



# UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

**TOPIC:** Second and Final Reading of Policy Update 109, affecting local policies (see attached list)

**SUBMITTED BY:** Gloria S. Rendon      **OF:** Associate Superintendent for Administration

**APPROVED FOR TRANSMITTAL TO SCHOOL BOARD:** \_\_\_\_\_

**DATE ASSIGNED FOR BOARD CONSIDERATION:** January 24, 2017

**RECOMMENDATION:**

- BBE(LOCAL): BOARD MEMBERS – AUTHORITY
- CDA(LOCAL): OTHER REVENUES – INVESTMENTS
- CKC(LOCAL): SAFETY PROGRAM/RISK MANAGEMENT – EMERGENCY PLANS
- CAN(LOCAL): TRANSPORTATION MANAGEMENT –STUDENT TRANSPORTATION
- CO(LOCAL): FOOD SERVICES MANAGEMENT
- DF(LOCAL): TERMINATION OF EMPLOYMENT – NEW POLICY
- DH(LOCAL): EMPLOYEE STANDARDS OF CONDUCT
- EHBA(LOCAL): SPECIAL EDUCATION – VIDEO/AUDIO MONITORING
- FEA(LOCAL): ATTENDANCE – COMPULSORY ATTENDANCE
- FFAA(LOCAL): WELLNESS AND HEALTH SERVICES – PHYSICAL EXAMINATIONS
- FFF(LOCAL): STUDENT WELFARE – STUDENT SAFETY – NEW POLICY
- FFI(LOCAL): STUDENT WELFARE – FREEDOM FROM BULLYING
- GBAA(LOCAL): INFORMATION ACCESS – REQUESTS FOR INFORMATION
- GKA(LOCAL): COMMUNITY RELATIONS – CONDUCT ON SCHOOL PREMISES
- GKC(LOCAL): COMMUNITY RELATIONS – VISITORS
- GKE(LOCAL): COMMUNITY RELATIONS – BUSINESS, CIVIC, AND YOUTH GROUP – NEW POLICY

**Delete:**

- AE (EXHIBIT)
- CV (EXHIBIT)
- DI (EXHIBIT)
- EJ(LOCAL): ACADEMIC GUIDANCE PROGRAM
- FFB(LOCAL): STUDENT WELFARE – CRISIS INTERVENTION

**RATIONALE:**

**BUDGETARY INFORMATION:**

**POLICY REFERENCE & COMPLIANCE:**

BOARD MEMBERS  
AUTHORITY

BBE  
(LOCAL)

**Board Authority**

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

**Transacting  
Business**

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

**Individual Authority  
for Committing the  
Board**

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

**Individual Access to  
Information**

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

**Limitations**

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

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

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

**Requests for  
Records**

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

In accordance with law, the District shall track and report any requests under this provision, including the cost of responding to one

or more requests by any individual Board member for 200 or more pages of material in a 90-day period.

**Requests for  
Reports**

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

**Confidentiality**

At the time a Board member is provided access to confidential records or to reports compiled from such records, the Superintendent or other District employee shall advise the Board member of the responsibility to comply with confidentiality requirements.

**Referring  
Complaints**

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

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

**Visits to District  
Facilities**

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

OTHER REVENUES  
INVESTMENTS

CDA  
(LOCAL)

**Investment Authority**

The assistant superintendent for business/finance or other person designated by Board resolution shall serve as the investment officer of the District and shall invest District funds in accordance with the Public Funds Investment Act, the District's approved 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~~~~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:

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

**Investment  
Management**

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

**Liquidity and  
Maturity**

Any internally created pool fund group of the District shall have a maximum dollar weighted maturity of 180 days. The maximum allowable stated maturity of any other non-capital project or non-bond proceeds individual investment owned by the District shall not exceed one year from the time of purchase. The maximum allowable stated maturity of any capital project or bond proceeds individual investment owned by the District shall not exceed the lesser of the anticipated expenditure date or three years from the time of purchase, whichever is sooner. 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 officer shall monitor the investment portfolio and shall keep the Board informed of significant changes in the market value of the District's investment portfolio. Information sources may include financial/investment publications and electronic media, available software for tracking investments, depository banks, commercial or investment banks, financial advisers, and representatives/advisers of investment pools or money market funds. Monitoring shall be done 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 officer shall develop a procedure to monitor changes in investment ratings and to liquidate investments that do not maintain satisfactory ratings.

**Funds / Strategies**

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

OTHER REVENUES  
INVESTMENTS

CDA  
(LOCAL)

Operating Funds	Investment strategies for operating funds (including any commingled pools containing operating funds) shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
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.
Debt Service Funds	Investment strategies for debt service funds shall have as their primary objective sufficient investment liquidity to timely meet debt service payment obligations in accordance with provisions in the bond documents. Maturities longer than one year are authorized provided legal limits are not exceeded.
Capital Project Funds	Investment strategies for capital project funds shall have as their primary objective sufficient investment liquidity to timely meet capital project obligations. Maturities longer than one year are authorized provided legal limits are not exceeded.
Safekeeping and Custody	The District shall retain clearly marked receipts providing proof of the District's ownership. The District may delegate, however, to an investment pool the authority to hold legal title as custodian of investments purchased with District funds by the investment pool.
<b>Sellers of Investments</b> <del>Brokers / Dealers</del>	<p>Prior to handling investments on behalf of the District, <b>a broker/dealer or a qualified representative of a business organization-<del>brokers/dealers</del></b> must submit required written documents in accordance with law. [See <b>Sellers of Investments</b><del>SELLERS OF INVESTMENTS</del>, CDA(LEGAL)]</p> <p>Representatives of brokers/dealers shall be registered with the Texas State Securities Board and must have membership in the Securities Investor Protection Corporation (SIPC), and be in good standing with the Financial Industry Regulatory Authority (FINRA).</p>
Soliciting Bids for CDs	In order to get the best return on its investments, the District may solicit bids for certificates of deposit in writing, by telephone, or electronically, or by a combination of these methods.
Interest Rate Risk	<p>To reduce exposure to changes in interest rates that could adversely affect the value of investments, the District shall use final and weighted-average-maturity limits and diversification.</p> <p>The District shall monitor interest rate risk using weighted average maturity and specific identification.</p>
Internal Controls	A system of internal controls shall be established and documented in writing and must include specific procedures designating who has authority to withdraw funds. Also, they shall be designed to

protect against losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the District. Controls deemed most important shall include:

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

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

**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. Weighted average yield to maturity shall be the portfolio performance measurement standard for all investment reporting.

