

Brackett ISD
136901

DISTRICT NAME

AB
(LOCAL)

Delete

The corporate name of this school district, as provided by law, is Brackett ISD herein referred to as "the District." All business shall be transacted under the corporate name.

Brackett ISD
136901

BOARD MEMBERS:
ELECTIONS

BBB
(LOCAL)

ELECTIONS AND
TERMS

Elections of Trustees are held annually, as follows:

THREE TRUSTEES	2004, 2007, 2010, 2013 , and so forth.
TWO TRUSTEES	2005, 2008, 2011, 20014 , and so forth.
TWO TRUSTEES	2006 , 2009, 2012, 2005 , and so forth.

BOARD MEETINGS

BE
(LOCAL)

MEETING PLACE	Unless otherwise provided in the notice for a meeting, Board meetings shall be held at in the central office Board room .
MEETING TIME	Regular meetings of the Board shall be held on the second Monday of each month at 6:00 p.m. When determined necessary and for the convenience of Trustees, the Board President may change the date or time of a regular meeting. The notice for that meeting shall reflect the changed date or time.
SPECIAL OR EMERGENCY MEETINGS	<p>The time and place of special and emergency meetings shall be as set out in the notice for the meeting.</p> <p>The President of the Board shall call special meetings at the President's discretion or on request by two members of the Board.</p> <p>The President shall call an emergency meeting when it is determined by the President or two members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.</p>
AGENDA	The deadline for submitting items for inclusion on the agenda is noon of the fourth third day before regular meetings and noon of the third day before special meetings.
DEADLINE	
PREPARATION	<p>In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. Any Trustee may request that a subject be included on the agenda for a meeting, and the Superintendent shall include on the preliminary agenda of the meeting all Trustee-requested topics that have been timely submitted.</p> <p>Before the official agenda is finalized for any meeting, the Superintendent shall consult the Board President to ensure that the agenda and the topics included meet with the President's approval. In reviewing the preliminary agenda, the President shall ensure that any topics the Board or individual Trustees have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future. The Board President shall not have authority to remove from the agenda a subject requested by a Trustee without that Trustee's specific authorization.</p>
NOTICE TO MEMBERS	Members of the Board shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least two hours prior to the time of an emergency meeting.
CLOSED MEETING	<p>Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, as provided by law. [See BEC]</p> <p>The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See BEC]</p>

BOARD MEETINGS

BE
(LOCAL)

ORDER OF BUSINESS	The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting. At the meeting, the order in which posted agenda items are taken may be changed by consensus of Board members.
RULES OF ORDER	The Board shall observe the parliamentary procedures as found in <i>Robert's Rules of Order, Newly Revised</i> , except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present.
VOTING	Voting shall be by voice vote or show of hands, as directed by the President. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request. [See BDAA(LOCAL) for the Board President's voting rights]
CONSENT AGENDA	When the agenda is prepared, the Board President shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.
MINUTES	<p>Board action shall be carefully recorded by the Secretary or clerk; when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board and signed by the President and the Secretary of the Board.</p> <p>The official minutes of the Board shall be retained on file in the office of the Superintendent and shall be available for examination during regular office hours.</p>
DISCUSSIONS AND LIMITATION	<p>Discussions shall be addressed to the President of the Board and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the Board President shall halt discussion that does not apply to the business before the Board.</p> <p>The Board President shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired. Aside from these limitations, the President shall not interfere with debate so long as members wish to address themselves to an item under consideration.</p>

BOARD POLICIES

BF
(LOCAL)

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

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

HARMONY WITH LAW

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

SEVERABILITY

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

POLICY
DEVELOPMENT

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

OFFICIAL POLICY
MANUAL

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

ADOPTION AND
AMENDMENT

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

ADOPTION AND
AMENDMENT

~~Proposed local policies or amendments introduced and recommended to the Board at one meeting shall not be adopted until a subsequent meeting. Emergency adoption, however, may occur in one meeting if special circumstances demand an immediate response.~~

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

TASB LOCALIZED
UPDATES

After Board review of legally referenced policies and adoption of local policies, the new material shall be incorporated into the official policy manual and into other localized policy manuals main-

BOARD POLICIES

BF
(LOCAL)

tained by the District. If discrepancies occur between different copies of the manual distributed throughout the District, the version contained in the official policy manual shall be regarded as authoritative.

SUPERINTENDENT:
QUALIFICATIONS AND DUTIES

BJA
(LOCAL)

District's current policy, see new TASB version

DUTIES

In addition to performing statutory duties [see BJA preceding], the Superintendent shall:

SCHOOL/
ORGANIZATIONAL
CLIMATE

1. Be informed about all aspects of the instructional program and ensure that there is a continuous focus on improving student academic performance.
2. Work with the staff, Board, and community in curriculum planning.
3. Develop, evaluate and revise annually the District improvement plan, with the assistance of the District-level committee. [See BQ series and BR]
4. Promote goal-oriented performance and support for those involved in achieving District and campus performance objectives.
5. Conduct periodic evaluation of all programs and operations to determine improvements needed and to foster attainment of District and campus improvement plans.
6. Assist the Board in evaluating the effectiveness of school programs.
7. Demonstrate skill in anticipating, managing, and resolving conflict.

PERSONNEL
MANAGEMENT

8. Recommend the number, types, and organization of positions, including central administration, needed to carry out District functions effectively.
9. Perform duties established by the Board regarding the recommendation, employment, suspension, and dismissal of employees. [See DC and DF series]
10. Assign and reassign all personnel; exercise final placement authority for educators transferred because of enrollment shifts or program changes. [See DK]
11. Direct and supervise the staff evaluation program and provide effective two-way communication with District personnel. [See DNA]
12. Serve as liaison between the Board and staff.
13. Develop and recommend pay systems; recommend pay increases or adjustments for personnel. [See DEA]

SUPERINTENDENT:
QUALIFICATIONS AND DUTIES

BJA
(LOCAL)

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| | 14. Support staff development and other professional development programs. [See DMA] |
| | 15. Promote a positive work environment that fosters high staff morale and excellence within the District. |
| ADMINISTRATION AND
FISCAL/FACILITIES
MANAGEMENT | 16. Be informed of developments in state, federal, and local laws and public policy affecting education. |
| | 17. Accurately prepare and submit in a timely manner any and all reports required by the Board, TEA, other federal and state agencies, and any records subpoenaed by a court of law. |
| | 18. Direct and supervise all financial accounting and ensure that funds are expended legally, in accordance with the approved budget, and controlled effectively. [See CF series] |
| | 19. Ensure District compliance with all applicable state and federal requirements. |
| | 20. Ensure that the school plant and facilities are properly maintained and that adequate provision is made for the safety of students, employees, and other users of school facilities. [See CK series] |
| | 21. Monitor District property, casualty, and workers' compensation loss experience to ensure that appropriate risk management and loss control strategies are employed. |
| STUDENT SERVICES
MANAGEMENT | 22. Ensure a favorable educational environment through the implementation of an equitable and efficient system of student behavioral management. |
| | 23. Work with staff, Board, and community in planning and implementing support services for students. |
| SCHOOL –
COMMUNITY
RELATIONS | 24. Develop and implement effective communication between the schools and community; promote community support and involvement with the schools. [See GB series] |
| | 25. Represent the District in activities involving other school systems, institutions, agencies, and professional and community groups. |
| | 26. Interpret Board policies to the staff, parents, and community. |
| PROFESSIONAL
GROWTH AND
DEVELOPMENT | 27. Formulate, with the Board, an annual Superintendent's professional development plan and assist the Board in designing a process for evaluating the Superintendent's performance. [See BJCB and BJCD] |

