meet with the Board President's approval. In reviewing the preliminary agenda, the Board President shall ensure that any topics the Board or individual Board members have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future. The Board President shall not have authority to remove from the agenda a subject requested by a Board member without that Board member's specific authorization.

### Notice to Members

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

BOARD MEETINGS

BE  
(LOCAL)

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

**Order of Business**

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

**Rules of Order**

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

Voting

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

Consent Agenda

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

**Minutes**

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

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

**Discussions and Limitation**

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

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

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



## PROPOSED REVISIONS

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

### Organization

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

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

### Terms

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

[See AB for District name terminology.]

### Harmony with Law

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

### Severability

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

### Policy Development

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

### Official Policy Manual

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

### Adoption and Amendment

~~Proposed local~~Local policies may be adopted or amendments introduced and recommended to amended by a majority of the Board at one-any regular or special meeting-shall not be adopted until a subsequent, provided that Board members have had advance written notice of the proposed change and that it has

BOARD POLICIES

BF  
(LOCAL)

been placed on the agenda for such meeting. ~~Emergency adoption, however, may occur in one meeting if special circumstances demand an immediate response.~~

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

TASB Localized  
Updates

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

### **DELETE POLICY**

**Selection Process**

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

**Appointment**

The Superintendent shall be appointed by a vote of a majority of the entire Board membership. The appointment shall be secured through an explicit contractual agreement which shall state requirements (See BJC) and shall protect the rights of both the Board and the Superintendent.





PLANNING AND DECISION-MAKING PROCESS  
DISTRICT-LEVEL

BQA  
(LOCAL)

**PROPOSED POLICY**

<b>District-Level Committee</b>	In compliance with law, the District shall establish a District-level committee to advise the Board or its designee in establishing and reviewing the District improvement plan [see BQ], as well as the District's educational goals, performance objectives, and major District-wide classroom instructional programs.
<b>Board's Designee</b>	The Superintendent 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 two community members selected by a process that provides for adequate representation of the community's diversity. The Superintendent shall use several methods of communication to ensure that community residents are informed of the committee and are provided the opportunity to participate and shall solicit volunteers. Community representatives must reside in the District.
<i>Business Representatives</i>	The committee shall include at least two business representatives selected by a process that provides for adequate representation of the community's diversity. The Superintendent shall use several

PLANNING AND DECISION-MAKING PROCESS  
DISTRICT-LEVEL

BQA  
(LOCAL)

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

**Professional Staff  
Elections**

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

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

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

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

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

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

**Terms**

All representatives shall serve staggered two-year terms and shall 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.

PLANNING AND DECISION-MAKING PROCESS  
CAMPUS-LEVEL

BQB  
(LOCAL)

**PROPOSED POLICY**

**Campus-Level  
Committees**

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

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

**Meetings**

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

**Communications**

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

**Composition**

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

**Selected  
Representatives**

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

*Parents*

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

*Community  
Members*

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

PLANNING AND DECISION-MAKING PROCESS  
CAMPUS-LEVEL

BQB  
(LOCAL)

<i>Business Representatives</i>	<p>The committee shall include at least two business representatives selected by a process that provides for adequate representation of the community's diversity. The principal shall use several methods of communication to ensure that area businesses are informed of the committee and are provided the opportunity to participate and shall solicit volunteers. Business representatives need not reside in nor operate businesses in the District.</p>
<b>Professional Staff Elections</b>	<p>Professional staff representatives shall be nominated and elected in accordance with this policy and administrative regulations.</p> <p>Classroom teacher representatives shall comprise at least two-thirds of the professional staff representation on the committee and shall be nominated and elected by classroom teachers assigned to the campus.</p> <p>At least one campus-based nonteaching professional representative shall be nominated and elected by nonteaching professional staff assigned to the campus.</p> <p>At least one District-level professional representative shall be nominated and elected by 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>
<b>Terms</b>	<p>All representatives shall serve staggered two-year terms and shall not be limited as to the number of consecutive terms they may serve on the committee.</p>
<b>Vacancy</b>	<p>A vacancy during a term shall be filled for the remainder of the term by election or selection as appropriate for the category.</p>

## PROPOSED REVISIONS

### Investment Authority

The Superintendent and finance director designated by Board resolution shall serve as the investment officers of the District and shall invest District funds as directed by the Board and in accordance with the District's written investment policy and generally accepted accounting procedures. All investment transactions except investment pool funds and mutual funds shall be settled on a delivery versus payment basis.

### Approved Investment Instruments

From those investments authorized by law and described further in CDA(LEGAL) under Authorized Investments, the Board shall permit investment of District funds in only the following investment types, consistent with the strategies and maturities defined in this policy:0)

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

### Safety

The primary goal of the investment program is to ensure safety of principal, to maintain liquidity, and to maximize financial returns within current market conditions in accordance with this policy. Investments shall be made in a manner that ensures the preservation of capital in the overall portfolio, and offsets during a 12-month period any market price losses resulting from interest-rate fluctuations by income received from the balance of the portfolio. No indi-

OTHER REVENUES  
INVESTMENTS

CDA  
(LOCAL)

vidual investment transaction shall be undertaken that jeopardizes the total capital position of the overall portfolio.

**Investment  
Management**

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

**Liquidity and  
Maturity**

Any internally created pool fund group of the District shall have a maximum dollar weighted maturity of 180 days. The maximum allowable stated maturity of any other individual investment owned by the District shall not exceed one year from the time of purchase. The Board may specifically authorize a longer maturity for a given investment, within legal limits.

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

**Diversity**

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

**Monitoring Market  
Prices**

The investment officers shall monitor the investment portfolio and shall keep the Board informed of significant changes in the market value of the District's investment portfolio. Information sources may include financial/investment publications and electronic media, available software for tracking investments, depository banks, commercial or investment banks, financial advisers, and representatives/advisers of investment pools or money market funds. Monitoring shall be done at least quarterly, as required by law, and more often as economic conditions warrant by using appropriate reports, indices, or benchmarks for the type of investment.

**Monitoring Rating  
Changes**

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

**Funds / Strategies**

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

**Operating Funds**

Investment strategies for operating funds (including any commingled pools containing operating funds) shall have as their primary

OTHER REVENUES  
INVESTMENTS

CDA  
(LOCAL)

	objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
Agency Funds	Investment strategies for agency funds shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
Trust and Agency Funds	Investment strategies for trust and agency funds shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
Debt Service Funds	Investment strategies for debt service funds shall have as their primary objective sufficient investment liquidity to timely meet debt service payment obligations in accordance with provisions in the bond documents. Maturities longer than one year are authorized provided legal limits are not exceeded.
Capital Project Funds	Investment strategies for capital project funds shall have as their primary objective sufficient investment liquidity to timely meet capital project obligations. Maturities longer than one year are authorized provided legal limits are not exceeded.
Special Revenue Funds	Investment strategies for special revenue funds shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
Safekeeping and Custody	The District shall retain clearly marked receipts providing proof of the District's ownership. The District may delegate, however, to an investment pool the authority to hold legal title as custodian of investments purchased with District funds by the investment pool.
<del>Brokers / Dealers</del>	<del>Prior to handling investments on behalf of the District, brokers/dealers must submit required written documents in accordance with law. [See Sellers of Investments, CDA(LEGAL)] Representatives of brokers/dealers shall be registered with the Texas State Securities Board and must have membership in the Securities Investor Protection Corporation (SIPC), and be in good standing with the Financial Industry Regulatory Authority (FINRA).</del>
Sellers of Investments	<p>Prior to handling investments on behalf of the District, a broker/dealer or a qualified representative of a business organization must submit required written documents in accordance with law. [See Sellers of Investments, CDA(LEGAL)]</p> <p>Representatives of brokers/dealers shall be registered with the Texas State Securities Board and must have membership in the Securities Investor Protection Corporation (SIPC), and</p>

**be in good standing with the Financial Industry Regulatory Authority (FINRA).**

**Soliciting Bids for CDs**

In order to get the best return on its investments, the District may solicit bids for certificates of deposit in writing, by telephone, or electronically, or by a combination of these methods.