**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.

**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.

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**SAFETY PROGRAM/RISK MANAGEMENT  
EMERGENCY PLANS**

CKC  
(LOCAL)

**Emergency  
Operations Plan**

The Superintendent shall ensure updating of the District's Emergency Operations Plan and ongoing staff training.

As required by law, the emergency operations plan shall include the District's procedures addressing reasonable security measures when District property is used as a polling place.

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UPDATE 10978  
CKC(LOCAL)-A

ADOPTED:

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TRANSPORTATION MANAGEMENT  
STUDENT TRANSPORTATION

CNA  
(LOCAL)

**Hazardous Traffic  
Conditions and  
High-Risk Areas  
If the Eligibility**

**Hazardous  
Conditions**

~~The District applies for the additional transportation allotment provided by the state for students who live within two miles of a school campus, the~~ ~~shall not provide~~ ~~to any student for whom it does not receive state~~ ~~transportation funds, except as required by law.~~

The Board shall ~~annually~~ adopt a resolution to identify hazardous traffic conditions or areas presenting a high risk of violence within two miles of ~~the~~ school campus. The resolution shall ~~include~~ ~~describe~~ the specific hazardous or high-risk areas in which transportation shall ~~reside students who would otherwise~~ be provided, and ~~ineligible for transportation, but for whom~~ the District shall ~~provide transportation because of the hazardous conditions in these areas.~~

~~The District shall~~ publish the locations of ~~these~~ ~~the~~ routes. The Board shall adopt a revised resolution when necessary to accurately reflect changes to the conditions or areas ~~with hazardous conditions.~~

**Food Donations**

The Superintendent shall be authorized to develop regulations for campuses regarding the use of a prepaid meal card or account to purchase meals served at school. The regulations shall address:

1. The length of the grace period during which a student may continue to donate food in accordance with law, a meal card or account that is exhausted or insufficient; and
2. Parent notification in the event of an exhausted card or account, including a schedule for repayment.

No fees or interest shall be charged in connection with meals purchased with an exhausted card or account.

TERMINATION OF EMPLOYMENT

DF  
(LOCAL)

**Board's Designee for  
Certain Termination  
Actions**

The Superintendent shall serve as the Board's designee to suspend a contract employee without pay, provide written notice that the person's contract is void, and terminate employment as soon as practicable when the District:

1. Receives notice that an individual's certificate has been revoked by the State Board for Educator Certification (SBEC) for reasons that require immediate action by the District; or
2. Becomes aware that a contract employee has been convicted of or has received deferred adjudication for a felony offense.

[See also DFAA, DFBA, and DFCA, as appropriate.]

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DH  
(LOCAL)

	<p>Each District employee shall perform his or her duties in accordance with state and federal law, District policy, and ethical standards. <b>The District holds all employees accountable to the Educators' Code of Ethics.</b> [See DH(EXHIBIT)]</p> <p>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.</p> <p>An employee wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]</p>
<b>Violations of Standards of Conduct</b>	<p>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 may result in disciplinary action, including termination of employment. [See DCD and DF series]</p>
<b>Covered Activities</b>	<p>Each District employee has the responsibility to protect District assets and is expected to be alert to the potential for theft of property, theft of services, theft of anything of value, fraud, and financial impropriety. [See CAA]</p>
<b>Inappropriate Conduct</b>	<p>Examples of activities constituting inappropriate conduct include, but are not limited to, the following:</p> <ol style="list-style-type: none"><li>1. Misappropriation of activity funds or any funds collected by the District;</li><li>2. Misappropriation of District furniture, fixtures, or equipment;</li><li>3. Misappropriation of funds through fraudulent reporting on travel records;</li><li>4. Forgery or alteration of District checks;</li><li>5. Forgery or alteration of District purchase orders; and</li><li>6. Forgery or alteration of payroll time sheets.</li></ol>
<b>Duty to Report</b>	<p>Any employee who knows or has reason to know of or suspects an occurrence of fraud, misappropriation, financial impropriety, or covered activity shall immediately notify his or her supervisor. If the employee has reason to believe that the supervisor may be involved, the employee shall immediately notify the department of human resources.</p> <p>The employee shall not discuss the matter with anyone other than his or her supervisor and/or the police department. Employees who</p>

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knowingly make false allegations shall be subject to discipline up to and including dismissal.

**Investigation Duties**

During the investigation, employees should:

1. Direct all inquiries from suspected individuals, attorneys, or representatives to the department of human resources;
2. Not contact the suspected individual in an effort to determine facts or demand restitution;
3. Not discuss the case, facts, suspicions, or allegations with anyone outside the organization or those within the organization who do not have a legitimate need to know, unless specifically asked to do so by the department of human resources; and
4. Cooperate with the investigative process by answering questions, furnishing written statements, and volunteering information important to the investigation.

Throughout the course of an official District investigation or inquiry, every District employee has an affirmative duty to provide all relevant and factual information about the situation to his or her supervisor or any other District official investigating the matter.

An employee failing to volunteer such information shall receive a directive from an administrator to provide a statement. Failure to comply with the directive shall constitute insubordination, a violation that has grounds for disciplinary action up to and including termination. [See DCD and DF series]

When directed by an administrator or a District investigator, an employee shall submit a notarized affidavit about his or her knowledge of the matter under investigation. Intentional falsification, misstatement, or the concealment of a material fact in connection with the investigation shall be grounds for disciplinary action up to and including termination. Additionally, providing false or incorrect statements under oath may subject the employee to a criminal charge of perjury.

**Weapons Prohibited**

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

**Exceptions**

No violation of this policy occurs when:

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

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1. 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. 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 Media**

~~Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), web logs (blogs), electronic forums (chat rooms), video-sharing websites, editorial comments posted on the Internet, and social network sites. Electronic media also includes all forms of telecommunication, such as landlines, cell phones, and web-based applications.~~

**Use with Students**

~~In accordance with administrative regulations, a certified employee, or 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, media to communicate 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 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 ~~media to communicate~~ directly with students who are currently enrolled in the District. The employee handbook or other administrative regulations shall further detail ~~address:~~

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; ~~and~~
2. Hours of the day during which electronic communication is discouraged or prohibited; and
3. 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 pro-

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hibited 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.~~media.~~ [See CPC]

Personal Use

All employees~~An employee~~ shall be held to the same professional standards in ~~their~~~~his or her~~ public use of electronic communication~~media~~ as for any other public conduct. If an employee's use of electronic communication~~media~~ 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.

Cellular Phones

The following shall apply to the use of cellular phones in school buildings:

1. A teacher may use a cellular phone for business calls, including parent contacts, only during planning periods and other off-duty times during the instructional day.
2. Personal calls may not be made or received during class periods. Cellular phones shall remain off during instructional time.