SUPERINTENDENT:
QUALIFICATIONS AND DUTIES

BJA
(LOCAL)

BOARD-
SUPERINTENDENT
RELATIONS

28. Pursue professional development through reading, attending conferences, and being involved with related agencies.
29. Assist the Board in identifying individual and team training needs, and in arranging training opportunities. [See BBD]
30. Prepare Board agendas and meeting materials in cooperation with the Board President. [See BE]
31. Attend and participate in all meetings of the Board except closed meetings when the Board desires to discuss such matters as the Superintendent's contract or evaluation privately.
32. Keep the Board continuously informed on issues, needs, and operations of the District.
33. Exercise discretion and good judgment in matters not covered by Board policy.
34. Serve as custodian of all minutes and records of the Board.
35. Communicate with the District's attorney on matters in litigation or potential litigation except as otherwise directed by the Board.
36. Perform related duties assigned by action of the Board.

New version that categorizes the Superintendent's responsibilities in a way that is consistent with the evaluation framework.

In addition to responsibilities specifically provided by law, the Superintendent shall:

EDUCATIONAL
LEADERSHIP

1. Provide leadership and direction for the development of an educational system that is based on the needs of students, on standards of excellence and equity, and on community goals. Toward that end, the Superintendent shall:

INSTRUCTIONAL
MANAGEMENT

- a. Establish effective mechanisms for communication to and from staff in instructional evaluation, planning, and decision making.
- b. Oversee annual planning for increased student learning and conduct periodic assessments of the effectiveness of the planning process.
- c. Ensure that goals and objectives form the basis of curricular decision making and instruction and communicate expectations for high achievement.
- d. Ensure that appropriate data are used in developing recommendations and making decisions regarding the instructional program and resources.
- e. Oversee a system for regular evaluation of instructional programs to meet student instructional needs and to attain desired student achievement.

STUDENT
SERVICES
MANAGEMENT

- f. Oversee student services, including but not limited to health and safety services and counseling services, and monitor for effectiveness.
- g. Oversee a discipline management program and monitor for equity and effectiveness.
- h. Encourage, oversee, and participate in activities for recognition of student efforts and accomplishments.

STAFF
DEVELOPMENT
AND
PROFESSIONAL
GROWTH

- i. Oversee a performance appraisal process for instructional staff that reinforces standards of excellence and assesses deficiencies; ensure that results are used in planning for improvement.
- j. Ensure that appropriate staff development is available and monitor staff development for effectiveness.
- k. Stay abreast of developments in educational leadership and administration.

SUPERINTENDENT:
QUALIFICATIONS AND DUTIES

BJA
(LOCAL)

DISTRICT
MANAGEMENT

2. Demonstrate effective planning and management of District administration, finances, operations, and personnel. To accomplish this, the Superintendent shall:

ADMINISTRATION
MANAGEMENT

- a. Ensure that key planning activities within the District are coordinated and are consistent with Board policy and applicable law, and that goals and results are communicated to staff, students, and public as appropriate.
- b. Organize the central office in a manner consistent with District priorities and resources and monitor administrative organization at all levels for effectiveness and efficiency.
- c. Oversee procedures to ensure effective and timely compliance with all legal obligations, reporting requirements, and policies.

FISCAL,
FACILITIES, AND
OPERATIONS
MANAGEMENT

- d. Oversee a budget development process that results in recommendations based on District priorities and available resources.
- e. Oversee budget implementation in a way that ensures appropriate expenditure of budgeted funds and provides for clear and timely budget reports.
- f. Ensure that District investment strategies, risk management activities, and purchasing practices are sound, cost-effective, and consistent with District policy and law.
- g. Implement and oversee a planning process that results in goals, targets, or priorities for all major areas of District operations, including but not limited to facilities, maintenance, transportation, and food services.
- h. Monitor effectiveness of District operations against appropriate benchmarks.

PERSONNEL
MANAGEMENT

- i. Ensure that the system for recruiting and selection results in personnel recommendations based on defined needs, goals, and priorities.
- j. Oversee a performance appraisal process for noninstructional staff that reinforces a standard of excellence and assesses deficiencies; ensure that results are used in planning for improvement.
- k. Administer a compensation and benefits plan for employees based on clearly defined goals and priorities.
- l. Encourage, oversee, and participate in staff recognition activities.

SUPERINTENDENT:
QUALIFICATIONS AND DUTIES

BJA
(LOCAL)

BOARD AND
COMMUNITY
RELATIONS

BOARD

3. Maintain positive and productive working relationships with the Board and the community. The responsibilities in this regard shall encompass the following:
 - a. Keep the Board informed of significant issues as they arise, using agreed upon criteria and procedures for information dissemination.
 - b. Respond in a timely and complete manner to Board requests for information that are consistent with Board policy and established procedures.
 - c. Provide recommendation and appropriate supporting materials to the Board
 - d. Articulate and support Board policy and decisions to staff and community.
 - e. Maintain a positive and professional working relationship with the Board.

COMMUNITY

- f. Direct a proactive program of internal and external communication at all levels designed to improve staff and community understanding and support of the District.
 - g. Establish mechanisms for community and business involvement in the schools and encourage participation.
 - h. Work with other governmental entities and community organizations to meet the needs of students and the community in a coordinated way.

DELEGATION

To the extent permitted by law, the Superintendent may delegate responsibility to other employees of the District but shall remain accountable to the Board for the performance of all responsibilities, delegated or otherwise.