**Interest Rate Risk**

To reduce exposure to changes in interest rates that could adversely affect the value of investments, the District shall use final and weighted-average-maturity limits and diversification.

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

**Internal Controls**

A system of internal controls shall be established and documented in writing and must include specific procedures designating who has authority to withdraw funds. Also, they shall be designed to protect against losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the District. Controls deemed most important shall include:

1. Separation of transaction authority from accounting and recordkeeping and electronic transfer of funds.
2. Avoidance of collusion.
3. Custodial safekeeping.
4. Clear delegation of authority.
5. Written confirmation of telephone transactions.
6. Documentation of dealer questionnaires, quotations and bids, evaluations, transactions, and rationale.
7. Avoidance of bearer-form securities.

These controls shall be reviewed by the District's independent auditing firm.

**Portfolio Report**

~~In addition to the quarterly report required by law and signed by the District's investment officer, a comprehensive report on the investment program and activity shall be presented annually to the Board.~~

**Annual Review**

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



OTHER REVENUES  
INVESTMENTS

CDA  
(LOCAL)

**Annual Audit**

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



**DELETE EXHIBIT**

**REQUEST FOR MEMORIAL/TRIBUTE**

1. Honoree's name: \_\_\_\_\_
2. My name: \_\_\_\_\_
3. My relationship to the honoree: \_\_\_\_\_
4. Campus (location) of requested memorial/tribute: \_\_\_\_\_
5. Years of honoree's attendance at or employment with Beeville ISD: \_\_\_\_\_
6. Contributions made by the honoree while attending or employed with Beeville ISD:  
\_\_\_\_\_  
\_\_\_\_\_

7. Contributions made by the honoree after attending/leaving employment with Beeville ISD: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please give specific examples of the personal qualities/achievements of the proposed honoree that exemplify the qualities of leadership, scholarship, and personal achievement, and that make the honoree an appropriate role model for the youth of Beeville.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. This request is for a (check one) \_\_\_\_ memorial \_\_\_\_ tribute.
9. By my signature, I agree to the following:
  - I will pay \$100 in advance to cover the cost of purchasing and installing the paver.
  - Pavers will be installed during the month of July.
  - Installation of pavers is governed by the provisions of policy CDC(LOCAL), which I have read and understand.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

For District use only:

On \_\_\_\_\_, 20 \_\_\_\_, the Board \_\_\_\_ approved \_\_\_\_ disapproved this request.



### PROPOSED REVISIONS

~~The Superintendent shall be responsible for establishing an accurate inventory of all school property, including material, equipment, real and personal property, and this system shall be implemented at each school. Administrative personnel shall be required to take a physical count of all such property at the end of each fiscal year, and this inventory shall be properly entered on the appropriate records for accounting purposes.~~

#### Capitalization Threshold

The capitalization threshold for purposes of classifying capital assets shall be \$5,000.



### **DELETE POLICY**

No cash reserves, excluding change funds of a practical amount, shall be maintained and kept within the schools.

It is the responsibility of the principal in each school to see that all cash reserves are deposited in a timely manner. [See CFD]





### **DELETE POLICY**

Solicitors, vendors, collectors, or salespersons shall not be permitted to confer with students or employees during school hours without the prior approval of the principal.

Under no circumstances shall such persons be permitted to interrupt classes or conduct personal business with employees.



SAFETY PROGRAM/RISK MANAGEMENT  
SECURITY PERSONNEL

CKE  
(LOCAL)

**ADD POLICY**

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

SAFETY PROGRAM/RISK MANAGEMENT  
SECURITY PERSONNEL

CKE  
(LOCAL)

<i>Temporary Assignment</i>	District police officers shall enforce all laws, including municipal ordinances, county ordinances, and state laws within another law enforcement agency's jurisdiction while temporarily assigned to the other agency.
Limitations on Nonschool Employment	No officer commissioned under this policy shall provide law enforcement or security services for an outside employer without prior written approval from the chief of police and Superintendent.
Relationship with Outside Agencies	The District's police department and the law enforcement agencies with which it has overlapping jurisdiction shall enter into a memorandum of understanding that outlines reasonable communication and coordination efforts among the department and the agencies. The chief of police and the Superintendent shall review the memorandum of understanding at least once every year. The memorandum of understanding shall be approved by the Board.
Video Monitoring	If available, video equipment shall be used on a District police car for safety purposes whenever the flashing lights on the car are in use.
<i>Access to Recordings</i>	Recordings shall be considered law enforcement records, shall remain in the custody of the chief of police, and shall be maintained as required by the department regulations manual and law. A parent or student who wishes to view a video recording in response to disciplinary action taken against the student may request such access under the procedures set out by law. [See FL(LEGAL)]
Training	All District officers shall receive at least the minimum amount of education and training required by law.
Department Regulations Manual	To carry out the provisions in this policy, the police department shall compile and maintain a manual that describes and sets forth operational procedures, rules, and regulations pertaining to the administration of police services. The chief of police and the Superintendent shall review the manual annually and make any appropriate revisions.
<i>Racial Profiling</i>	The chief of police shall develop and implement regulations to ensure compliance with state law regarding racial profiling. Police officers employed by the District shall not initiate any law enforcement action based on an individual's race, ethnicity, or national origin.
<i>Use of Force</i>	The use of force, including deadly force, shall be authorized only when reasonable and necessary, as outlined in the department regulations manual.
<i>High-Speed Pursuit</i>	Officers shall not engage in high-speed chases in a motor vehicle when the immediate danger to the public or the officer created by

SAFETY PROGRAM/RISK MANAGEMENT  
SECURITY PERSONNEL

CKE  
(LOCAL)

the pursuit exceeds the immediate or potential danger presented by the offenders remaining at large. Guidelines for high-speed pursuits shall be addressed in the department regulations manual.

Complaints

Complaints against a District police officer shall be in writing on a form provided by the District and shall be signed by the person making the complaint. In accordance with law, the District shall provide to the police officer a copy of the complaint. [See COMPLAINTS AGAINST PEACE OFFICERS at CKE(LEGAL)]

Appeals regarding this complaint process shall be filed in accordance with DGBA, FNG, or GF, as appropriate.



### **DELETE POLICY**

**Procedures**

The Superintendent shall establish procedures to provide accurate information regarding the nature, condition, location, and value of all school property; to safeguard property against loss, damage, or undue depreciation; to recover, replace, or restore to usefulness property which may be lost, stolen, or damaged; and to take any necessary action to ensure the proper maintenance and safekeeping of school property.

**Designated Persons**

The Superintendent shall designate a person at each school building, warehouse, stadium, and administration building to be responsible for all properties belonging to or located on those premises. Teachers and other employees shall be held responsible for the care of properties located within their assigned areas.





### **DELETE POLICY**

**Vehicle Regulations**

The Superintendent or designee shall establish rules and regulations concerning the operation and parking of vehicles on District property. Such rules and regulations shall be reviewed regularly and published annually in the student handbook.



### **DELETE POLICY**

The District shall maintain a central warehouse that will be responsible for warehousing, shipping, reordering, receiving, and maintaining an inventory for all supplies used on a repetitive basis by all departments of the District. A catalog listing the items available in the warehouse will be furnished to the schools and the various departments.

Administrative procedures shall be developed for requisitioning, delivery schedules, internal mail deliveries, specifications, and involvement by other departments.



### PROPOSED REVISIONS

**No Nonschool Use  
Permitted**

The District shall **not** permit use of District vehicles for nonschool purposes.