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 e-mail address or personal phone number to a student.

Safety Requirements

Each employee shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

Harassment or Abuse

An employee shall not engage in prohibited harassment, including sexual harassment, of:

1. Other employees. [See DIA]
2. Students. [See FFH; see FFG regarding child abuse and neglect.]

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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.

An employee shall report child abuse or neglect as required by law. [See FFG]

**Relationships with Students**

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]

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]

**Tobacco and E-Cigarettes**

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]

**Alcohol and Drugs /  
Notice of Drug-Free Workplace**

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.

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:

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.
2. Alcohol or any alcoholic beverage.
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:



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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.

Notice Sanctions  
An

~~Each employee who violates these shall be given a copy of the District's notice regarding drug-free schools. [See D](EXHIBIT)]~~

~~A copy of this policy, a purpose of which is to eliminate drug abuse from the workplace provisions shall be subject to disciplinary sanctions. Sanctions may include:~~

3. Referral, ~~shall be provided~~ to drug and alcohol counseling or rehabilitation programs;
4. Referral to ~~each~~ employee assistance programs;
5. Termination from ~~at the beginning of each year or upon employment with the District; and~~
6. Referral to appropriate law enforcement officials for prosecution.

Notice

Employees shall receive a copy of this policy.

Videotaping of  
Students

An employee shall obtain written consent of a student's parent or guardian and from the campus principal before the employee may make or authorize the videotaping of a student or record or authorize the recording of a student's voice, unless the recording is made by a student for the purpose of facilitating classroom instruction.

Principal's Approval

The principal's written consent shall be obtained prior to videotaping or recording a student even when the law does not require the consent of a parent or guardian, such as when the videotape or recording is to be used for purposes of safety or for a purpose related to regular classroom instruction, as provided by law. [See FL]

Exception

In the case of videotaping a deposition for an employee termination or grievance action, the only consent to be obtained in advance shall be that of the student's parent or guardian.

Care of Nonenrolled  
Children

An employee shall not bring his or her own child or another person's child to school for the purpose of child care or babysitting. Personnel are employed to perform District functions while on duty and shall not bring or care for a child who is not enrolled on the

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~~ADOPTED:~~

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campus at that time to the building to remain during working hours of the regular school day or summer school, or after school hours if the employee is still performing work-related duties. In instances where an employee has been allowed to enroll his or her child at his or her campus, the principal may allow for the student to be cared for by his or her parent after school/work hours.

**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.

**Criminal History Background Check**

At least once annually, the District may obtain criminal history records of Webb County and the counties contiguous to Webb County. The District may obtain this information from any other county when it has reason to believe that an employee has been convicted of a crime in such county or from a police department, the Department of Public Safety, or the Texas Department of Corrections. [See DC]

An employee under felony indictment shall be recommended for suspension without pay pending adjudication of his or her case.

**Electronic Recording Conversations and Meetings**

An employee shall not electronically record by audio, video, or other means any conversation or meeting unless each person present has been notified and consents to being electronically recorded. Persons wishing to record a meeting shall obtain consent from anyone arriving late.

**Telephone Conversations**

An employee shall not electronically record telephone conversations unless all persons participating in the telephone conversation have consented to be electronically recorded.

**Public or Other Open Meetings**

These provisions are not intended to limit or restrict electronic recordings of publicly posted Board meetings, Board committee meetings, appeals and grievance hearings, or any other Board-sanctioned meeting recorded in accordance with Board policy.

**Official Investigations**

These provisions are not intended to limit or restrict electronic recordings involving authorized investigations conducted by the police or the department of human resources.

**Harassment**

~~An employee shall not engage in conduct constituting racial, ethnic, religious, gender, or sexual orientation harassment of another employee, a student, or any person involved in the campus community in any capacity or who interfaces with the District.~~

**Definition**

~~Racial, ethnic, religious, gender, or sexual orientation harassment includes, but is not limited to, oral, written, psychological, physical~~

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~~(both climate and contact), and other demonstrative actions with regards to race, creed, ethnic origin, religious preference, gender, or sexual orientation that is harassing and/or abusive.~~

**Job Duties**

An employee shall not conduct private or personal activities during the workday in lieu of, or while conducting, his or her assigned job duties and responsibilities. Except as permitted by policy, an employee shall not conduct or participate in meetings or individual conferences related to a professional or employee association or organization in lieu of, or while conducting, his or her assigned job duties and responsibilities. [See also DGA and DMD]

**Solicitation**

Except as approved in advance by the Superintendent or designee or permitted by District policy, commercial solicitation by an employee is prohibited on District property. "Commercial solicitation" for purposes of this policy shall mean:

1. Selling or attempting to sell products or services for personal profit on behalf of a commercial enterprise or for a purpose unrelated to the school or District;
2. Requesting contributions, pledges, or donations for a purpose unrelated to the school or District; or
3. Providing items or making announcements that endorse or market a personal or commercial enterprise or a product or service unrelated to the school or District either through personal contact, or by sending or causing to be sent a communication through the District's electronic, telephone, or mail system.

"Commercial solicitation" does not mean participation in an authorized District procurement process on behalf of the District or arranged on behalf of District employees.

An employee may neither meet nor make arrangements to meet on District property with persons conducting commercial solicitation.

An employee shall not engage in the sale of services, books, equipment, or other items by misrepresenting such services or items as being endorsed or recommended by the District or its officials. Such conduct is prohibited at all times on or off District property. An employee shall obtain consent from the Superintendent or designee before engaging in the sale of services or items endorsed or recommended by the District or its officials. [See also DBD regarding outside employment and for-profit activities.]

**Distribution of  
Nonschool Literature**

Duplicated, written, or printed materials, including handbills, petitions, photographs, pictures, films, audiotapes, and other visual or auditory materials concerning private or personal issues shall not

DATE ISSUED:  
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DH(LOCAL)-X

~~ADOPTED:~~

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EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

be circulated, publicly displayed, emitted, or distributed on District property at any time unless permission has been obtained in accordance with District policy ~~GKDA~~ and only in the locations designated by principals or department supervisors. [See GKDA]

**Identification Badges**

All District employees shall wear their District-issued identification badges in a clearly visible manner while at any District campus or facility. The badges must not be altered and must remain free of any item or material that covers any part of the front surface of the badge. A District employee that observes anyone on campus without a District-issued Identification badge or visitor name badge shall inquire as to the person's reason for being at the location. A visitor without a visitor name badge shall be directed to the front office or front desk in order to obtain a visitor name badge. Any person who appears to present a security concern shall be reported immediately to law enforcement and District security.