PLANNING AND DECISION-MAKING PROCESS:
DISTRICT-LEVEL

BQA
(LOCAL)

DISTRICT-LEVEL ADVISORY COUNCIL (COMMITTEE)	In compliance with Education Code 11.251, the District-Level Advisory Council (Committee) shall advise the Board or its designee in establishing and reviewing the District's educational goals, objectives, and major Districtwide classroom instructional programs identified by the Board or its designee. The committee shall serve exclusively in an advisory role except that the committee shall approve staff development of a Districtwide nature.
CHAIRPERSON	The Superintendent shall be the Board's designee. The chairperson shall be elected by members of the committee. The Superintendent shall meet with the committee periodically.
MEETINGS	The chairperson of the committee shall set its agenda, and shall schedule at least four meetings per year; additional meetings may be held at the call of the chairperson. All committee meetings shall be held outside of the regular school day.
DUTIES OF COMMITTEE	The committee shall perform duties as described in BQA(LEGAL).
COMPOSITION	The committee shall be composed of at least 18 members who shall represent campus-based professional staff, District-level professional staff, parents, businesses, and the community. The committee shall consist of one teachers from Brackett Educational Academy (BEA) BAS (Alternative) , two teachers from the high school, two teachers from the junior high school, and two teachers from the elementary/intermediate school; two counselors; two community representatives; two business representatives; one parents from the elementary/intermediate school, one parents from the junior high, and one parent from the high school; and two students.
COMMUNITY INPUT	<p>The Superintendent or designee shall ensure that the District-level committee obtains broad-based community, parent, and staff input and provides information to those persons on a systematic basis. Methods of communication may include, but not be limited to:</p> <ol style="list-style-type: none">1. Periodic meetings to gather input and provide information on the work of the committee. These meetings shall be advertised in District publications and through the media.2. Articles in in-house publications regarding work of the committee.3. Regular news releases to the media in the District regarding the work of the committee.4. Periodic reports to the principals on the work of the committee that may be posted on campus bulletin boards.
PARENTS	The committee shall include three parents of students currently enrolled within the District (one from the elementary/intermediate

PLANNING AND DECISION-MAKING PROCESS:
DISTRICT-LEVEL

BQA
(LOCAL)

school, one from the junior high school, and one from the high school), selected by the principal. The Superintendent shall, through various channels, inform all parents of District students about the committee's duties and composition, and shall solicit volunteers. [See BQA(LEGAL)]

COMMUNITY
MEMBERS

The committee shall include two community members, selected from volunteers from the community by the Superintendent and three principals. The Superintendent shall use several methods of communication to ensure that community residents are informed of the committee and are provided the opportunity to participate, and shall solicit volunteers. The community member representatives must reside in the District.

BUSINESS
REPRESENTATIVES

The committee shall include two business persons, selected from volunteers from the community by the Superintendent and three principals. The Superintendent shall use several methods of communication to ensure that community residents are informed of the committee and are provided the opportunity to participate, and shall solicit volunteers. The business member representatives need not reside in nor operate businesses in the District.

PROFESSIONAL
STAFF

The professional employees shall consist of two classroom teaching representatives from each campus. Two representatives shall be nominated by and elected from non-teaching professional employees assigned to the campus. The elementary and secondary counselors shall serve on the committee.

STUDENT
REPRESENTATIVES

Two students shall be selected by the Superintendent and principal.

ELECTIONS

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

The consent of each nominee shall be obtained before the person's name may appear on the ballot. Election of the committee shall be held in the fall of each school year at a time determined by the Board or its designee. Nomination and election shall be conducted in accordance with this policy and administrative regulations.

TERMS

Representatives shall serve two-year terms (student representatives shall serve one-year terms) and shall not serve consecutive terms on the committee.

VACANCY

If a vacancy occurs among the representatives, nominations shall be solicited and an election held or selection made for the unexpired term in the same manner as for the annual election.

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PLANNING AND DECISION-MAKING PROCESS:
DISTRICT-LEVEL

BQA
(LOCAL)

OTHER ADVISORY
GROUPS

The existence of the District-level committee shall not affect the authority of the Board or its designee to appoint or establish other advisory groups or task forces to assist it in matters pertaining to District instruction.

PLANNING AND DECISION-MAKING PROCESS:
CAMPUS-LEVEL

BQB
(LOCAL)

CAMPUS-LEVEL
COMMITTEE

A Campus-Level Committee shall be established on each campus to assist the principal. The committee shall meet for the purpose of implementing planning processes and site-based decision-making in accordance with Board policy and administrative procedures and shall be chaired by the principal.

The committee shall serve exclusively in an advisory role except that each committee shall approve staff development of a campus nature.

DUTIES OF
COMMITTEE

The committee shall perform duties as described at BQB(LEGAL).

CAMPUS
PERFORMANCE
OBJECTIVES

Each principal shall be responsible for the development of campus performance objectives. These objectives shall be formulated annually in accordance with a schedule established by the District, shall support the District's educational goals and objectives, and shall be specific to the academic achievement of students served by the campus. The Board shall review and approve campus performance objectives.

WAIVERS

The principal shall be responsible for ensuring that no campus-initiated decision violates rule, law, or policy, unless the campus has obtained a waiver [see BQB(LEGAL) preceding and BF].

Except as prohibited by law [see BF], a campus may apply to the Board for a waiver of a local policy. An application for a waiver must state the achievement objectives of the campus and the reasons for requesting the waiver.

COMMUNICATIONS

The principal or designee shall ensure that the campus-level committee obtains broad-based community, parent, and staff input, and provides information to those persons on a systematic basis. Methods of communication shall include, but not be limited to:

1. Periodic meetings to gather input and provide information on the work of the committee. Meetings shall be advertised in the District or campus publications and through the media.
2. Articles in District or campus publications regarding work of the committee.
3. Regular news releases to the media in the District regarding the work of the committee.
4. Periodic reports on the work of the committee that may be posted on campus bulletin boards.

COMPOSITION

The committee shall be composed of ten members who shall represent campus-based professional staff, parents, businesses, and

PLANNING AND DECISION-MAKING PROCESS:
CAMPUS-LEVEL

BQB
(LOCAL)

the community. At least two-thirds of the District and campus professional staff shall be classroom teachers. The remaining one-third shall be professional nonteaching District- and campus-level staff.

PARENTS

The committee shall include at least two parents of students currently enrolled within the District, selected in accordance with administrative procedures. The principal shall, through various channels, inform all parents of campus students about the committee's duties and composition and shall solicit volunteers. [See BQB(LEGAL)]

**COMMUNITY
MEMBERS**

The committee shall include at least two community members, selected in accordance with administrative procedures that provide for adequate representation of the community's diversity. The principal shall use several methods of communication to ensure that community residents are informed of the committee and are provided the opportunity to participate and shall solicit volunteers. All community member representatives must reside in the District.

**BUSINESS
REPRESENTATIVES**

The committee shall include at least two business representatives selected in accordance with administrative procedures that provide for adequate representation of the community's diversity. The principal shall use several methods of communication to ensure that community residents are informed of the committee and are provided the opportunity to participate and shall solicit volunteers. Business member representatives need not reside in nor operate businesses in the District.