~~Nonschool use of District vehicles shall be permitted only with approval from the Superintendent or designee. Such use shall not be permitted when in conflict with school use. In granting approval, the Superintendent or designee shall not make decisions based on the viewpoints expressed by the requestors.~~

~~Nonschool users shall agree to comply with all administrative regulations and to pay all applicable fees to cover the cost of such use.~~

**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]



**DELETE EXHIBIT**

See the following pages for forms that may be used by the District regarding the use of its electronic communications system:

- Exhibit A: Sample Letter for Parents of System Users — 1 page
- Exhibit B: Student Agreement for Acceptable Use of the Electronic Communications System — 2 pages
- Exhibit C: Employee Agreement for Acceptable Use of the Electronic Communications System — 2 pages
- Exhibit D: Agreement for Acceptable Use of the Electronic Communications System by a Nonschool User — 2 pages
- Exhibit E: Release Form for the Electronic Display of Original Work — 1 page





TECHNOLOGY RESOURCES

CQ  
(EXHIBIT)

EXHIBIT A

SAMPLE LETTER FOR PARENTS OF SYSTEM USERS

Dear Parents:

Your child has an opportunity to be given access to the District's electronic communications system and needs your permission to do so. Your child will be able to communicate with other schools, colleges, organizations, and individuals around the world through the Internet and other electronic information systems/networks.

The Internet is a network of networks. Through the District's electronic communications system, your child will have access to hundreds of databases, libraries, and computer services all over the world.

With this educational opportunity also comes responsibility. It is important that you and your child read the enclosed District policy, administrative regulations, and agreement form and discuss these requirements together. Inappropriate system use will result in the loss of the privilege to use this educational tool.

Please note that the Internet is an association of diverse communication and information networks. It is possible that your child may run across areas of adult content and some material you might find objectionable. While the District will take reasonable steps to preclude access to such material and does not condone such access, it is not possible for us to absolutely prevent such access.

Please return the attached agreement form indicating your permission or denial of permission for your child to participate in the District's electronic communications system.

Sincerely,

\_\_\_\_\_  
Principal or Technology Director

Effective Date \_\_\_\_\_



EXHIBIT B

STUDENT AGREEMENT FOR ACCEPTABLE USE OF THE  
ELECTRONIC COMMUNICATIONS SYSTEM

You are being given access to the District's electronic communications system. Through this system, you will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. You will have access to hundreds of databases, libraries, and computer services all over the world.

With this educational opportunity comes responsibility. It is important that you read the District policy, administrative regulations, and agreement form and ask questions if you need help in understanding them. Inappropriate system use will result in the loss of the privilege to use this educational tool.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across areas of adult content and some material you (or your parents) might find objectionable. While the District will take reasonable steps to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

**RULES FOR APPROPRIATE USE**

- The account is to be used only for identified educational purposes.
- You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.

**INAPPROPRIATE USES**

- Using the system for any illegal purpose.
- Borrowing someone's account without permission.
- Posting personal information about yourself or others (such as addresses and phone numbers).
- Downloading or using copyrighted information without permission from the copyright holder.
- Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Wasting school resources through the improper use of the computer system.
- Gaining unauthorized access to restricted information or resources.

**CONSEQUENCES FOR INAPPROPRIATE USE**

- Suspension of access to the system;
- Other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws.

The student agreement must be renewed each academic year.

TECHNOLOGY RESOURCES

CQ  
(EXHIBIT)

EXHIBIT B (CONTINUED)

**STUDENT**

Name \_\_\_\_\_ Grade \_\_\_\_\_

School \_\_\_\_\_

I understand that my computer use is not private and that the District will monitor my activity on the computer system.

I have read the District's electronic communications system policy and administrative regulations and agree to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of system access.

\_\_\_\_\_  
Student's signature Date \_\_\_\_\_

Effective Date \_\_\_\_\_

**PARENT OR GUARDIAN**

\_\_\_\_ I do not give permission for my child to participate in the District's electronic communications system.

\*\*\*\*\*

I have read the District's electronic communications system policy and administrative regulations. In consideration for the privilege of my child using the District's electronic communications system, and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system, including, without limitation, the type of damage identified in the District's policy and administrative regulations.

\_\_\_\_ I give permission for my child to participate in the District's electronic communications system and certify that the information contained on this form is correct.

\_\_\_\_\_  
Signature of parent or guardian

\_\_\_\_\_  
Home address

Date \_\_\_\_\_

Home phone number \_\_\_\_\_

Effective Date \_\_\_\_\_

EXHIBIT C

EMPLOYEE AGREEMENT FOR ACCEPTABLE USE OF THE  
ELECTRONIC COMMUNICATIONS SYSTEM

You are being given access to the District's electronic communications system. Through this system, you will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. You will have access to hundreds of databases, libraries, and computer services all over the world.

With this opportunity comes responsibility. It is important that you read the District policy, administrative regulations, and agreement form and ask questions if you need help in understanding them. Inappropriate system use will result in the loss of the privilege of using this educational and administrative tool.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some material you might find objectionable. While the District will take reasonable steps to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

**RULES FOR APPROPRIATE USE**

- The account is to be used only for educational and administrative purposes.
- You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.
- Remember that people who receive e-mail from you with a school address might think your message represents the school's point of view.

**INAPPROPRIATE USES**

- Using the system for any illegal purpose.
- Borrowing someone's account without permission.
- Downloading or using copyrighted information without permission from the copyright holder.
- Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Wasting school resources through improper use of the computer system.
- Gaining unauthorized access to restricted information or resources.

EXHIBIT C (CONTINUED)

**CONSEQUENCES FOR INAPPROPRIATE USE**

- Suspension of access to the system;
- Revocation of the computer system account; or
- Other disciplinary or legal action, in accordance with the District policies and applicable laws.

I understand that my computer use is not private and that the District will monitor my activity on the computer system.

I have read the District's electronic communications system policy and administrative regulations and agree to abide by their provisions. In consideration for the privilege of using the District's electronic communications system and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, the system, including, without limitation, the type of damages identified in the District's policy and administrative regulations.

Signature \_\_\_\_\_

\_\_\_\_\_

Home address \_\_\_\_\_

Date \_\_\_\_\_

Home phone number \_\_\_\_\_

Effective Date \_\_\_\_\_

EXHIBIT D

AGREEMENT FOR ACCEPTABLE USE OF THE  
ELECTRONIC COMMUNICATIONS SYSTEM BY A NONSCHOOL USER

You are being given access to the District's electronic communications system. Through this system, you will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. You will have access to hundreds of databases, libraries, and computer services all over the world.

With this opportunity comes responsibility. It is important that you read the District policy, administrative regulations, and agreement form and ask questions if you need help in understanding them. Inappropriate system use will result in the loss of the privilege to use this educational tool.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some material you might find objectionable. While the District will take reasonable steps to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

**RULES FOR APPROPRIATE USE**

- You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.

**INAPPROPRIATE USES**

- Using the system for any illegal purpose.
- Borrowing someone's account without permission.
- Downloading or using copyrighted information without permission from the copyright holder.
- Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Wasting school resources through improper use of the computer system.
- Gaining unauthorized access to restricted information or resources.

**CONSEQUENCES FOR INAPPROPRIATE USE**

- Suspension of access to the system;
- Revocation of the computer system account; or
- Other legal action, in accordance with the District policies and applicable laws.

I understand that my computer use is not private and that the District will monitor my activity on the computer system.

TECHNOLOGY RESOURCES

CQ  
(EXHIBIT)

EXHIBIT D (CONTINUED)

I have read the District's electronic communications system policy and administrative regulations and agree to abide by their provisions. In consideration for the privilege of using the District's electronic communications system and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, the system, including, without limitation, the type of damages identified in the District's policy and administrative regulations.

