



## (LOCAL) Policy Comparison Packet

This packet is generated by an automated process that compares the updated policy to the district's current policy, as found in TASB Policy Service records.

In this packet, you will find:

- Policies being recommended for revision (annotated)
- New policies (not annotated)

Policies recommended for deletion are not included. If you want to include the text of these policies in the information given to the Board, you may download them from *Policy On Line*.

Annotations are shown as follows.

- *Deletions* are shown in a red strike-through font: ~~deleted text~~.
- *Additions* are shown in a blue, bold font: **new text**.
- Blocks of text that have been *moved* without alteration are shown in green, with double underline and double strike-through formatting to distinguish the text's destination from its origin: ~~moved text~~ becomes moved text.
- *Revision bars* appear in the right margin, as above.

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**NOTE:** While the annotation software competently identifies simple changes, large or complicated changes—as in an extensive rewrite—may be more difficult to follow. In addition, Policy Service's recent migration to Word 2013 causes some margin notes to appear as a tracked change where no change has taken place.

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For further assistance in understanding policy changes, please refer to the explanatory notes in your Localized Policy Manual update packet or contact your policy consultant.

[Policy.Service@tasb.org](mailto:Policy.Service@tasb.org)

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**Note:** For purposes of this policy, the terms “gift” and “donation” have the same meaning.

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UNSOLICITED GIFTS  
AUTHORITY TO  
ACCEPT

The Board delegates to the Superintendent the authority to accept unsolicited gifts on behalf of the District. However, any gift that the potential donor has expressly made conditional upon the District's use for a specified purpose, or any gift of real property, shall require Board approval.

Once accepted, a gift becomes the sole property of the District.

CRITERIA FOR  
ACCEPTANCE

The District shall not accept any gift that would violate or conflict with policies of or actions by the Board or with federal or state law.

Before the Superintendent accepts a gift or recommends acceptance of a gift to the Board, as applicable, the Superintendent shall consider whether the gift:

1. Has a purpose consistent with the District's educational philosophy, goals, and objectives;
2. Places any restrictions on a campus or District program;
3. Would support a program that the Board may be unable or unwilling to continue when the donation of funds is exhausted;
4. Would result in ancillary or ongoing costs for the District;
5. Requires employment of additional personnel;
6. Requires or implies the endorsement of a specific business or product [see GKB for advertising opportunities];
7. Would result in inequitable funding, equipment, or resources among District schools or programs;
8. Obligates the District or a campus to engage in specific actions; or
9. Affects the physical structure of a building or would require extensive maintenance on the part of the District.

SOLICITATIONS

An employee who solicits gifts on behalf of the District or for use in the fulfillment of his or her professional responsibilities shall comply with relevant state and federal law and any District administrative regulations.

All donations solicited on behalf of the District, including solicitations in the name of the District or a campus, or donations solicited using District or campus resources, become the sole property of the District.

OTHER REVENUES  
GIFTS AND SOLICITATIONS

CDC  
(LOCAL)

WEB-BASED  
SOLICITATIONS

An employee may solicit web-based donations of money or items for use by the employee in fulfilling his or her professional responsibilities or for the District's use, including "crowdfunding." However, an employee shall obtain prior approval from the employee's supervisor before using the name or image of the District, a campus, or any student.

CONTRACTED SERVICES

CJ  
(LOCAL)

EMPLOYMENT  
ASSISTANCE  
PROHIBITED

No District employee shall assist a contractor or agent of the District or of any other school district in obtaining a new job if the employee knows, or has probable cause to believe, that the contractor or agent engaged in sexual misconduct regarding a minor or student in violation of the law. Routine transmission of an administrative file does not violate this prohibition.

No District contractor or agent shall assist an employee, contractor, or agent of the District or of any other school district in obtaining a new job if the contractor or agent knows, or has probable cause to believe, that the individual 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 also DC for prohibitions relating to employees]

EMPLOYMENT PRACTICES

DC  
(LOCAL)

PERSONNEL DUTIES	The Superintendent shall define the qualifications, duties, and responsibilities of all positions and shall ensure that job descriptions are current and accessible to employees and supervisors.
POSTING VACANCIES	The Superintendent or designee shall establish guidelines for advertising employment opportunities and posting notices of vacancies. These guidelines shall advance the Board's commitment to equal opportunity employment and to recruiting well-qualified candidates. Current District employees may apply for any vacancy for which they have appropriate qualifications.
APPLICATIONS	<p>All applicants shall complete the application form supplied by the District. Information on applications shall be confirmed before a contract is offered for a contractual position and before hiring or as soon as possible thereafter for a noncontractual position.</p> <p>[For information related to the evaluation of criminal history records, see DBAA.]</p>
EMPLOYMENT OF CONTRACTUAL PERSONNEL	<p>The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel.</p> <p>The Board retains final authority for employment of contractual personnel. [See DCA, DCB, DCC, and DCE as appropriate]</p>
SUPERINTENDENT'S AUTHORITY	<p>Between the regular May and August Board meetings, the Board delegates to the Superintendent the authority to offer contracts for contractual positions to suitable candidates who reasonably appear to meet all the criteria set out in Board policy or state law. All such contracts shall be subject to final approval by the Board, but such approval shall not be withheld unless:</p> <ol style="list-style-type: none"><li>1. The candidate for employment fails to return the contract and other required documents or fails to perform other required tasks on a timely basis;</li><li>2. The candidate fails to fulfill any legal requirement or other requirement of the contract;</li><li>3. A criminal history record check reveals information that, had it been known, would have affected the offer; or</li><li>4. District policy or state or federal law would otherwise prevent such employment.</li></ol>
EMPLOYMENT OF NONCONTRACTUAL PERSONNEL	The Board delegates to the Superintendent final authority to employ and dismiss noncontractual employees on an at-will basis. [See DCD]