The employee's picture on his or her identification badge shall be used as the picture on the employee's District email account.

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**Note:** Unless otherwise noted, the terms "video recording," "video surveillance," and "video monitoring" shall also include any associated audio recordings. In addition, the term "classroom" shall also include other special education settings subject to video and audio recording required by law.

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To promote student safety, ~~the~~The District shall comply with requests for video and audio monitoring of certain self-contained special education classrooms ~~and settings as required by law to promote student safety in those settings~~. Regular or continual monitoring of video recordings shall be prohibited. Video recordings shall not be used for teacher evaluation or monitoring or for any purpose other than the promotion of student safety.

The Superintendent is responsible for coordinating the provision of equipment to campuses in compliance with the law.

The Superintendent shall ensure that administrative regulations are developed to implement this policy.

**Requests and Notice**  
For Following Year

A parent of, ~~Trustee, or staff member making~~ a student receiving special education services and whose placement for the following school year will be in a self-contained classroom eligible ~~request~~ for video surveillance may request that a video camera be placed in the classroom by the end of the current school year or by the tenth business day after the student's admission, review, and dismissal (ARD) committee determines the student's placement, whichever is later. If such a ~~under this policy shall submit the request is made, to~~ the campus shall begin operation of the camera by the deadlines in law.

For Current Year

Written requests from a parent, assistant principal, principal, staff member, or the Board shall be submitted and processed in accordance with the procedures in law.

Response

As required by law, the ~~principal or designee on a form provided by the~~ District shall provide a response to the requestor not later than the seventh business day after receipt of the request.

Notice

Before a camera is activated, ~~and~~ the principal or designee shall provide ~~a response to the requestor within ten District business days. The principal shall provide~~ advance written notice to staff on the campus and to parents of the students assigned to ~~the classroom or engaging in school activities in the classroom~~ setting that video and audio surveillance will be conducted in the classroom ~~of setting. The Superintendent shall develop administrative regula-~~

**Installation and  
Operation**

~~tions as necessary to implement these request, response, and notice provisions.~~

The classroom subject to the request shall begin operation of video surveillance not later than the time frames required in law, except when the District is granted an extension of time.

When the District has installed video cameras in a classroom ~~or other setting~~ as required by law, the District shall operate the cameras during the instructional day at all times when students are in the classroom. ~~or other setting.~~ For purposes of this policy, the instructional day shall be defined as the portion of a school day during which instruction is taking place in the classroom ~~or other setting.~~

For the school year in which a campus receives a request for video and audio surveillance, the ~~A~~ campus shall continue to operate and maintain any video cameras placed in the classroom ~~or other setting~~ for as long as the classroom ~~or other setting~~ continues to satisfy the requirements in Education Code 29.022(a). However, the campus may discontinue operation of the video camera during the year if the requestor withdraws the request in writing and no request is submitted to continue the surveillance.

Video cameras must be capable of recording video and audio of all areas of the classroom, including a room attached to the classroom used for time out as defined by law. No visual monitoring, other than incidental coverage, ~~or setting, except that no video surveillance~~ shall be conducted of the inside of a bathroom or other area used for toileting or diapering a student or removing or changing a student's clothes.

The District shall post notice at the entrance to a classroom ~~or other setting~~ in which video cameras are placed stating that video and audio surveillance is conducted in that classroom ~~or setting.~~

**Retention of  
Recordings**

Video recordings shall be retained for at least ~~three~~ six months after the date of the recording but may be retained for a longer period in accordance with the District's records management program, or as required by law. [See CPC]

**Confidentiality of  
Recordings**

Video recordings made in accordance with this policy shall be confidential and shall only be accessed or viewed by the individuals and in the limited circumstances permitted by law. ~~Contractors and District personnel with job duties related to the installation, operation, or maintenance of video equipment, or the retention of video recordings, who incidentally view recordings when performing regular job duties such as ensuring the proper functioning of the~~

~~equipment or pulling specific footage shall not be considered in violation of the confidentiality provisions.~~

The following individuals shall have authority to view video recordings to the extent permitted by the Family Educational Rights and Privacy Act (FERPA):

1. A District employee or a parent of a student who is involved in an **alleged** incident documented by a recording ~~and for which a complaint has been~~ reported to the District;
2. Appropriate Department of Family and Protective Services (DFPS) personnel as part of an investigation of alleged abuse or neglect of a child;
3. A peace officer, school nurse, District administrator trained in de-escalation and restraint techniques, or human resource staff member in response to a **report of an alleged incident-complaint** or an investigation of an **employee or a report of alleged abuse committed by a student**~~incident~~; and
4. Appropriate TEA or State Board for Educator Certification personnel or their agents as part of an investigation.

For purposes of this policy, the term "human resource staff member" shall include the Superintendent, a principal, an assistant principal or other campus administrator, and any supervisory position within the District's human resources office. If an individual listed in items 2 through 4 above believes that a recording shows a violation of District policy or campus procedures, the individual may allow access to the recording by appropriate legal and human resources personnel designated by the District for the purpose of determining whether a policy or procedure has been violated.

Any person who suspects that child abuse or neglect has occurred shall report this suspicion as required by law and District policy.  
[See FFG]

#### Reporting an Incident

A person alleging that an incident, as defined by law, has occurred in a classroom ~~or other setting~~ in which video surveillance is conducted shall file a report on the form provided by the District with the principal or designee as soon as possible after the person suspects the alleged incident. If possible, an incident report form shall be filed within 48 hours of the facts giving rise to the allegation. The principal or designee shall promptly view, or direct an authorized individual to view, the video surveillance footage to identify the relevant portion of the recording. No later than ten District business days after the report is filed, the principal or designee shall respond by notifying the person whether the alleged incident was recorded

in the District's video surveillance footage and shall initiate other steps as required by law, District policy, or local procedures.

Complaints

Complaints related to video and audio recordings under this policy shall be filed in accordance with DGBA, FNG, or GF, as applicable. A complainant who is dissatisfied with the outcome of the District's complaint process may appeal in writing to the commissioner of education in accordance with Education Code 7.057, including requesting an expedited review.