Signature \_\_\_\_\_

\_\_\_\_\_

Home address \_\_\_\_\_

Date \_\_\_\_\_

Home phone number \_\_\_\_\_

Effective Date \_\_\_\_\_



EXHIBIT E

RELEASE FORM FOR THE ELECTRONIC DISPLAY OF ORIGINAL WORK

I, \_\_\_\_\_, give my permission  
for my work to be electronically displayed and produced by the District. The work to be displayed is:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student's or employee's signature

\_\_\_\_\_  
Signature of student's parent or guardian

\_\_\_\_\_  
Home address

Date \_\_\_\_\_

Home phone number \_\_\_\_\_

Effective Date \_\_\_\_\_



## 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><del>The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel.</del></p> <p><del>The Board retains final authority for employment of contractual personnel. [See DCA, DCB, DCC, and DCE as appropriate]</del></p>
<b>Employment of Noncontractual Personnel</b>	<p><del>The Board delegates to the Superintendent final authority to employ and dismiss noncontractual employees on an at-will basis. [See DCD]</del></p>
<b>Authority for Employment of All Personnel</b>	<p><b>The Board delegates to the Superintendent the final authority for employment of contractual personnel, as well as the final authority to employ and dismiss noncontractual employees on an at-will basis. [See DCA, DCB, DCC, DCD, and DCE as appropriate]</b></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 REVISIONS

**Continuing  
Contracts Retained**

Any District employee hired under a continuing contract prior to ~~March 1, 1995~~ **August 31, 1991**, shall remain on a continuing contract in accordance with law.

Policies relating to employment by educator term contract [see DCB and the DFB series] shall not apply to employees on continuing contracts.



## 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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### 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: business manager, transportation director, and director of maintenance.

In accordance with the District's innovation plan, the District shall employ on a non-Chapter 21 contract any noncertified person hired to teach a hard-to-fill position at the elementary and secondary level; career and technical education (CTE) course; high-demand dual language course; and applied science, technology, engineering, arts, and mathematics (STEAM) course. [See DBA and DK]

### 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).

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<sup>1</sup> Innovation Plan:  
[http://s3.amazonaws.com/scschoolfles/380/bisd\\_doi\\_plandocx.pdf](http://s3.amazonaws.com/scschoolfles/380/bisd_doi_plandocx.pdf)





COMPENSATION AND BENEFITS  
COMPENSATION PLAN

DEA  
(LOCAL)

**PROPOSED REVISIONS**

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

**Pay Administration**

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

**Annualized Salary**

The District shall pay all salaried employees over 12 months in equal monthly or bimonthly installments, regardless of the number of months employed during the school year. Salaried employees hired during the school year shall be paid in accordance with administrative regulations.

**Pay Increases**

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

*Mid-Year Pay  
Increases*

Contract  
Employees

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

Noncontract  
Employees

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

**Pay During Closing**

**During an emergency closure, all** employees ~~during an emergency closure for which the workdays are not scheduled~~**shall continue** to be ~~made up at a later date, then that authorization shall be~~ **paid for their regular duty schedule unless otherwise provided by Board action. Following an emergency closure, the Board**

COMPENSATION AND BENEFITS  
COMPENSATION PLAN

DEA  
(LOCAL)

**Premium Pay  
During Disasters**

shall adopt a resolution or take other Board action ~~and shall re-  
flect establishing~~ the purpose ~~served by the expenditure and pa-  
rameters for such payments.~~ [See EB for the authority to close  
schools]

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

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

**PROPOSED REVISIONS**

**Definitions**

Family

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

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.

**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.

**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.

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

**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:0.

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

*Employed for Full  
Year*

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

**Recording**

Leave shall be recorded as follows: 0.

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]0.

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.

Use of extended sick leave or sick leave bank days shall be permitted only after all available state and local leave has been exhausted.

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

**Concurrent Use of Leave**

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

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

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

**Medical Certification**

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

1. The employee is absent more than 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**

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**

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

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

<i>Limitations</i>	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.
Request for Leave	
Duration of Leave	Discretionary use of state personal leave shall not exceed five consecutive workdays.
<b>Local Leave</b>	<p>All employees shall earn five paid local leave days per school year in accordance with administrative regulations.</p> <p>Local leave shall accumulate to a maximum of 30 leave days.</p> <p><del>Local leave shall be used according to the terms and conditions of state sick leave accumulated before the 1995-96 school year, except that an employee may contribute local leave to a sick leave bank. [See DEC(LEGAL)]</del></p> <p><del>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.</del></p> <p>Local leave shall be used according to the terms and conditions of state personal leave. [See State Personal Leave, above]</p>
<b>Extended Sick Leave</b>	<p>After all available state and local leave days have been exhausted, an employee shall be granted in a school year a maximum of 20 leave days of extended sick leave to be used only for the employee's own catastrophic illness or injury.</p> <p>A written request for extended sick leave must be accompanied by medical certification of the catastrophic illness or injury.</p> <p>The average daily rate of pay of a substitute for the employee's position shall be deducted for each day of extended sick leave taken, whether or not a substitute is employed.</p>
<b>Sick Leave Bank</b>	<p>The District shall establish a sick leave bank that employees may join through contribution of local leave.</p> <p>Leave contributed to the bank shall be solely for the use of participating employees. An employee who is a member of the bank may request leave from the bank if the employee or a member of the employee's immediate family experiences a catastrophic illness or injury and the employee has exhausted all paid leave.</p>

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

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

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

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

Appeal

All decisions regarding the sick leave bank may be appealed in accordance with DGBA(LOCAL), beginning at Level One with the sick leave bank committee.

**Family and Medical  
Leave**

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

Twelve-Month  
Period

Combined Leave for  
Spouses

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

Intermittent or  
Reduced Schedule  
Leave

The District shall not permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee. [See DECA(LEGAL) for use of intermittent or reduced schedule leave due to a medical necessity.]

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,

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

	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]
<b>Temporary Disability Leave</b>	<p>Any full-time employee whose position requires educator certification by the State Board for Educator Certification or by the District shall be eligible for temporary disability leave. The maximum length of temporary disability leave shall be 180 calendar days. [See DBB(LOCAL) for temporary disability leave placement and DEC(LEGAL) for return to active duty.]</p> <p>An employee's notification of need for extended absence due to the employee's own medical condition shall be forwarded to the Superintendent or designee as a request for temporary disability leave.</p>
<b>Workers' Compensation</b>	<hr/> <p><b>Note:</b> Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the District's contribution to health insurance. [See CRD(LOCAL) regarding payment of insurance contribution during employee absences.]</p> <hr/>
	<p>An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable.</p> <p>An employee eligible for workers' compensation income benefits, and not on assault leave, may elect in writing to use paid leave.</p>
<b>Court Appearances</b>	Absences due to compliance with a valid subpoena or for jury duty shall be fully compensated by the District and shall not be deducted from the employee's pay or leave balance.
<b>Reimbursement for Leave Upon Retirement</b>	<p>The following leave provisions shall apply to local leave earned beginning on the original effective date of this program.</p> <p>An employee who retires from employment with the District shall be eligible for reimbursement for local leave under the following conditions:</p> <ol style="list-style-type: none"><li>1. The employee's retirement from employment is voluntary.</li></ol>



COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

2. The employee provides advance written notice of intent to retire. Contract employees must provide written notice at least 90 days before the end of the school year. Non-contract employees must provide written notice at least two weeks before the last day of the end of the school year.
3. The employee has at least five years of service with the District.
4. The employee has at least five days of available local leave.

The employee shall be reimbursed for each day of local leave, to a maximum of 30 days, at a rate established by the Board. If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee.

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



COMPENSATION AND BENEFITS  
VACATIONS AND HOLIDAYS

DED  
(LOCAL)

**DELETE POLICY**

**Holidays**

All regular full-time maintenance, custodial, transportation, cafeteria, and grounds personnel in positions generally requiring 12 months of service shall be granted eight days of paid holidays scheduled with the days taken during the holidays listed below:

Labor Day  
Thanksgiving Day  
Christmas  
New Year's Day  
Easter  
Independence Day

**Vacations**

All regular full-time maintenance, custodial, cafeteria, transportation, and grounds personnel in positions generally filled for 12 months shall be eligible for paid vacation according to the following schedule:

1. An employee entering employment must work continuously at least one year before he or she may begin earning paid vacation days. The remaining months from an employee's first anniversary date to August 31, he or she shall earn, and take, paid vacation days according to the guidelines set forth in this policy.
2. The employee shall earn vacation days at the rate of one day per month for the months of September, October, November, January, February, March, April, May, June, and July, provided the employee works or uses accrued days of approved sick leave for more than one-half the month.
3. The employee shall earn paid vacation days to be taken in the year earned. A year shall begin September 1 and end August 31.
4. An employee shall earn a maximum of ten paid vacation days. Earned vacation days shall be taken before August 31 of the year earned. Earned vacation time shall not accumulate. Any earned time shall be forfeited if not taken within the period allowed.
5. Vacation days shall not be worked for additional pay.
6. The vacation schedules shall be approved by the personnel director or designee.