EMPLOYMENT PRACTICES

DC  
(LOCAL)

EMPLOYMENT  
ASSISTANCE  
PROHIBITED

~~An exit interview shall be conducted, if possible, and an exit report shall be prepared for every employee who leaves employment with the District.~~

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.] ~~EXIT  
INTERVIEWS AND EXIT  
REPORTS~~

COMPENSATION AND BENEFITS  
EXPENSE REIMBURSEMENT

DEE  
(LOCAL)

~~PRIOR APPROVAL  
REQUIRED~~

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

~~TRAVEL EXPENSES~~

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

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

~~DOCUMENTATION  
REQUIRED~~

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

~~EXCEPTION  
EXCEPTION~~

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

PROBATIONARY CONTRACTS  
SUSPENSION/TERMINATION DURING CONTRACT

DFAA  
(LOCAL)

SUSPENSION WITH  
PAY

A probationary contract employee may be suspended with pay and placed on administrative leave by the Superintendent Superintendent during an investigation of alleged misconduct by the employee or at any time the Superintendent Superintendent determines that the District's best interest will be served by the suspension or administrative leave.

TERM CONTRACTS  
SUSPENSION/TERMINATION DURING CONTRACT

DFBA  
(LOCAL)

SUSPENSION WITH  
PAY

A term contract employee may be suspended with pay and placed on administrative leave by the Superintendent Superintendent during an investigation of alleged misconduct by the employee or at any time the Superintendent Superintendent determines that the District's best interest will be served by the suspension or administrative leave.

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.

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).]

STUDENTS  
ATTENDING IN  
HOMESCHOOLS

~~Students who are~~When the District becomes aware that a student is being or will be 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~~Superintendent~~ or guardian indicating that his or her child is being homeschooled and the date the homeschooling began.

The District~~designee~~ may request from a parent or guardian in writing a letter of assurance that a child is being educated~~notification from the parents of their intention to homeschool~~ using a curriculum designed to meet basic education goals of reading, spelling, grammar, mathematics, and a study of good citizenship.

ATTENDANCE  
COMPULSORY ATTENDANCE

FEA  
(LOCAL)

ENFORCING  
COMPULSORY  
ATTENDANCE

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

~~STUDENT FUNDRAISING GIFTS AND SOLICITATIONS~~

FJ  
(LOCAL)

~~WITH AT LEAST ONE  
EMPLOYEE  
MANAGING EACH  
PROJECT,  
STUDENT SCHOOL-  
SPONSORED~~

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

~~Fund-raising activities by student groups and/or for school-sponsored projects shall be allowed, with prior administration approval and under the supervision of the project sponsor, for students in all grades.~~

~~All fund-raising projects shall be subject to the approval of the principal and Superintendent.~~

~~Student participation in approved fund-raising activities shall not interfere with the regular instructional program. [See EC] Funds raised shall be received, deposited, and disbursed in accordance with CFD(LOCAL).~~

~~FOR OUTSIDE  
ORGANIZATIONS~~

~~Students representing their school or the District may participate in approved fundraising to charitable institution and community drives. Such participation, which shall be on a strictly voluntary basis and shall not disrupt the regular school day, shall be open to students in all grades.~~

~~BY OUTSIDE  
ORGANIZATIONS~~

~~No outside organizations of any sort may solicit contributions of any type from students, within the schools.~~

~~LOSS OF CLASS TIME~~

~~The collection of monies that takes the time of the students or teachers during school hours is strictly forbidden, unless the monies collected represent payment for school lunches, monies that will benefit the District school or a nonschool, charitable organization. Participation its students, or other authorized fees. [See also FP]~~

~~The Board shall regularly be voluntary and shall be informed of approved only when the fundraising fund-raising projects and shall periodically review the effect of such activity relates to the District's educational mission.~~

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

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

RELATIONS WITH PARENT ORGANIZATIONS

GE  
(LOCAL)

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

~~BEFORE ENGAGING  
IN FUNDRAISING OR  
SOLICITING GIFTS, AN  
ORGANIZATION OR  
GROUP ACCOUNTING  
GUIDELINES  
PARENT-TEACHER  
ORGANIZATIONS~~

~~Payments from the campus petty cash checking account shall notify be made by check for the designated purpose and signed by the principal or other appropriate administrator identified designee. Checks issued for more than \$500 shall require the prior telephone approval of the Superintendent or designee.~~

Citizens are encouraged to participate in administrative regulations. [See CDC(LOCAL) for determining educational goals and objectives that will meet the needs of students in the community. The Board recognizes parent teacher organizations as a medium through which District personnel, parents, and other citizens may discuss educational concerns and problems and work together toward solutions.

~~OTHER PARENT  
GROUPS~~

~~Clubs operating within the schools with connections to parent organizations shall operate within the general regulations for local groups, subject to approval of the Superintendent.~~

~~FUNDS BELONGING  
TO OUTSIDE  
ORGANIZATIONS~~

~~Funds belonging to outside groups, such as PTAs/PTOs, booster clubs, and the like are not agency funds or activity funds and shall not be handled by school personnel as part of their official school duties. Such funds shall be handled only by officers of the organizations.~~

~~There shall be no attempt to control these funds by any District acceptance of gifts and solicitations] personnel through coercion, harassment, intimidation, or any inappropriate conduct.~~

~~USE OF DISTRICT  
FACILITIES~~

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

~~PURCHASES FOR THE  
SCHOOL~~

~~Before parent groups or other groups working with the school purchase equipment for the schools, including computer hardware and software, they shall notify the principal of their plans. In consultation with the Superintendent or designee, the principal shall determine the type or brand of equipment to buy to ensure compatibility with current District equipment.~~