ACADEMIC GUIDANCE PROGRAM

EJ  
(LOCAL)

**Guidance and  
Counseling Services**

~~The District's guidance and counseling services shall be designed primarily to provide ongoing assistance to enhance the educational development of all students and shall be included in and monitored through the District and campus planning process. [See BQ series]~~

**Areas of Student  
Need**

~~The services may assist individuals or groups of students in:~~

- ~~1. Improving academic achievement.~~
- ~~2. Improving school attendance.~~
- ~~3. Improving school attitudes.~~
- ~~4. Developing self-confidence.~~
- ~~5. Developing healthy interpersonal relationships.~~
- ~~6. Developing life satisfaction.~~
- ~~7. Obtaining information to assist in choosing a potential career.~~

~~Guidance services shall be coordinated with the regular instructional program so that they contribute to a unified educational program. Guidance services shall operate with central coordination and shall be a cooperative project of the entire professional staff. Teachers shall use opportunities in the classroom, in extracurricular activities, and in contacts with parents to achieve guidance objectives. Qualified counselors shall supervise the standardized testing program and provide personal, academic, and career guidance to students who need such services. [See FFE]~~

ATTENDANCE  
COMPULSORY ATTENDANCE

FEA  
(LOCAL)

Students in violation of the compulsory attendance law shall be reported to the District attendance officer, who may institute court action as provided by law.

**Excused Absences**

In addition to excused absences required by law, the District shall excuse absences for the following purposes.

**Higher Education Visits**

The District shall excuse a student for up to two days during the student's junior year and up to two days during the student's senior year to visit an accredited institution of higher education. A student shall be required to submit verification of such visits in accordance with administrative regulations.

**Armed Services Enlistment**

The District shall excuse a student 17 years of age or older for up to four days during a school year for activities related to pursuing enlistment in a branch of the U.S. Armed Services or Texas National Guard. A student shall be required to submit verification of such activities in accordance with administrative regulations.

**Early Voting or Election Clerk**

The District shall excuse a student for up to two days per school year to serve as an early voting or election clerk. A student shall be required to submit verification of service in accordance with administrative regulations.

[For extracurricular activity absences, see FM.]

**Withdrawal for Nonattendance**

The District may initiate withdrawal of a student under the age of 19 for nonattendance under the following conditions:

1. The student has been absent ten consecutive school days; and
2. Repeated efforts by the attendance officer and/or principal to locate the student have been unsuccessful.

For District-initiated withdrawal of students 19 or older, see FEA(LEGAL). Each case shall be reviewed on an individual basis by the campus Attendance Review Committee (ARC), and the student may be withdrawn upon recommendation of the ARC and/or principal.

**Students Attending Homeschools**

Students who are homeschooled are exempt from the compulsory attendance law to the same extent as students enrolled in other private schools.

Adequate documentation of homeschooling for withdrawal shall consist of either a statement of withdrawal in accordance with FD(LOCAL) indicating the date homeschooling began, or a signed and dated letter from a parent or guardian indicating that his or her child is being homeschooled and the date the homeschooling began.

ATTENDANCE  
COMPULSORY ATTENDANCE

FEA  
(LOCAL)

The District may request from a parent or guardian a letter of assurance that a child is being educated using a curriculum designed to meet basic education goals of reading, spelling, grammar, mathematics, and a study of good citizenship.

Enforcing  
Compulsory  
Attendance

If a parent or guardian refuses to submit a requested statement or letter, or if the District has evidence that a school-aged child is not being homeschooled within legal requirements, the District may investigate further and, if warranted, shall pursue legal action to enforce the compulsory attendance law.

WELLNESS AND HEALTH SERVICES  
PHYSICAL EXAMINATIONS

FFAA  
(LOCAL)

<b>Tuberculosis Testing</b>	All students entering District schools for the first time in any grade shall follow the Department of State Health Services recommendations and/or the City of Laredo Health Department recommendations regarding tuberculosis screening in school settings.
<b>Referrals</b>	<del>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.</del>
<b>Additional Screening</b>	<del>The District may provide additional screening as District and community resources permit.</del>
<b>UIL Participation</b>	A student desiring to participate in the UIL athletic program or the marching band program shall <b>submit</b> annually <del>submit</del> a statement from a health-care provider authorized under UIL rules indicating that the student has been examined and is physically able to participate in the athletic program or the marching band program.
<b>Extracurricular Activities</b>	A student desiring to participate in cheerleading or the dance team program shall <b>submit</b> annually <del>submit</del> a statement from a health-care provider licensed to practice in the state of Texas indicating that the student has been examined and is physically able to participate in these activities.
<b>Additional Screening</b>	<u>The District may provide additional screening as District and community resources permit.</u>
<b>Referrals</b>	<u>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.</u>
<b>Notice of Lice</b>	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.

**Prevention and  
Intervention  
Programs**

The District shall implement programs for mental health promotion and intervention, substance abuse prevention and intervention, and suicide prevention for students, which shall include training for appropriate District staff on early warning signs and the possible need for intervention.

**Liaison**

The Superintendent or designee shall appoint at least one employee to serve as a liaison for the purpose of identifying students who may be in need of mental health or substance abuse intervention or who may be at risk of committing suicide. The District shall publish the name and contact information of the liaison in the student handbook.

**Making a Report**

In accordance with the District's programs, District and/or campus staff shall report to the liaison a student who displays early warning signs indicating a possible need for early mental health or substance abuse intervention or who may be at risk of committing suicide.

**Notice to Parent**

When the liaison receives a report that a student is possibly in need of mental health or substance abuse intervention or at risk of committing suicide, District and/or campus staff shall notify the student's parent and provide information about available counseling options.

**Medical Screenings**

Only a student's parent may consent to a medical screening. Unless a student's parent has provided prior consent, no medical screening shall be used as part of the process of identifying whether a student is possibly in need of intervention or at risk of committing suicide.

The District shall notify a parent of a student with whom an educator is alleged to have engaged in misconduct, informing the parent:

1. As soon as feasible that the alleged misconduct may have occurred;
2. Whether the educator was terminated following an investigation of the alleged misconduct or resigned before completion of the investigation; and
3. Whether a report was submitted to the State Board for Educator Certification (SBEC) concerning the alleged misconduct.

For purposes of this policy, misconduct is defined as an educator's alleged abuse or commission of an otherwise unlawful act with the student or involvement in a romantic relationship, or soliciting or engaging in sexual contact with the student.

[See also FFG for reporting requirements related to child abuse and FFH for parental notification requirements regarding prohibited conduct as defined by that policy.]

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**Note:** This policy addresses bullying of District students. For purposes of this policy, the term bullying includes cyberbullying.

For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.

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~~**Note:** This policy addresses bullying of District students. For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.~~

**Bullying Prohibited**

The District prohibits bullying, including cyberbullying, as defined by state law ~~this policy~~. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

**Definition**

~~Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the District and that:~~

- ~~1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or~~
- ~~2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.~~

~~This conduct is considered bullying if it:~~

- ~~1. Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and~~
- ~~2. Interferes with a student's education or substantially disrupts the operation of a school.~~

**Examples**

Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teas-

ing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

**Retaliation**

The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

**Examples**

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

**False Claim**

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

**Timely Reporting**

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.