COMPENSATION AND BENEFITS  
VACATIONS AND HOLIDAYS

DED  
(LOCAL)

7. If a paid holiday falls within the approved vacation period, the holiday is not charged to vacation.
8. When an employee resigns or retires from the District, the final paycheck shall reflect all compensation for salary and vacation or any adjustment or balance that may be owed the District.

TERMINATION OF EMPLOYMENT  
RESIGNATION

DFE  
(LOCAL)

**PROPOSED REVISIONS**

**General  
Requirements**

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

**At-Will Employees**

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

**Contract Employees**

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

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

**The Superintendent shall be authorized to accept a contract employee's resignation submitted or effective at any other time. In the event of the Superintendent's absence, the deputy superintendent shall be authorized to accept the resignation of a contract employee. The Superintendent and deputy superintendent shall either accept the resignation or submit the matter to the Board in order to pursue sanctions allowed by law.**

**Withdrawal of  
Resignation**

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



EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

**PROPOSED REVISIONS**

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

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

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

**Violations of  
Standards of  
Conduct**

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

**Weapons Prohibited**

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

**Exceptions**

No violation of this policy occurs when:0)

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

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

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

**Electronic  
Communication**

**Use with Students**

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

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

EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

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

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

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

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

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

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



EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

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

EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

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

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

Exceptions

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

- 0.

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

Sanctions

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

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

Notice

Employees shall receive a copy of this policy.

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

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

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

EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

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

**Dress and Grooming**

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



EMPLOYEE WELFARE  
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA  
(EXHIBIT)

**PROPOSED REVISIONS**

The District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: ~~Erasmus Rodriguez~~ Marc Puig  
Position: Superintendent  
Address: 201 N. St. Mary's Street, Beeville, TX 78102  
Telephone: (361) 358-7111

The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Name: ~~Erasmus Rodriguez~~ Marc Puig  
Position: Superintendent  
Address: 201 N. St. Mary's Street, Beeville, TX 78102  
Telephone: (361) 358-7111



## PROPOSED REVISIONS

**Meetings,  
Seminars, Conferences,  
and Training  
Sessions Workshops**

~~Employees shall be granted leave to attend meetings, with the approval of the principal and Superintendent, without being charged sick leave. Approval of leave for the administrative staff shall be given by the Superintendent; approval of leave for the Superintendent shall be given by the Board. Leave as stated above may be granted to attend seminars and training sessions in the individual's job-related areas.~~

**Professional personnel may attend and participate in meetings, conferences, and workshops that will contribute to their professional growth and development. [See also DMA and DMC]**

**When attendance at such events is recommended or required by the administration, the Board, TEA, or UIL, personnel may attend with the Superintendent's approval. No salary deduction or loss of leave shall occur when attendance is recommended or required.**

**The Superintendent may grant additional absences to employees for attendance at meetings, conferences, and workshops that are of special interest to the employee.**

**Release Time**

~~In addition, leave not directly job-related may be granted with the approval of the principal and Superintendent, and shall be charged against the employee's personal leave. If an employee of the District seeks election to an executive position in a professional organization and is elected, the time spent in conducting organizational business shall be the employee's personal time. If an employee seeks election and is elected to the presidency of such organization, the employee may remain on contract status, but may be relieved of classroom responsibilities and be on release time if the organization to be served reimburses the District for the individual's salary.~~**Requests for release time with pay to attend employee organization meetings, other than any such meetings approved for required staff development purposes, shall be considered on a case-by-case basis. The responsibility for justifying the school-related purpose to be accomplished by attendance shall rest with the employee. Approval shall be given only if the employee is on the program, has some official function, or can obtain specific information related to his or her job description that will assist the District in improving the instructional program.**





### PROPOSED REVISIONS

#### Principal Qualifications

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

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



## PROPOSED REVISIONS

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

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### **Minutes of Instruction**

~~In accordance with the District's innovation plan, the District is exempt from state laws requiring an instructional day to consist of seven hours or 420 minutes.~~

~~The Board adopted school calendar shall provide 75,600 instructional minutes in accordance with state law.~~

### **Loss of Class Time**

The District shall not remove a student from a regularly scheduled class for tutoring or test preparation for more than ten percent of the school days on which the class is offered without a parent's written consent.

### **Interruptions**

The District shall limit nonacademic activities that interrupt and distract from the academic process and shall enforce the following restrictions:0)

1. Announcements, other than emergency announcements, shall be made over the public address system only once during the school day.
2. Selling or solicitation shall not be permitted during class time. [For fundraising activities, see FJ-.]

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<sup>i</sup> ~~Innovation Plan:~~

~~<http://s3.amazonaws.com/scschoollfiles/380/bisd-doi-plandocx.pdf>~~



### PROPOSED REVISIONS

<b>Nomination / Referral</b>	Students may be nominated/referred for the gifted and talented program at any time by teachers, counselors, parents, or other interested persons.
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 <del>each campus for kindergarten and grades 6–12 and at the District for grades 1–5</del> <b>for the District.</b>
<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.

SPECIAL PROGRAMS  
GIFTED AND TALENTED STUDENTS

EHBB  
(LOCAL)

<b>No Reassessment</b>	The District shall not perform routine reassessments.
<b>Transfer Students</b>	<p>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.</p> <p>If the previous district uses one or more of the District's screening instruments, the student shall not need to be re-screened. If the previous district uses entirely different screening instruments, the student shall be screened using the District's criteria. The selection committee shall make a final determination within 30 calendar days of the student's enrollment in the District.</p> <p>[See FDD(LEGAL) for information regarding transfer students and the Interstate Compact on Educational Opportunities for Military Children]</p>
<b>Furloughs</b>	<p>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.</p> <p>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.</p>
<b>Exit Provisions</b>	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.
<b>Appeals</b>	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.
<b>Program Evaluation</b>	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.

SPECIAL PROGRAMS  
GIFTED AND TALENTED STUDENTS

EHBB  
(LOCAL)

**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

**Certificate of  
Coursework  
Completion**

The District shall not issue a certificate of coursework completion to a student who fails to meet all state and local requirements for graduation. [See EIF, FMH]

**Partial Credit**

When a student earns a passing grade in only one semester of a two-semester course and the combined grade for the two semesters is lower than 70, the District shall award the student credit for the semester with the passing grade. The student shall be required to retake only the semester in which he or she earned the failing grade.

**Withdrawal or Late  
Enrollment**

A migrant or homeless student who enrolls after the first day of instruction or who withdraws early shall be provided opportunities to achieve mastery of the essential knowledge and skills to meet course requirements. Teachers and counselors shall consider the student's particular circumstances in determining appropriate opportunities, which may include, but are not limited to:

1. Individualized work.
2. Tutorial sessions.
3. Testing to verify mastery of the essential knowledge and skills.
4. Early final examinations.



**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.

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**Calculation**

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

The calculation shall include failing grades.

**OR**

The calculation shall not include failing grades.

**OR**

The calculation shall include failing grades until a failing grade is replaced with a passing grade.

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**Exclusions**

The calculation of class rank shall exclude grades earned in  
physical education

any course substituted for physical education

athletics

cheerleading

dance

any fine arts course

any music course

band

choir

theater arts

art

summer school

any course for which credit is earned outside the regular school day or regular school year

any distance learning course

a distance learning course, unless the course is taken through the Texas Virtual School Network (TxVSN)

a distance learning course, unless the course is either assigned to the student by the District or offered as a course option along with traditional District courses

any dual credit course

a dual credit course taken anywhere other than the District high school

a dual credit course taken through a college with which the District does not have a partnership agreement

an assigned remediation or tutoring course

any local credit course

any course for which a pass/fail grade is assigned

or through credit by examination, with or without prior instruction.