PARENTS

~~The committee shall include at least one parent of a student currently enrolled within the District, selected by the PTO. The principal shall, through various channels, inform all parents of campus students about the committee's duties and composition, and shall solicit volunteers. [See BQB(LEGAL)]~~

**COMMUNITY
MEMBERS**

~~The committee shall include at least one community member, selected, from volunteers from the community by the Superintendent and three principals. The principal shall use several methods of communication to ensure that community residents are informed of the committee and are provided the opportunity to participate, and shall solicit volunteers. The community member representative must reside in the District.~~

**BUSINESS
REPRESENTATIVES**

~~The committee shall include at least one business representative, selected from volunteers from the community by the Superintendent and three principals. The principal shall use several methods of communication to ensure that community residents are informed of the committee and are provided the opportunity to participate,~~

PLANNING AND DECISION-MAKING PROCESS:
CAMPUS-LEVEL

BQB
(LOCAL)

	and shall solicit volunteers. The business member representative need not reside in nor operate businesses in the District.
CLASSROOM TEACHERS	Classroom teachers shall serve on the committee by grade level. One representative from each grade level and one representative from special programs shall attend each meeting. Teachers at each grade level shall develop a rotation system of serving on the committee.
CAMPUS-BASED NONTEACHING PROFESSIONALS	Other campus-based nonteaching professionals shall be nominated and elected by all professional staff assigned to that campus.
DISTRICT-LEVEL PERSONNEL	District-level personnel shall be nominated and elected by campus nonteaching professional staff.
ELECTIONS	An employee's affiliation or lack of affiliation with any organization or association shall not be a factor in either the nomination or election of representatives on the committee. Nominated employees shall give their consent to serve on the committee before they are eligible for election. Nominations and elections shall be conducted in accordance with this policy and administrative regulations.
TERMS	Representatives shall serve two years terms and shall not serve consecutive terms on the committee.
VACANCY	A vacancy during a term shall be filled for the remainder of the term by election or selection as appropriate for the category.
MEETINGS	The committee shall meet at the call of the principal. The principal shall set the agenda for each meeting. All meetings shall be held outside the regular school day.

Brackett ISD
136901

ACCOUNTING:
INVENTORIES

CFB
(LOCAL)

FIXED ASSETS

The capitalization threshold for purposes of classifying capital
assets and infrastructure assets, if applicable, is \$5,000.

PURCHASING AND ACQUISITION

CH
(LOCAL)

PURCHASING AUTHORITY	The Board delegates to the Superintendent or designee the authority to determine the method of purchasing, in accordance with CH(LEGAL), and to make budgeted purchases. However, any purchase that costs or aggregates to a cost of \$25,000 \$10,000 or more shall require Board approval before a transaction may take place.
COMPETITIVE BIDDING	<p>If competitive bidding is chosen as the purchasing method, the Superintendent or designee shall prepare bid specifications. All bids shall be submitted in sealed envelopes, plainly marked with the name of the bidder and the time of opening. All bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.</p> <p>The District may reject any and all bids.</p>
COMPETITIVE SEALED PROPOSALS	<p>If competitive sealed proposals are chosen as the purchasing method, the Superintendent or designee shall prepare the request for proposals and/or specifications for items to be purchased. All proposals shall be submitted in sealed envelopes, plainly marked with the name of the proposer and the time of opening. Proposals received after the specified time shall not be considered. Proposals shall be opened at the time specified, and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time for opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.</p> <p>The District may reject any and all proposals.</p>
RESPONSIBILITY FOR DEBTS	The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with adopted Board policy and current administrative procedures. The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control. Persons making unauthorized purchases shall assume full responsibility for all such debts.
PURCHASE COMMITMENTS	All purchase commitments shall be made by the Superintendent or designee on a properly drawn and issued purchase order, in accordance with administrative procedures.
PERSONAL PURCHASES	District employees shall not be permitted to purchase supplies or equipment for personal use through the District's business office.

SAFETY PROGRAM/RISK MANAGEMENT:
SECURITY PERSONNEL/PEACE OFFICERS

CKE
(LEGAL)

Delete

PEACE OFFICERS	<p>The Board may employ security personnel and commission peace officers to carry out the provisions of Chapter 37, Subchapter C, Education Code, relating to law and order. If the Board authorizes security personnel to carry weapons, they must be commissioned peace officers. Any peace officer commissioned under Education Code 37.081 must meet all minimum standards for peace officers established by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE).</p>
JURISDICTION	<p>The Board shall determine the jurisdiction of its commissioned peace officers, which may include all territory in the boundaries of the District and all property outside the boundaries of the District that is owned, leased, or rented by or otherwise under the control of the District.</p> <p><i>Education Code 37.081(a)</i></p>
SCOPE OF POWERS AND DUTIES	<p>In a commissioned peace officer's jurisdiction, a peace officer:</p> <ol style="list-style-type: none">1. Has the powers, privileges, and immunities of peace officers.2. May enforce all laws, including municipal ordinances, county ordinances, and state laws.3. May take a juvenile into custody in accordance with Chapter 52 of the Family Code. <p><i>Education Code 37.081(b); Family Code 52.01(a)</i></p> <p>The Board shall determine the scope of the on-duty and off-duty law enforcement activities of its peace officers, and the District must authorize in writing any off-duty law enforcement activities performed by a District peace officer. A District peace officer shall perform administrative and law enforcement duties as determined by the Board, which shall include protecting the safety and welfare of any person in the officer's jurisdiction and protecting property of the District. <i>Education Code 37.081(d)(e)</i></p> <p>A peace officer may provide assistance to another law enforcement agency, and the District may contract with a political subdivision for the jurisdiction of District peace officers to include all territory in the jurisdiction of the political subdivision. <i>Education Code 37.081(c)</i></p>
MEMORANDUM OF UNDERSTANDING	<p>A District police department and the law enforcement agencies with which it has overlapping jurisdiction shall enter into a memorandum of understanding that outlines reasonable communication and coordination efforts among the department and the agencies. <i>Education Code 37.081(g)</i></p>

SAFETY PROGRAM/RISK MANAGEMENT:
SECURITY PERSONNEL/PEACE OFFICERS

CKE
(LEGAL)

CHIEF OF POLICE	A District's chief of police is accountable to the Superintendent and shall report to the Superintendent or designee. District police officers shall be licensed by TCLEOSE and be supervised by the District chief of police or the chief's designee. <i>Education Code 37.081(f)</i>
BONDING	A commissioned and assigned peace officer shall take and file the oath required of peace officers and execute and file the required \$1,000 bond, payable to the Board, conditioned on the officer's performance of his or her duties. <i>Education Code 37.081(h)</i>
CONTINUING EDUCATION	If the District employs peace officers, it shall provide each officer with a continuing education program as required by Occupations Code Title 10, Chapter 1701, Subchapter H. <i>Occupations Code 1701, Subch. H</i>
COMPLAINT AGAINST PEACE OFFICER	In order for a complaint against a District peace officer to be considered by the head of the District's police department, the complaint must be in writing and signed by the person making the complaint. A copy of the complaint shall be given to the officer within a reasonable time after it is filed and no disciplinary action shall be taken against the officer as a result of the complaint unless a copy is given to the officer. The officer may not be indefinitely suspended or terminated based on the subject matter of the complaint unless the complaint is investigated and there is evidence to prove the allegation of misconduct. <i>Gov't Code Ch. 614, Subch. B; Atty. Gen. Op. GA-251 (2004)</i>
NOTICE OF EXPOSURE TO COMMUNICABLE DISEASE	A district that employs emergency medical service employees, paramedics, firefighters, law enforcement officers or correctional officers must post the required notice in the form specified by administrative rule, in its workplace to inform employees about Health and Safety Code requirements which may affect qualifying for workers' compensation benefits following a work-related exposure to a reportable communicable disease. <i>28 TAC 110.108</i>

BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT:
SECURITY

CLA
(LOCAL)

Delete

SECURITY	The Superintendent or designee shall develop and implement procedures designed to ensure the security of all school property. Security includes maintenance of a safe building, protection from fire hazards and faulty equipment, and safe practices in the use of electrical, plumbing, and heating equipment.
BUILDING CHECKS	The Superintendent or designee shall ensure that buildings are inspected regularly.
KEY CONTROL	The security of school-owned buildings and properties shall be maintained at all times. Locks and other security devices shall be maintained in proper working order. A system to account for all keys at each campus and safeguard against entrance by unauthorized persons shall be established.
DAMAGE REPORT	Damage of any nature to school property, whether willful or otherwise, shall be reported upon detection to the principal, who shall then report to the Superintendent or designee. The name(s) of the person or persons responsible will be submitted if known. Any break-ins shall be reported without delay to the principal whether damage is noted or not.

TRANSPORTATION MANAGEMENT:
STUDENT TRANSPORTATION

CNA
(LOCAL)

Add

BUS STOPS

All students who use District transportation shall board buses at authorized stops. Authorized bus stops shall be designated annually by the Superintendent or designee. Bus drivers shall load and unload passengers only at authorized stops.

DESIGNATION OF
AN ALTERNATE
LOCATION

Within legal requirements, the District shall allow a parent to designate another location instead of the child's residence as the regular location for purposes of obtaining transportation to and from the child's school. [See CNA(LEGAL)]

TRANSPORTATION MANAGEMENT:
DISTRICT VEHICLES

CNB
(LOCAL)

USE OF SCHOOL
BUSES

EXTRACURRICULAR
ACTIVITIES AND
FIELD TRIPS

The Superintendent or designee shall develop administrative regulations for requesting, scheduling, and using District school buses for extracurricular activities and field trips. The regulations shall address any necessary charges to student groups for such uses, in accordance with applicable state rules.

NONSCHOOL USE

The District shall not permit nonschool use of District school buses.

~~USE BY NONSCHOOL
ORGANIZATIONS~~

~~The Board authorizes the Superintendent or designee to approve use of school-owned vehicles for nonschool organizations when the following requirements are met or agreed to in writing:~~

- ~~1. The nonschool organization shall assume all liability and will hold the District, its trustees, employees and agents harmless for any liability for injury or damages arising out of the group's use of a school vehicle.~~
- ~~2. The driver of the leased vehicle shall hold a valid driver's license applicable to the specific type of vehicle and driving situation and be at least 21 years old.~~
- ~~3. A certificate of insurance shall be provided to the school district that meets the same minimum coverage as the District insurance policy.~~
- ~~4. Nonschool organization shall pay a mileage fee determined by the school administration for use of the vehicle to be determined before the vehicle is leased. All operational costs of the bus shall be paid by the nonschool organization while the bus is leased.~~

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

[See GKD regarding nonschool use of school facilities]

FACILITIES CONSTRUCTION

CV
(LOCAL)

COMPLIANCE WITH LAW	The Superintendent shall be responsible for establishing procedures that ensure that all school facilities within the District comply with applicable laws and local building codes.
CONSTRUCTION CONTRACTS	<p>Prior to advertising, the Board shall determine the project delivery/contract award method to be used for each construction contract valued at or above \$25,000. To assist the Board, the Superintendent shall recommend the project delivery/contract award method that he or she determines provides the best value to the District. [See CV series]</p> <p>For construction contracts valued at or above \$25,000 \$40,000, the Superintendent shall also submit the resulting contract to the Board for approval. Lesser expenditures for construction and construction-related materials or services shall be at the discretion of the Superintendent and consistent with law and policy. [See also CH]</p>
PROJECT ADMINISTRATION	<p>All construction projects shall be administered by the Superintendent or designee.</p> <p>The Superintendent shall keep the Board informed concerning construction projects and also shall provide information to the general public.</p>
CHANGE ORDERS	Change orders shall be approved by the Board or its designee prior to any changes being made in the approved plans or the actual construction of the facility.
FINAL PAYMENT	Final payments for construction work and/or the supervision of such work in the District shall not be made until the work has been completed and accepted by the Board.

EMPLOYMENT PRACTICES:
EDUCATOR TERM CONTRACTS

DCB
(LOCAL)

CERTIFICATION
REQUIRED BY SBEC

Term contracts governed by Chapter 21 of the Education Code (educator term contracts) shall be provided to:

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

CERTIFICATION
REQUIRED BY THE
DISTRICT

Educator term contracts shall be provided also to persons in the following positions for which the District requires current SBEC certification: curriculum director and special education director.

EMPLOYMENT PRACTICES:
AT-WILL EMPLOYMENT

DCD
(LOCAL)

	<p>The Board delegates to the Superintendent authority to employ and dismiss the following categories of employees, who shall serve on an at-will basis: business manager, technology specialist, paraprofessionals, and auxiliary personnel.</p>
ASSIGNMENT AND EVALUATION	<p>The Superintendent or designee has sole authority to notify employees of assignments, compensation rates, and conditions of employment.</p> <p>Evaluation of at-will employees shall be conducted by the principal or supervisor in accordance with administrative procedures. [See DN]</p>
REASONABLE ASSURANCE OF EMPLOYMENT	<p>District employees in positions normally requiring less than 12 months of service annually and who are expected to report to work at the beginning of the following school session shall be provided a letter of reasonable assurance of employment. [See CRF]</p>
DISMISSAL	<p>At-will employees may be dismissed at any time for any reason not prohibited by law or for no reason, as determined by the needs of the District. At-will employees who are dismissed shall receive pay through the end of the last day worked.</p>
APPEAL TO BOARD	<p>A dismissed employee may request to be heard by the Board in accordance with DGBA(LOCAL).</p>

COMPENSATION AND BENEFITS:
FRINGE BENEFITS

DEB
(LEGAL)

Delete

PEACE OFFICERS

If a District peace officer dies, the District shall provide, at no cost, the deceased person's duty weapon, if any, and badge to the person's designated beneficiary, or if there is no designated beneficiary, to the person's estate. The District shall provide peace officers with a form on which they may designate their beneficiaries for this purpose. If a District peace officer dies and is to be buried in the person's uniform, the District shall provide the uniform at no cost. *Gov't Code 615.102-103*

HEALTH INSURANCE

CONTINUATION
BENEFITS TO
SURVIVORS

When a District peace officer dies in the course of the individual's duty as a result of exposure to a risk that is inherent in the duty or to which the general public is not customarily exposed, an eligible survivor is entitled to purchase continued health insurance benefits from the District. An eligible survivor is a person who on the date of the peace officer's death is the officer's surviving spouse or dependent.