**Reporting Procedures**

**Student Report**

To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.

**Employee Report**

Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.

**Report Format**

A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.

**Notice of Report**

When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.

**Prohibited Conduct**

The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct



	<p>and bullying, the investigation under FFH shall include a determination on each type of conduct.</p>
<b>Investigation of Report</b>	<p>The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.</p>
<b>Concluding the Investigation</b>	<p>Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.</p> <p>The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.</p>
<b>Notice to Parents</b>	<p>If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.</p>
<b>District Action Bullying</b>	<p>If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. <b>The District may notify law enforcement in certain circumstances.</b></p>
<b>Discipline</b>	<p>A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.</p> <p>The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.</p>
<b>Corrective Action</b>	<p>Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine <b>whether</b> if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.</p>
<b>Transfers Counseling</b>	<p>The principal or designee shall refer to FDB for transfer provisions.</p>

STUDENT WELFARE  
FREEDOM FROM BULLYING

FFI  
(LOCAL)

	<p>The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.</p>
<p>Improper Conduct</p>	<p>If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.</p>
<p>Confidentiality</p>	<p>To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.</p>
<p>Appeal</p>	<p>A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.</p>
<p>Records Retention</p>	<p>Retention of records shall be in accordance with CPC(LOCAL).</p>
<p>Access to Policy and Procedures</p>	<p>This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's <del>website</del><b>Web site</b>, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.</p>

INFORMATION ACCESS  
REQUESTS FOR INFORMATION

GBAA  
(LOCAL)

~~CHARGING~~ CHARGING  
FOR PERSONNEL  
~~TIME~~ PERSONNEL  
TIME

As authorized by law After personnel of the District collectively have spent 36 hours of time producing public information for a requestor during the District's fiscal year, the District shall charge the requestor for any additional personnel time spent producing information for the requestor after personnel of the District have collectively spent:

1. 36 hours of time during the District's fiscal year; or  
15 hours of time during a one-month period. ~~in accordance with law.~~

Campus and District administrators, as well as school resource officers and District police officers if applicable, may refuse to allow a person to enter or may eject a person from property under the District's control in accordance with law.

District personnel may request assistance from law enforcement in an emergency or when a person is engaging in behavior rising to the level of criminal conduct.

~~Principals and other designated employees are authorized to:~~

- ~~1. Refuse entry onto school grounds to persons who do not have legitimate business on District premises;~~
- ~~2. Request any unauthorized person or any person engaging in unacceptable conduct to leave District premises;~~
- ~~3. Request assistance of law enforcement officers in cases of emergency including, but not limited to, issuing a criminal trespass notification; and~~
- ~~4. Seek prosecution for violations of law as permitted by statute.~~

#### **Civility Policy**

~~The Board invites and welcomes parents, and other members of the public to its schools. The District is committed to treating parents and other community members with respect and expects the same in return. To that end, the District must keep school and all District facilities free from disruptions and must prevent unauthorized persons from entering schools or District grounds.~~

~~Accordingly, this policy promotes mutual respect, civility, and orderly conduct among District employees, parents, and the public. The District seeks to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for District staff and students. In the interest of presenting teachers and other employees as positive role models, the District encourages positive communication and discourages volatile, hostile, or aggressive actions. The District seeks and encourages patrons to cooperate with this endeavor.~~

#### **Disruptive Individuals**

~~Disruptive individuals must leave the school grounds and District facilities. Any individual who disrupts or threatens to disrupt school or District operations, threatens the health and safety of students or staff, willfully causes property damage, uses loud or offensive language that could provoke a violent reaction, or has otherwise established a continued pattern of unauthorized entry on District property shall be directed to leave the school or District facilities by the campus principal or designee or another administrator.~~

COMMUNITY RELATIONS  
CONDUCT ON SCHOOL PREMISES

GKA  
(LOCAL)

<b>Staff Response to Abusive Individuals</b>	If any member of the public uses obscenities or speaks in a demanding, loud, insulting, or demeaning manner, the administrator or employee to whom the remarks are directed shall calmly and politely warn the speaker to communicate with civility. If the abusive individual does not stop the behavior, the administrator or employee shall verbally notify the abusing individual that the meeting, conference, or telephone conversation is terminated. If the meeting or conference is on District premises, the employee shall direct the abusive individual to leave promptly.
<b>Incident Report</b>	When an incident occurs, the staff member shall immediately notify his or her supervisor and provide a written report of the incident. A copy of the incident report shall be forwarded to the associate superintendent for administration.
<b>Application on All District Property</b> <b>Request to Leave Campus</b> <b>Refusal to Comply</b>	If the individual refuses to leave, the principal or designee or other administrator shall immediately contact the District police department. Once District police officers arrive, the individual shall be asked again, in the presence of the officers, to leave the premises.  If the visitor refuses to comply, the District police officers shall take appropriate action, including arresting the individual.
<b>Off-Campus Activities</b>	Employees shall be designated to ensure appropriate conduct of participants and others attending a school-related activity at non-District or out-of-District facilities. Those so designated shall coordinate their efforts with persons in charge of the facilities.
<b>Prohibitions</b> <b>Tobacco and E-Cigarettes</b>	The District prohibits smoking and the use of tobacco products and e-cigarettes on District property, in District vehicles, or at school-related activities.
<b>Weapons and Alcohol</b>	The District prohibits the unlawful use, possession, or display of any firearm, <del>location-restricted explosive weapons, illegal knife, club, or prohibited weapon, as defined at FNCG, and alcoholic beverages</del> on all District property at all times <del>or on other property while under the jurisdiction of the school.</del>
<b>Exceptions</b> <b>Exception</b>	No violation of this policy occurs when:  1. A Texas handgun license holder stores a handgun or other firearm in a locked vehicle in a parking lot, parking garage, or other parking area owned or provided by the District, as long as the handgun or other firearm is not loaded and not in plain view; or

~~The~~ 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]

~~Audio and Video  
Recording~~

~~Unless authorized by law, video and audio recording of District employees and students shall be prohibited without prior consent of the individual or parent/guardian of the minor student being recorded.~~

~~Searches for  
Weapons / Alcohol  
on School Premises~~

~~Notice shall be given to all visitors that all vehicles parked on District premises or worksites shall be subject to random inspection by trained drug dogs, which may result in a search of that vehicle upon reasonable suspicion of the presence of any prohibited drugs or weapons.~~