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**Weighted Grade System****Categories**

Advanced

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

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

Regular

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

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**Weighted Numerical Grade Average**

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

Category	Weight
Advanced	plus 15
Regular	plus 0

No points shall be added to failing grades.

The District shall record unweighted numerical grades on student transcripts.

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Transferred Grades	<p>When a student transfers semester grades for courses that would be eligible under the Regular category and the District has accepted the credit, the District shall include the grades in the calculation of class rank.</p> <p>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.</p>
Local Graduation Honors	<p>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 third nine-week grading period of the senior year.</p> <p>Grades received in May for dual credit courses shall also be included in the calculation.</p> <p>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)]</p>
Valedictorian and Salutatorian	<p>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: 0)</p> <ol style="list-style-type: none"><li>1. Have been continuously enrolled in the District high school for the three semesters immediately preceding graduation;</li><li>2. Be graduating after exactly eight semesters of enrollment in high school; and</li><li>3. Have completed the foundation program with the distinguished level of achievement (the foundation program with at least ____ endorsement[s]).</li></ol>

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Breaking Ties

In case of a tie in weighted numerical grade averages after calculation to the (fourth decimal) place, the District shall apply the following methods, in this order, to determine recognition as valedictorian or salutatorian: 0.

1. Compare the number of weighted AP and dual credit courses taken by each student involved in the tie.
2. Add to the courses compared above the number of weighted Pre-AP courses taken by each student involved in the tie.

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.

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The following addresses TEC 54.301 and should be an M1. See <http://tea.texas.gov/HRG/#FAQ> for information from TEA about the highest ranking graduate.

If the student who truly has the highest rank is to be the “highest ranking graduate” and get the certificate:

**Highest-Ranking Graduate**

The local eligibility criteria for recognition as the valedictorian shall not affect recognition of the highest-ranking graduate for purposes of receiving the honor graduate certificate from the state of Texas.

The District shall calculate class rank for this purpose at the end of the school year.

**OR**

If the student who is the valedictorian also gets the “highest ranking graduate” certificate, even though that student may not actually have the highest rank:

**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.

MISCELLANEOUS INSTRUCTIONAL POLICIES  
STUDY OF RELIGION

EMI  
(LOCAL)

**PROPOSED REVISIONS**

**Teaching About Religion**

The inclusion of religion in the study of history, culture, literature, music, drama, and art is essential to a full and fair presentation of the curriculum. The inclusion of religious elements is appropriate as long as the material included is intrinsic to the field of study in which it is presented and as long as it is presented objectively.

The District's approach to teaching about religion shall be academic, not devotional. Emphasis on religious themes in the arts, literature, and history shall be only as extensive as necessary for a balanced and thorough study of these areas. Such studies shall not foster any particular religious tenet nor demean any religious beliefs, but shall attempt to develop mutual respect among students and advance their knowledge and appreciation of the role that religious heritage plays in the social, cultural, and historic development of civilization.

**Religious Texts**

Use of religious texts in instruction shall be guided by the principles set forth above. Other than texts used in an appropriate course of study, the District shall not distribute religious texts or materials to students. Such materials may be indexed, shelved, and circulated as library materials. [See FNAA regarding student distribution of nonschool literature and GKDA regarding nonstudent distribution of nonschool literature]

**Religious Music**

District music groups may perform or receive instruction regarding religious music as part of the secular program of instruction. The primary purpose of the inclusion of religious music in performances or instruction shall be academic, not devotional. Performances and instruction shall reflect religious diversity when appropriate.

**Religious Symbols**

Religious symbols may be displayed as a teaching aid. Their display shall be temporary and limited to specific teaching activities; such displays shall not be permitted for devotional purposes.

**Religious Elements in Student Work**

~~If a student chooses to include religious elements in his or her schoolwork, such as homework, papers, presentations, artwork, or other written or oral assignments, the voluntary expression of religious viewpoints shall be treated in the same manner as similar expressions of secular or other viewpoints. The student's work must fulfill the purpose of the assignment and shall be evaluated by standard secular academic criteria, including substance and relevance.~~





### PROPOSED REVISIONS

The District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended, for students:

Name: ~~Marc Puig~~ ~~Erasmus Rodriguez~~  
Position: Superintendent  
Address: 201 N. St. Mary's Street, Beeville, TX 78102  
Telephone: (361) 358-7111

The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended, for students:

Name: ~~Erasmus Rodriguez~~ ~~Marc Puig~~  
Position: Superintendent  
Address: 201 N. St. Mary's Street, Beeville, TX 78102  
Telephone: (361) 358-7111



### PROPOSED REVISIONS

<b>Persons Age 21 and Over</b>	The District shall not admit into its public schools any person age 21 or over unless otherwise required by law.
<b>Registration Forms</b>	The student's parent, legal guardian, or other person having lawful control shall annually complete registration forms. A student who has reached age 18 shall be permitted to complete these forms.
Proof of Residency	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.
<b>Minor Living Apart</b>	A minor student residing in the District but whose parent, guardian, or other person having lawful control under a court order does not reside in the District shall present a power of attorney or an authorization agreement as provided in Chapter 34 of the Family Code assigning responsibility for the student in all school-related matters to an adult resident of the District.
Person Standing in Parental Relation	
Misconduct	A minor student living apart who has engaged in misconduct that results in any of the consequences found in Education Code 25.001(d) shall not be permitted to attend a District school.
Exceptions	Based on an individual student's circumstance, the Superintendent shall have authority to grant exceptions to the requirement for a power of attorney or authorization agreement and to the exclusion for misconduct.
Extracurricular Activities	The Superintendent shall determine whether a minor student living apart is present in the District for the primary purpose of participating in extracurricular activities.
<b>Students Not Enrolled</b>	<p>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. <del>except in the following circumstances:0)</del> [See also FM(LOCAL)]</p> <p><del>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</del></p> <p><del>2. An eligible student participates in a campus Title I program [see EHBD].</del></p>

ADMISSIONS

FD  
(LOCAL)

**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: 0)

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

**Transfer of Credit**

Accredited Texas  
Public Schools

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

Other Accredited or  
Nonaccredited  
Schools

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

demonstrate mastery of the content or use alternative methods to verify course content for the award of credit. [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

**Tuberculosis  
Screening**

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

**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 ~~annu-~~  
~~ally~~ a statement from ~~a~~**an authorized** health-care provider~~-author-~~  
~~ized 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>	<b>Except as provided below at Administration of Medication to Athletes, the District shall not purchase nonprescription medication to administer to a student.</b>
<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.
Exceptions	Employees authorized by the Superintendent or designee may administer to students:0)
<i>Provided by Parent</i>	<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>
<del><i>Provided by District</i></del>	<del><ol style="list-style-type: none"><li>4. Nonprescription medication provided on an emergency basis by the District and consistent with:<ol style="list-style-type: none"><li>a. Protocols established by the District's medical adviser who must be licensed to practice medicine in the state of Texas; and</li><li>b. Parental consent given on the emergency treatment form.</li></ol></li></ol></del>
<b>Epinephrine</b>	<b>The District authorizes school personnel <i>[and volunteers]</i> who have agreed in writing and been adequately trained to administer an unassigned epinephrine auto-injector in accordance with law and this policy. Administration of epinephrine shall only be permitted when an authorized and trained individual reasonably believes a person is experiencing anaphylaxis.</b>

WELLNESS AND HEALTH SERVICES  
MEDICAL TREATMENT

FFAC  
(LOCAL)

***On Campus***

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

The District shall ensure that at each campus a sufficient number of personnel *[and volunteers]* are trained to administer epinephrine so that at least one trained individual is present on campus during all hours the campus is open. In accordance with state rules, the campus shall be considered open for this purpose during regular on-campus school hours and whenever school personnel are physically on site for school-sponsored activities.