If the dependent is a surviving minor child, he or she is entitled to continue health insurance coverage until the dependent reaches 18 years of age or becomes eligible for group health insurance through another employer.

If the dependent is not a minor child, he or she is eligible to continue health insurance coverage until the earlier of the date he or she marries, the date he or she becomes eligible for group health insurance through another employer, or the date he or she becomes eligible for Medicare benefits.

The surviving spouse is entitled to continue health insurance coverage until the earlier of the date he or she remarries, the date he or she becomes eligible for group health insurance through another employer, or the date he or she becomes eligible for Medicare benefits.

The District shall provide written notice of rights under this provision to an eligible survivor not later than the tenth day after the date of the peace officer's death. If an eligible survivor is a minor child, the District shall also contemporaneously provide the notice to the child's parent or guardian unless, after reasonable effort, the parent or guardian cannot be located.

The District must be informed of an eligible survivor's election to continue coverage not later than the 90th day after the peace officer's death. The survivor may elect to continue coverage at any level of benefits offered to dependents of active employees or, if offered, may elect to continue coverage at a reduced level of benefits. Survivors who elect to continue coverage are entitled to make

Brackett ISD
136901

COMPENSATION AND BENEFITS:
FRINGE BENEFITS

DEB
(LEGAL)

payments for coverage or have payments made on their behalf at the same time and to the same entity that payments are made by current employees and to purchase the coverage at the group rate for that coverage that exists at the time of payment.

Gov't Code 615.071-.079

COMPENSATION AND BENEFITS:
LEAVES AND ABSENCES

DEC
(LOCAL)

DEFINITIONS FAMILY	<p>The term "immediate family" shall include:</p> <ol style="list-style-type: none">1. Spouse2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands <i>in loco parentis</i>3. Parent, stepparent, parent-in-law, or other individual who stands <i>in loco parentis</i> to the employee.4. Sibling, stepsibling, sibling-in-law.5. Grandparent and grandchild.6. Any person residing in the employee's household at the time of illness or death. <p>For purposes of the Family and Medical Leave Act, the definition of "family" includes only spouse, parent, and child.</p>
FAMILY EMERGENCY	<p>The term "family emergency" shall be limited to disasters and life-threatening situations involving the employee or a member of the employee's immediate family.</p>
WORKDAY	<p>A "workday" for purposes of accumulation, use, or recording shall mean the number of hours per day equivalent to the employee's usual assignment, whether full-time or part-time.</p>
STATE PERSONAL LEAVE — RATE OF ACCRUAL	<p>Each employee shall earn state personal leave at the rate of one-half workday for each 18 workdays of employment, up to the statutory maximum of five workdays annually.</p>
TYPES OF STATE PERSONAL LEAVE	<p>The Board requires employees to differentiate between uses of personal leave:</p>
DISCRETIONARY	<ol style="list-style-type: none">1. To be taken at the individual employee's discretion, subject to limitations set out below.
NON- DISCRETIONARY	<ol style="list-style-type: none">2. To be used for the same reasons and in the same manner as state sick leave accumulated prior to May 30, 1995. [See DEC(LEGAL)]
USE OF DISCRETIONARY LEAVE	<p>A written request for use of discretionary personal leave shall be submitted to the immediate supervisor or designee in advance in accordance with administrative regulations. The reasons for which personal leave may be used shall not be limited by the District. In deciding to approve personal leave, however, the supervisor or designee shall consider the effect of the employee's absence on the educational program, as well as the availability of substitutes. [See DEC(LEGAL)]</p>
REQUEST FOR LEAVE	

COMPENSATION AND BENEFITS:
LEAVES AND ABSENCES

DEC
(LOCAL)

<div><div></div><div>DURATION OF LEAVE</div></div>	<p>Discretionary personal leave may not be taken for more than three consecutive days.</p>
LOCAL LEAVE	<p>All employees shall earn five workdays of local leave per school year, at the same rate as state personal leave.</p> <p>Local leave shall be noncumulative and shall be taken with no loss of pay.</p> <p>Local leave shall be used under the terms and conditions applicable to state sick leave accumulated prior to the 1995–96 school year. [See DEC(LEGAL)]</p>
USE AND RECORDING	<p>Available leave shall be used in the following order, as applicable:</p> <ol style="list-style-type: none">1. Local leave.2. State sick leave accumulated prior to the 1995–96 school year.3. State personal leave. <p>Leave used shall be recorded in increments of half days. Employees shall be charged leave as used even if a substitute is not employed.</p> <p>Any leave taken for which leave balances are insufficient shall result in a deduction from the employee's paycheck commensurate with the amount of leave taken.</p>
AVAILABILITY	<p>Paid leave for the current year shall be available for use at the beginning of the school year. Paid leave shall not be approved for more workdays than have been accumulated in prior years plus those to be earned during the current year.</p> <p>When an employee who has used more leave than he or she has accumulated ceases to be employed by the District, the cost of the unearned leave days shall be deducted from the employee's final paycheck.</p>
MEDICAL CERTIFICATION	<p>An employee absent more than five three consecutive workdays because of personal illness or illness in the immediate family shall submit medical certification of the illness.</p> <p>Medical certification shall be made by a health care provider as defined by the Family and Medical Leave Act. [See DEC(LEGAL)]</p>
TEMPORARY DISABILITY	<p>Any full-time employee whose position requires educator certification by the State Board for Educator Certification or by the District shall be eligible for temporary disability leave. The maximum length of temporary disability leave shall be 180 calendar days.</p>

COMPENSATION AND BENEFITS:
LEAVES AND ABSENCES

DEC
(LOCAL)