~~If the dog alerts to the visitors' belongings or automobiles, reasonable suspicion shall be found to exist, and a District law enforcement officer shall have the authority to search the belongings or automobile.~~

~~Reasonableness of a search shall depend on all circumstances. Except as otherwise authorized by law or policy, any search shall be justified initially by a reasonable suspicion, and the scope and conduct of the search shall be reasonably related to the circumstances that gave rise to a search. If the visitor refuses to allow a search of his or her belongings or automobile, the District may take appropriate measures up to and including refusing to allow the visitor onto school property.~~

~~Solicitation~~

~~For purposes of preserving the academic environment and preventing interruption of the employees' workday, commercial solicitation shall not be permitted on District property except as approved in advance by the Superintendent or designee or as otherwise permitted by Board policy.~~

~~For purposes of this policy, "commercial solicitation" shall mean:~~

- ~~1. Selling or attempting to sell products or services for personal profit on behalf of a commercial enterprise or for a purpose not related to the school or District;~~
- ~~2. Requesting contributions, pledges, or donations for a purpose not related to the school or District; or~~
- ~~3. Providing items or making an announcement that endorses or markets a personal or commercial enterprise or a product or service not related to the school or District.~~

~~Food Vendors~~

~~Vendors of sealed, prepackaged food items and "raspas" shall comply with the City of Laredo ordinances including, but not limited~~

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UPDATE 109403  
GKA(LOCAL)-AX

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	<p>to, obtaining and displaying all required permits and licenses and displaying or selling food items within 600 feet from the property line of any school only if the vendor has a valid special event vendor's permit for that location.</p>
<b>Use of District Equipment</b>	<p>The use of District equipment and supplies for purposes unrelated to the school or District shall be prohibited. Posting, displaying images, or making announcements on or with District equipment shall be prohibited except as permitted by District policy. [See CPAB and FNGB]</p>
<b>Criminal Trespass Notifications</b>	<p>Unless withdrawn or otherwise modified, a criminal trespass notification shall be in effect for one calendar year from the date of being issued.</p>
<b>Withdrawal or Modifications</b>	<p>A person who has a criminal trespass notification warning still in effect may make a request to have the notification warning withdrawn or modified by submitting a written request to the Superintendent or designee that includes the individual's contact information, including in a current address and telephone number, and explains the reason(s) for the request. Copies of any supporting documentation must be included with the request.</p> <p>The Superintendent or designee shall review the request. After reviewing the request, the Superintendent or designee or a District police officer may contact the individual for a telephone interview.</p> <p>Following the review of the request and telephone interview, if any, the Superintendent or designee shall provide a written decision within ten days.</p>
<b>Appeal to the Board</b>	<p>If the individual did not receive the relief requested from the Superintendent or designee or if the time for a response has expired, the individual may file an appeal with the Board, in accordance with the district's complaint policies, beginning at LEVEL THREE. [See FNG and GF]</p> <p>The appeal notice must be filed in writing, on the form provided by the District, and submitted to the Superintendent's office within ten days of the date of the written response or, if no response was received, within ten days of the written response deadline.</p> <p>The Superintendent or designee shall inform the individual of the date, time, and place of the Board meeting at which the appeal will be on the agenda for presentation to the Board.</p>
<b>Record on Appeal</b>	<p>The Superintendent or designee shall provide the Board the record leading to the decision being appealed. The individual may request a copy of the record.</p>

~~The record shall include:~~

- ~~1. The written request and reasons for withdrawal or modification of the warning notification, including any supporting documentation;~~
- ~~2. The written notice of appeal to the Board;~~
- ~~3. The initial paperwork and any supporting documentation leading to the decision to issue the warning; and~~
- ~~4. All other documents relied upon by the Superintendent or designee in reaching the decision.~~

**Board Hearing**

~~The Board shall provide a stop, look, and listen hearing and provide the person who is appealing the decision with an opportunity to be heard. If at the Board hearing the person appealing the decision or the administration intends to rely on evidence not included in the written record, the party wishing to rely on such evidence shall provide the other party with notice of the nature of the evidence at least three days before the hearing.~~

~~The District shall determine whether the appeal will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]~~

~~The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the individual and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the appeal and may request that the administration provide an explanation for the decision being appealed.~~

~~In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the appeal presentation before the Board. The appeal presentation, including the presentation by the individual or his or her representative and any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.~~

~~The Board shall consider the appeal. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the appeal by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the decision by the Superintendent or designee.~~



Prominent notices shall be posted at each campus requiring all visitors to first report to the campus ~~main~~administrative office. This shall apply to parents, ~~Board members~~, volunteers, social service workers, invited speakers, maintenance and repair persons not employed by the District, vendors, representatives of the news media, former students, and any other visitors.

Visits to individual classrooms during instructional time shall be permitted only with the principal's and teacher's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal ~~classroom-school~~ environment.

[See BBE(LOCAL) for visits to District facilities by Board members.]

**Registered Sex  
Offender ~~Offenders~~  
on a School  
Campus ~~District~~  
Premises**

The Superintendent ~~and working with~~ campus administrators, shall develop and implement procedures regarding a campus visitor ~~visitors~~ who is registered ~~are identified~~ as a sex offender ~~offenders~~. These procedures shall address:

1. Parental rights;
2. Escort by District personnel;
3. Access to common areas of the campus;
4. Access to classrooms;
5. Drop off and release of students;
6. Eligibility to serve as volunteers; and
7. Any other relevant issues.

COMMUNITY RELATIONS  
BUSINESS , CIVIC, AND YOUTH GROUPS

GKE  
(LOCAL)

A campus principal shall have the authority to offer a representative of a patriotic society an opportunity to speak to students during regular school hours about membership in the society.

The principal shall have discretion over the date and time of such visits and is authorized to limit this opportunity to a single school day and to limit a presentation by a patriotic society to ten minutes in length.

[For more information about patriotic societies, see GKD(LEGAL).]

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### PUBLIC EDUCATION MISSION, GOALS, AND OBJECTIVES

The mission of the Texas public education system is to ensure that all Texas children have access to a quality education that enables them to achieve their full potential and fully participate now and in the future in the social, economic, and educational opportunities in our state and nation. That mission is grounded on the conviction that a general diffusion of knowledge is essential for the welfare of Texas and for the preservation of the liberties and rights of Texas citizens. It is further grounded on the conviction that a successful public education system is directly related to a strong, dedicated, and supportive family and that parental involvement in the school is essential for the maximum educational achievement of a child. The objectives of public education are:

**OBJECTIVE 1:** Parents will be full partners with educators in the education of their children.

**OBJECTIVE 2:** Students will be encouraged and challenged to meet their full educational potential.

**OBJECTIVE 3:** Through enhanced dropout prevention efforts, all students will remain in school until they obtain a diploma.