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Include only if appropriate to their decision:

***Off Campus***

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

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Include one of the following paragraphs, also, based on whether *Off Campus* is included or not:

***Maintenance,  
Availability, and  
Training***

The Superintendent shall develop administrative regulations designating a coordinator to manage policy implementation and addressing annual training of school personnel *[and volunteers]* in accordance with law; procedures for auto-injector use; and acquisition or purchase, maintenance, expiration, disposal, and availability of unassigned epinephrine auto-injectors at each campus.

**OR**

***Maintenance,  
Availability, and  
Training***

The Superintendent shall develop administrative regulations designating a coordinator to manage policy implementation and addressing annual training of school personnel *[and volunteers]* in accordance with law; procedures for auto-injector use; and acquisition or purchase, maintenance, expiration, disposal, and availability of unassigned epinephrine auto-injectors at each campus, at off-campus events, and while in transit to and from a school event.

**Include this paragraph in all policies:**

***Notice to  
Parents***

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

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**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: 0.

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:0.

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

The District has designated the following employee as the liaison for homeless students:

Name: **Martina Villarreal** ~~Dr. Susana Garza~~  
Position: ~~Director of Curriculum~~ **Federal and Special Programs**  
Address: 201 N. St. Mary's Street, Beeville, TX 78102  
Telephone: (361) 358-7111



STUDENT WELFARE  
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

FFH  
(EXHIBIT)

**PROPOSED REVISIONS**

The District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended, for students:

Name: ~~Erasmus Rodriguez~~ Marc Puig  
Position: Superintendent  
Address: 201 N. St. Mary's Street, Beeville, TX 78102  
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Name: ~~Erasmus Rodriguez~~ Marc Puig  
Position: Superintendent  
Address: 201 N. St. Mary's Street, Beeville, TX 78102  
Telephone: (361) 358-7111





## 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~~ **Superintendent** is custodian of all records for currently enrolled students. The ~~records manager~~ **Superintendent** is the custodian of records for students who have withdrawn or graduated, ~~except that the high school principal is the custodian of records for the first seven years for high school 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:0)

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-

STUDENT RECORDS

FL  
(LOCAL)

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:0.

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:0.

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.

STUDENT RECORDS

FL  
(LOCAL)

**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 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 administration building.

**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:0.

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

STUDENT RECORDS

FL  
(LOCAL)

School- Sponsored  
Purposes

For the following school-sponsored purposes—all District publications and announcements—directory information shall include ~~student name, address, telephone listing, photograph, honors and awards received, dates of attendance, grade level, most recent school previously attended, participation in officially recognized activities and sports, and weight and height of members of athletic teams.~~

student name; address; telephone listing; e-mail address; photograph; date and place of birth; major field of study; degrees, honors, and awards received; dates of attendance; grade-level; most recent school previously attended; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; and student identification numbers or identifiers that cannot be used alone to gain access to electronic education record.

All Other Purposes

For all other purposes, directory information shall include student name. ~~and address.~~



### 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 a maximum of 20 extracurricular absences in a school year.~~

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

#### **~~'No Pass, No Play'~~ ~~Waivers~~**

~~In accordance with UIL rules, a student may receive a waiver of the "no pass, no play" law once each semester for any course that has been identified by the State Board of Education rule as an advanced course. In order to receive such a waiver, the following criteria shall also be met:0)~~

~~1. Waivers shall be limited to one each semester.~~

~~2. The failing grade shall be no lower than 60.~~

~~3. Waivers shall not be granted for the same class twice in the same school year.~~

#### **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.

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





## PROPOSED REVISIONS

### UIL Activities

State Board and UIL rules shall govern interscholastic activities; however, Board policies and District rules may supplement State Board and UIL rules.

No event shall be scheduled and no student allowed to participate in any UIL event unless all pertinent rules and regulations are strictly enforced. The Superintendent or designee shall maintain all necessary records and reports. Sponsors and coaches are responsible for knowledge of and compliance with rules for eligibility and participation. [See FM]

### Athletic Program

A well-rounded program of interscholastic athletics shall be maintained in the District secondary schools. The operation of the total program, including the starting and ending dates for each sport, shall be in accordance with regulations set by the UIL and the Board.

Supervision of the program shall be the responsibility of the Superintendent, but certain responsibilities may be delegated to other staff members. In each school, the principal shall have direct responsibility to maintain the athletic program as an integral part of the educational program of that school.

Interschool competitive athletics shall not be part of the elementary grades' program. To the extent practicable, a program of intra-school sports activities for elementary students shall be maintained as part of the physical education program.

### Non-UIL Activities

Contests and competitive activities that are sponsored by outside organizations shall not be recommended to students unless the activities supplement and do not interfere with the regular school program. Contests and competitive activities shall have the prior approval of the Superintendent or designee, who shall develop the necessary rules and regulations to implement this policy. [See FM]

### Overnight Trips

Students involved in UIL competition that requires an overnight trip shall have their expenses paid by the District. [See also FM, FMG]

### Out-of-State Trips

Students who qualify for national competition shall have approval to travel out of the state. ~~Students who qualify for, and advance to, national competition may receive up to \$200 from the District to help defer costs.~~



### **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 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 principal for prior review in accordance with the following:0.

1. Materials shall include the name of the person or organization sponsoring the distribution.
2. Using the standards found in this policy at LIMITATIONS ON CONTENT, the 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:0.

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

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

**Time, Place, and Manner Restrictions**

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

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

**Violations of Policy**

Failure to comply with this policy regarding distribution of nonschool literature shall result in appropriate administrative action, including but not limited to confiscation of nonconforming materials, suspension of a noncurriculum-related student group's use of District facilities, and/or other disciplinary action in accordance with the Student Code of Conduct.

**Appeals**

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

STUDENT EXPRESSION  
USE OF SCHOOL FACILITIES FOR NONSCHOOL PURPOSES

FNAB  
(LOCAL)

**PROPOSED POLICY**

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

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

**Sponsorship**

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

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

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

**Requests**

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

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

**Approval**

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

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

**Meetings**

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

**Employee Monitor**

The principal shall assign a District employee to attend and monitor each student group meeting. Monitors shall be present at meetings

STUDENT EXPRESSION  
USE OF SCHOOL FACILITIES FOR NONSCHOOL PURPOSES

FNAB  
(LOCAL)

and activities in a nonparticipatory capacity to maintain order and protect school property.

No employee shall be required to monitor meetings at which the content of the speech would be objectionable to the employee.

**Announcements and  
Publicity**

All nonsponsored, noncurriculum-related student groups shall be given access on the same basis for making announcements and publicizing their meetings and activities, in accordance with guidelines developed by the principal.

[For distribution of nonschool materials, see FNAA]

**Violations**

Failure of a student group to comply with applicable rules may result in loss of the right to meet on school premises.

In addition, students who violate applicable rules are subject to 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: 0.

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: 0.

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



STUDENT DISCIPLINE

FO  
(LOCAL)

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

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

~~4.~~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**

STUDENT DISCIPLINE

FO  
(LOCAL)

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

### **DELETE POLICY**

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



### **DELETE POLICY**

**News Releases**

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

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

**Communications  
During a Crisis**

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



**DELETE EXHIBIT**  
**SEX OFFENDER VISITATION REQUEST**

If you are a parent, guardian, or other person with lawful control of a student under a valid court order and are also a sex offender barred by District policy from being present on school property, you must seek permission to be on school property by completing this form and submitting it to the Superintendent's office for approval. After a decision is made whether to grant or deny permission to visit, a copy will be returned to you. This information will be kept in the District administration offices, as well as in the campus principal's office where you are seeking permission to visit.