COURT APPEARANCES	Absences for court appearances related to an employee's personal business shall be deducted from the employee's leave or, at the option of the employee, shall be taken as leave without pay.
FAMILY AND MEDICAL LEAVE	For purposes of an employee's entitlement to family and medical leave, the 12-month period shall be measured forward from the day an individual employee's first family and medical leave begins.
CONCURRENT USE OF LEAVE	The District shall require employees to use family and medical leave concurrently with paid leave and with temporary disability leave, if applicable.
COMBINED LEAVE FOR SPOUSES	If both spouses are employed by the District, family and medical leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition may be limited to a combined total of 12 weeks as determined by the needs of the District.
INTERMITTENT LEAVE FOR CHILD CARE	Use of intermittent family and medical leave shall be permitted for the care of a newborn child or upon the adoption or placement of a child with the employee.
CERTIFICATION OF ILLNESS	Upon request for family and medical leave for the employee's serious health condition or that of a spouse, parent, or child, the employee shall provide medical certification of the illness or disability.
MEDICAL RELEASE	The employee's request for reinstatement shall be accompanied by medical certification of the employee's ability to perform essential job functions.
TEACHER REINSTATEMENT	A teacher desiring to return to work at or near the conclusion of a semester shall be reinstated in accordance with the END-OF-TERM LEAVE section in DEC(LEGAL).
FAILURE TO RETURN	If, at the expiration of the family and medical leave, the employee is able to return to work but chooses not to do so, the District shall require reimbursement of the employee benefits contribution made by the District during the period in which such leave was taken as unpaid leave.
WORKERS' COMPENSATION	<p>An employee absent because of a job-related injury or illness shall be assigned to family and medical leave, if applicable.</p> <p>An employee eligible for workers' compensation wage benefits, and not on assault leave, shall indicate whether he or she chooses to:</p> <ol style="list-style-type: none">1. Receive workers' compensation wage benefits; or2. Use available paid leave. Workers' compensation wage benefits shall begin when:

COMPENSATION AND BENEFITS:
LEAVES AND ABSENCES

DEC
(LOCAL)

- a. Paid leave is exhausted; or
- b. The employee elects to discontinue use of paid leave; or
- c. Leave payments are less than the employee's pre-injury average weekly wage.

Alternate TASB version for districts in which the board conducts nonrenewal hearings

EVALUATIONS	The Board must require written evaluations of a term contract employee at annual or more frequent intervals. Before making a decision not to renew a term contract, the Board shall consider the most recent evaluations if the evaluations are relevant to the reason for the Board's action. <i>Education Code 21.203(a)</i> [See DNA (LEGAL) and (LOCAL)]
REASONS	The Board shall establish by policy reasons for nonrenewal at the end of a school year. <i>Education Code 21.203(b)</i>
NOTICE	<p>Not later than the 45th day before the last day of instruction in a school year, the Board shall notify in writing each term contract employee whose contract is about to expire of its proposal to renew or not renew the contract.</p> <p>The Board's failure to give notice of a proposed renewal or nonrenewal constitutes an election to employ the term contract employee in the same professional capacity for the following school year.</p> <p><i>Education Code 21.201, 21.206</i></p>
REQUEST FOR HEARING	If the employee desires a hearing after receiving notice of the proposed nonrenewal, the employee shall notify the Board in writing not later than the 15th day after receiving the notice of proposed action. The Board shall provide for a hearing to be held within 15 days after receiving written notice from the employee requesting a hearing unless the parties agree in writing to a different date. Such hearing shall be closed unless an open hearing is requested by the employee and shall be conducted in accordance with rules promulgated by the District.
BOARD HEARING	<p>If the employee requests a hearing, the Board shall hold a hearing at which the employee may:</p> <ol style="list-style-type: none">1. Be represented by a representative of the employee's choice;2. Hear the evidence supporting the reason for nonrenewal;3. Cross-examine adverse witnesses; and4. Present evidence.
BOARD DECISION	To evaluate the evidence put before it, the Board shall use the preponderance of the evidence standard of review. <u><i>Whitaker v. Marshall ISD, Comm. Ed. Dec. No. 112-R1-598 (1998)</i></u>

TERM CONTRACTS:
NONRENEWAL

DFBB
(LEGAL)

Following the hearing, the Board shall take the appropriate action and notify the employee in writing of that action within 15 days following the conclusion of the hearing.

NO HEARING

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

Education Code 21.207, 21.208

APPEALS

An employee aggrieved by a decision of the Board to nonrenew a term contract may appeal to the commissioner for a review of the Board's decision. *Education Code 21.209*

Alternate TASB version for districts in which the board conducts nonrenewal hearings

REASONS

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

1. Deficiencies pointed out in observation reports, appraisals or evaluations, supplemental memoranda, or other communications.
2. Failure to fulfill duties or responsibilities.
3. Incompetency or inefficiency in the performance of required or assigned duties.
4. Inability to maintain discipline in the classroom or at assigned school-related functions.
5. Insubordination or failure to comply with official directives.
6. Failure to comply with Board policies or administrative regulations.
7. Conducting personal business during school hours when it results in neglect of duties.
8. Reduction in force because of financial exigency or program change. [See DFF]
9. Drunkenness or excessive use of alcoholic beverages; illegal use of drugs, hallucinogens, or other substances regulated by the Texas Controlled Substances Act.
10. The possession, use, or being under the influence of alcohol, alcoholic beverages, or drugs and narcotics as defined by the Texas Controlled Substances Act, while on school property, working in the scope of the employee's duties, or attending any school- or District-sponsored activity.
11. Conviction of any felony or any crime involving moral turpitude. [See DH]
12. Failure to report any arrest, conviction, or deferred adjudication for any felony or any crime involving moral turpitude as required by policy. [See DH]

13. Failure to meet the District's standards of professional conduct.
14. Failure to comply with reasonable District requirements regarding advanced coursework or professional improvement and growth.
15. Disability, not otherwise protected by law, that impairs performance of required duties.
16. Immorality, which is conduct the Board determines is not in conformity with the accepted moral standards of the community encompassed by the District. Immorality is not confined to sexual matters, but includes conduct inconsistent with rectitude, or indicative of corruption, indecency, or depravity.
17. Any activity, school-connected or otherwise, that, because of publicity given it, or knowledge of it among students, faculty, and community, impairs or diminishes the employee's effectiveness in the District.
18. Reasons specified in individual employment contracts reflecting special conditions of employment.
19. Failure to maintain an effective working relationship, or maintain good rapport, with parents, the community, or colleagues.
20. A significant lack of student progress.
21. Assault on an employee or student.
22. Falsification of records or other documents related to the District's activities.
23. Falsification of required information on an employment application.
24. Misrepresentation of facts to a supervisor or other District official in the conduct of District business.
25. Failure to fulfill requirements for certification, including passing the TECAT or ExCet.
26. Failure to fulfill the requirements of a deficiency plan under an Emergency Permit, a Special Assignment Permit, or a Temporary Classroom Assignment Permit.
27. Any attempt to encourage or coerce a child to withhold information from the child's parent.
28. Reasons constituting good cause for dismissing the employee during the contract term.