**OBJECTIVE 4:** A well-balanced and appropriate curriculum will be provided to all students.

**OBJECTIVE 5:** Educators will prepare students to be thoughtful, active citizens who have an appreciation for the basic values of our state and national heritage and who can understand and productively function in a free enterprise society.

**OBJECTIVE 6:** Qualified and highly effective personnel will be recruited, developed, and retained.

**OBJECTIVE 7:** Texas students will demonstrate exemplary performance in comparison to national and international standards.

**OBJECTIVE 8:** School campuses will maintain a safe and disciplined environment conducive to student learning.

**OBJECTIVE 9:** Educators will keep abreast of the development of creative and innovative techniques in instruction and administration using those techniques as appropriate to improve student learning.

**OBJECTIVE 10:** Technology will be implemented and used to increase the effectiveness of student learning, instructional management, staff development, and administration.

The academic goals of public education are to serve as a foundation for a well-balanced and appropriate education. The students in the public education system will demonstrate exemplary performance in:

**GOAL 1:** The reading and writing of the English language.

**GOAL 2:** The understanding of mathematics.

**GOAL 3:** The understanding of science.

**GOAL 4:** The understanding of social studies.

*Education Code 4.001, 4.002*

FACILITIES CONSTRUCTION

CV  
(EXHIBIT)

**REQUIRED WORKERS' COMPENSATION COVERAGES**  
28 TAC 110.110(c)(7), adopted to implement Texas Labor Code 406.096

The District shall use the following language for bid specifications and contracts for building or construction, without any additional words or changes, except those required to accommodate the specific document in which they are contained or to impose stricter standards of documentation.

A copy of a certificate of insurance, a certificate of authority to self-insure issued by the Texas Department of Insurance (TDI), or a coverage agreement (DWC-81, DWC-82, DWC-83, or DWC-84), showing statutory workers' compensation insurance coverage for the person's or entity's employees providing services on a project is required for the duration of the project.

Duration of the project includes the time from the beginning of the work on the project until the contractor's/person's work on the project has been completed and accepted by the governmental entity.

Persons providing services on the project ("subcontractor" in Texas Labor Code 406.096) include all persons or entities performing all or part of the services the contractor has undertaken to perform on the project, regardless of whether that person contracted directly with the contractor and regardless of whether that person has employees. This includes, without limitation, independent contractors, subcontractors, leasing companies, motor carriers, owner-operators, employees of any such entity, or employees of any entity that furnishes persons to provide services on the project.

Services include, without limitation, providing, hauling, or delivering equipment or materials, or providing labor, transportation, or other service related to a project. Services do not include activities unrelated to the project, such as food/beverage vendors, office supply deliveries, and delivery of portable toilets.

The contractor shall provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, which meets the statutory requirements of Texas Labor Code 401.011(44) for all employees of the contractor providing services on the project for the duration of the project.

The contractor must provide a certificate of coverage to the governmental entity prior to being awarded the contract.

If the coverage period shown on the contractor's current certificate of coverage ends during the duration of the project, the contractor must, prior to the end of the coverage period, file a new certificate of coverage with the governmental entity showing that coverage has been extended.

The contractor shall obtain from each person providing services on a project, and provide to the governmental entity:

1. A certificate of coverage, prior to that person beginning work on the project, so the governmental entity will have on file certificates of coverage showing coverage for all persons providing services on the project; and

FACILITIES CONSTRUCTION

CV  
(EXHIBIT)

2. No later than seven days after receipt by the contractor, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project.

The contractor shall retain all required certificates of coverage for the duration of the project and for one year thereafter.

The contractor shall notify the governmental entity in writing by certified mail or personal delivery, within ten days after the contractor knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project.

The contractor shall post on each project site a notice, in the text, form, and manner prescribed by the TDI, informing all persons providing services on the project that they are required to be covered, and stating how a person may verify coverage and report lack of coverage.

The contractor shall contractually require each person with whom it contracts to provide services on a project, to:

1. Provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, which meets the statutory requirements of Texas Labor Code 401.011(44) for all of its employees providing services on the project for the duration of the project;
2. Provide to the contractor, prior to that person beginning work on the project, a certificate of coverage showing that coverage is being provided for all employees of the person providing services on the project for the duration of the project;
3. Provide the contractor, prior to the end of the coverage period, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project.
4. Obtain from each other person with whom it contracts, and provide to the contractor:
  - a. A certificate of coverage, prior to the other person beginning work on the project; and
  - b. A new certificate of coverage showing extension of coverage, prior to the end of the coverage period, if the coverage period shown on the current certificate of coverage ends during the duration of the project;
5. Retain all required certificates of coverage on file for the duration of the project and for one year thereafter;
6. Notify the governmental entity in writing by certified mail or personal delivery, within ten days after the person knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project; and
7. Contractually require each person with whom it contracts to perform as required by items 1–6, with the certificates of coverage to be provided to the person for whom they are providing services.

By signing this contract or providing or causing to be provided a certificate of coverage, the contractor is representing to the governmental entity that all employees of the contractor who will provide services on the project will be covered by workers' compensation coverage for the duration of the project, that the coverage will be based on proper reporting of classification codes and payroll amounts, and that all coverage agreements will be filed with the appropriate insurance carrier or, in the case of a self-insured, with the TDI's Division of Self-Insurance Regulation. Providing false or misleading information may subject the contractor to administrative penalties, criminal penalties, civil penalties, or other civil actions.

The contractor's failure to comply with any of these provisions is a breach of contract by the contractor that entitles the governmental entity to declare the contract void if the contractor does not remedy the breach within ten days after receipt of notice of breach from the governmental entity.

The coverage requirement recited above does not apply to sole proprietors, partners, and corporate officers who are excluded from coverage in an insurance policy or certificate of authority to self-insure that is delivered, issued for delivery, or renewed on or after January 1, 1996.

*28 TAC 110.110(i)*

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### DRUG-FREE WORKPLACE NOTICE

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants, and alcohol in the workplace.

Employees who violate this prohibition shall be subject to disciplinary sanctions. Sanctions may include:

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

As a condition of employment, an employee shall:

- Abide by the terms of this notice; and
- Notify the Superintendent, in writing, if the employee is convicted for a violation of a criminal drug statute occurring in the workplace. The employee must provide the notice in accordance with DH(LOCAL).

[This notice complies with the requirements of the federal Drug-Free Workplace Act (41 U.S.C. 702).]