**NOTICE:**     **Until written permission based upon this request is received, you may not enter District property except under the limited circumstances set out in District policy GKC(LOCAL).**

Name (please print)	Address
---------------------	---------

Signature	Today's Date
-----------	--------------

Campus or Visit Location	Date of Requested Visit
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I request permission to be on school property for the following reasons (please be specific):


**TO BE COMPLETED BY DISTRICT PERSONNEL ONLY:**

- ☐ Permission granted with supervision by District personnel
- ☐ Permission granted without supervision by District personnel
- ☐ Permission denied

Signature of Superintendent or designee	Date
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— Visit Supervision —

Visitor's Time In	Visitor's Time Out
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COMMUNITY RELATIONS  
VISITORS TO THE SCHOOLS

GKC  
(EXHIBIT)

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Signature of Accompanying Personnel

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Date



## PROPOSED REVISIONS

<b>Notice</b>	<p><del>Parents and patrons of the District are welcome to visit District schools and attend District events as allowed by District policy. However,</del> <b>Prominent notices shall be posted at</b> <del>each visitor to a school campus must sign or check in at</del> <b>requiring all visitors to first report to</b> the campus main office, <del>list the reason for the visit, and display his or her driver's license or other government-issued form of photographic identification prior to proceeding elsewhere on campus.</del> This <del>requirement applies</del> <b>shall apply</b> to parents, <b>volunteers</b>, social service workers, <del>volunteers</del>, invited speakers, maintenance and repair persons not employed by the District, vendors, representatives of the news media, former students, and any other visitors. <del>This policy will be available in each campus main office.</del></p> <p><del>[See BBE(LOCAL) for visits to District facilities by Board members.]</del></p>
<b>Classroom Visitation</b>	<p>Visits to individual classrooms during instructional time shall be permitted only with the principal's <b>and teacher's</b> approval <del>and in consultation with the teacher. Such, and such</del> visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the <del>school</del> <b>normal classroom</b> environment.</p>
<b>Sex Offenders</b>	<p><del>The</del> <b>[See BBE(LOCAL) for visits to</b> District <del>may use the computerized central database maintained</del> <b>facilities</b> by the Texas Department of Public Safety or any other database accessible to the District to determine whether <b>Board members.]</b></p>
<b>Registered Sex Offender on a School Campus</b>	<p><b>The Superintendent and campus administrators shall develop and implement procedures regarding</b> a campus visitor <b>who</b> is a registered <b>as a</b> sex offender. <del>Visitor management technology may also be used to verify this information.</del> <b>These procedures shall address:</b></p>
<b>Generally</b>	<p><del>No adult who has ever pled guilty, has ever pled <i>nolo contendere</i>, has ever been found guilty of a "reportable conviction or adjudication," or is required to register with the sex offender registry under Chapter 62 of the Texas Code of Criminal Procedure and whose victim was under age 18 at the time of the offense (hereinafter called a "sex offender") may enter or be present upon any District property. Except as otherwise provided in this policy, any adult sex offender meeting the above criteria will be asked to leave District property, and law enforcement may be notified.</del></p>
<b>Voting</b>	<p><del>Where a sex offender is a lawfully registered and qualified voter whose polling place is on District property, he or she may enter</del></p>

COMMUNITY RELATIONS  
VISITORS

GKC  
(LOCAL)

~~Parent Sex  
Offender~~

~~such property for early voting or on election day, during polling hours, solely for the purpose of casting his or her vote.~~

~~Where a student's parent, guardian, or other person having lawful control of the student under a valid court order is a sex offender as defined above, that person may only enter District property under the following limited circumstances:~~

- ~~1. To attend a scheduled conference with school personnel to discuss the student's academic or social progress, promotion/retention, assignment/reassignment, attendance, participation in school-related activities, or discipline;~~
- ~~2. To attend an admission, review, and dismissal (ARD) or individualized education program (IEP) meeting or other conference where evaluation or placement decisions may be made respecting the student's special education services;~~
- ~~3. To pick up assignments from the campus administrative office;~~
- ~~4. To transport the student to or from school;~~
- ~~5. To attend the student's high school graduation; or~~

- 1. To attend any meeting requested by Parental rights;**
- 2. Escort by District personnel;**

**6.3. Access to common areas of the campus administration-;**

~~The individual will be supervised and accompanied by school personnel at all times. The individual must sign out at the campus administrative office upon departure. If the individual is on District property for any other purpose and without permission, he or she will be subject to removal and/or arrest.~~

~~Should a sex offender parent, guardian, or other person having lawful control of the student under a valid court order seek to enter District property for any other purpose, he or she must submit a Sex Offender Visitation Request Form [see GKC(EXHIBIT)] and obtain written permission from the Superintendent or the Superintendent's designee. Until written permission based upon the request form is received, the individual submitting the request may not enter District property except under the limited circumstances set out above.~~

~~The individual will not be permitted to enter or be present on school property if:~~

- ~~1. The individual's parental rights have been terminated;~~

COMMUNITY RELATIONS  
VISITORS

GKC  
(LOCAL)

~~2. The individual's presence at school is prohibited by court order or conditions of probation; or~~

~~3. The Superintendent determines that the individual poses a unique threat to student safety.~~

~~In those cases, communications regarding the student will be conducted by alternate means such as telephone, mail, or electronic communications. Where the administration determines that a meeting is necessary, it will identify an appropriate meeting place where students are not present.~~

~~Volunteers~~

~~No adult sex offender as defined above may serve as a volunteer with the District and may not participate in school-related activities or field trips.~~

~~Contractors,  
Vendors, and Other  
Third Parties~~

~~4. Except in an emergency and with approval of the Superintendent or designee, contractors, vendors, or other third parties shall not permit an employee who is a sex offender to enter District property. It is the contractor's responsibility to check the sex offender registry prior to sending any employee onto District property. [See also CH]~~ **Access to classrooms;**

**5. Drop off and release of students;**

**6. Eligibility to serve as volunteers; and**

**7. Any other relevant issues.**



## PROPOSED REVISIONS

	<p>The District has established a limited open forum for nonschool use of District facilities in accordance with this policy.</p> <p>The District shall provide equal access to youth groups designated in federal law, including the Boy Scouts, as it provides to other nonschool users of District facilities. [See Patriotic Societies in GKD(LEGAL)]</p>
Scope of Use	<p>The District shall permit nonschool use of designated District facilities for educational, recreational, civic, or social activities when these activities do not conflict with school use or with this policy.</p> <p>Approval shall not be granted for any purpose that would damage District property or to any group that has damaged District property.</p> <hr/> <p><b>Note:</b> See the following policies for other information regarding facilities use:</p> <ul style="list-style-type: none"><li>• Use by employee professional organizations: DGA</li><li>• Use of facilities for school-sponsored and school-related activities: FM</li><li>• Use by noncurriculum-related student groups: FNAB</li><li>• Use by District-affiliated school-support organizations: GE</li></ul> <hr/>
Nonprofit Fundraising	<p>The District shall permit nonprofit organizations to conduct fundraising events on District property when these activities do not conflict with school use or with this policy.</p>
For-Profit Use	<p>The District shall not permit individuals or for-profit organizations to use its facilities for financial gain; however, the District shall permit private academic instruction, as well as public performances, recitals, or presentations so long as no admission fee is charged and, when these activities do not conflict with school use or with this policy.</p>
Campaign-Related Use	<p>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.</p>
Scheduling	<p>Requests for nonschool use of District facilities shall be considered on a first-come, first-served basis.</p>

COMMUNITY RELATIONS  
NONSCHOOL USE OF SCHOOL FACILITIES

GKD  
(LOCAL)

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

**Approval of Use**

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

Emergency Use

In case of emergencies or disasters, the Superintendent or designee may authorize the use of District 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 District facilities.

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

Exceptions

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

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

**Required Conduct**

Persons or groups using District facilities shall:

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

COMMUNITY RELATIONS  
NONSCHOOL USE OF SCHOOL FACILITIES

GKD  
(LOCAL)

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





### **DELETE POLICY**

#### **Student Teachers**

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

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

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



### **DELETE POLICY**

The District high school(s) shall maintain accreditation with the Southern Association of Colleges and Schools.