TERM CONTRACTS:
NONRENEWAL

DFBB
(LOCAL)

RECOMMENDATIONS FROM ADMINISTRATION	Administrative recommendations for renewal or proposed non-renewal of professional employee contracts shall be submitted to the Superintendent. The Superintendent shall require that each administrator's recommendation be accompanied by copies of all pertinent information necessary to a decision to recommend proposed nonrenewal. The final decision on the administrative recommendation to the Board on each employee's contract rests with the Superintendent.
SUPERINTENDENT'S RECOMMENDATION	The Superintendent shall prepare lists of employees whose contracts are recommended for renewal or proposed nonrenewal by the Board. Copies of written evaluations, other supporting documentation, if any, and reasons for the recommendation shall be submitted for each employee recommended for proposed nonrenewal. The Board shall consider such information, as appropriate, in support of recommendations for proposed nonrenewal and shall then act on all recommendations.
NOTICE OF PROPOSED RENEWAL OR NONRENEWAL	The Superintendent shall deliver to the employee by hand or certified mail, return receipt requested, written notice of proposed renewal or nonrenewal not later than the 45th day before the last day of instruction required in the contract. If the notice of proposed nonrenewal does not contain a statement of the reason or all of the reasons for the proposed action, and the employee requests a hearing, the District shall give the employee notice of all reasons for the proposed nonrenewal a reasonable time before the hearing. The initial notice or any subsequent notice shall contain the hearing procedures.
REQUEST FOR HEARING	If the employee desires a hearing after receiving the notice of proposed nonrenewal, the employee shall notify the Board in writing not later than the 15th day after the date the employee received the notice of proposed nonrenewal. When a timely request for a hearing on a proposed nonrenewal is received by the Board President, the hearing shall be held not later than the 15th day after receipt of the request, unless the parties mutually agree to a delay. The employee shall be given notice of the hearing date as soon as it is set.
HEARING PROCEDURE	The hearing shall be conducted in closed meeting unless the employee requests that it be open, with only the members of the Board, the employee, the Superintendent, their representatives, and such witnesses as may be called in attendance. Witnesses may be excluded from the hearing until it is their turn to present evidence. The employee and the administration may each be represented by a representative of each party's choice. Notice, at least five days in advance of the hearing, shall be given by each party intending to be represented, including the name of the repre-

sentative. Failure to give such notice may result in postponement of the hearing.

The conduct of the hearing shall be under the Board President's control and in general shall follow the steps listed below:

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

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

BOARD DECISION

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

Alternate TASB version for districts in which the board conducts nonrenewal hearings

NOTICE OF PROPOSED CONTRACT NONRENEWAL
(FOR HEARINGS CONDUCTED BY THE BOARD)

Date: _____

Name: _____

Address: _____

City/State/Zip: _____

Dear _____:

YOU ARE HEREBY NOTIFIED that the Superintendent of _____ ISD has recommended to the Board of Trustees at a lawfully called meeting of the Board of Trustees on (date) _____, that your employment contract as (job title) _____ in the District not be renewed for the succeeding school year, and the Board voted to propose the nonrenewal.

This notice is given pursuant to the provisions of Section 21.206 of the Texas Education Code.

The recommendation not to renew your contract is being made for the following reasons:

[List all reasons in detail]

If you desire a hearing, not later than the 15th day after receipt of this written notice, you must notify the Board of Trustees in writing of such request. The Board shall provide a hearing to be held not later than the 15th day after receipt of your notice requesting a hearing. Such hearing shall be closed unless you request an open hearing. If you fail to make a timely request for a hearing, the Board may proceed to make a determination upon the Superintendent's recommendation not later than the 30th day after the date the Board sends you notice of the proposed nonrenewal.

If you have any questions concerning any of the reasons supporting the proposed action to nonrenew your contract, please advise the Superintendent in writing.

Attached to this notice is a copy of the District's policy on nonrenewal of term contracts, containing the rules for the hearing.

This notice dated at (City/State/Zip): _____,

Date: _____ BY: _____
President, Board of Trustees

_____ ISD

Add

MEETINGS,
CONFERENCES, AND
WORKSHOPS

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

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

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

RELEASE TIME

Requests for release time with pay to attend employee organization meetings, other than any such meetings approved for required staff development purposes, shall be considered on a case-by-case basis. The responsibility for justifying the school-related purpose to be accomplished by attendance shall rest with the employee. Approval shall be given only if the employee is on the program, has some official function, or can obtain specific information related to his or her job description that will assist the District in improving the instructional program.

PERFORMANCE APPRAISAL:
EVALUATION OF TEACHERS

DNA
(LOCAL)

PDAS	<p>The annual appraisal of District teachers shall be in accordance with the Professional Development and Appraisal System (PDAS).</p> <p>The District shall establish an appraisal calendar each year.</p>
SCHEDULE LIMITATIONS	<p>In addition to those days on which observations are prohibited by law [see DNA(LEGAL)], the District shall not schedule observations on days scheduled for TAAS or other standardized tests.</p>
ALTERNATE APPRAISERS	<p>The list of qualified appraisers who may appraise a teacher in place of the teacher's supervisor shall be approved by the Board.</p>
SECOND OBSERVATION APPRAISER	<p>Upon a teacher's request for a second appraiser, the Superintendent or designee shall select the second appraiser from a pre-established roster of trained appraisers.</p>
SCORES	<p>The Board shall ensure that the Superintendent or designee establish procedures for regarding how domain scores from first and second appraisals will be used.</p>
PROBATIONARY TEACHERS	<p>Written evaluations and other evaluative information need not be considered prior to a decision to terminate a probationary contract at the end of the contract term. [See DFAB(LEGAL)]</p>
EMPLOYMENT DECISIONS	<p>When relevant to decisions regarding term contracts, written evaluations of a teacher's performance, as documented to date, and any other information the administration deems appropriate, shall be considered in decisions affecting contract status.</p>
GRIEVANCES	<p>Complaints regarding teacher appraisal shall be addressed in accordance with DGBA(LOCAL).</p>

PERSONNEL POSITIONS

DP
(LOCAL)

PRINCIPAL
QUALIFICATIONS

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

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

PERSONNEL POSITIONS:
SUBSTITUTE, TEMPORARY, AND PART-TIME POSITIONS

DPB
(LOCAL)

SUBSTITUTE TEACHERS	At the beginning of each school year, the Superintendent or a designee, in cooperation with principals, shall compile a list of qualified substitute teachers available for the school year. This list shall be approved by the Superintendent and distributed to all principals. The list shall indicate each individual's qualifications. Principals shall request and receive specific authorization from the Superintendent or designee before employing any substitute not on the approved list.
APPLICATION	Persons wishing to substitute teach in the District shall make application through usual channels. [See DC]
DOCUMENTATION	Approved substitutes shall have on file in the District: <ol style="list-style-type: none">1. The District's application form;2. A record of highest education attained, including high school diploma, GED certificate, or transcript for all college work, and/or Texas certificates; and3. An income tax withholding form.
QUALIFICATIONS	The District shall attempt to hire certified teachers as substitutes whenever possible; however, no person shall be employed as a substitute who does not have at least a high school diploma or GED
SELECTION	Principals shall give first consideration to the most qualified teachers on the approved substitute list and shall make an effort to place substitutes in their field of interest or the field in which they are best qualified.
PAY	The rates for substitute pay shall be set by the Board and recorded in Board minutes.
PERFORMANCE RESPONSIBILITIES	A substitute shall be subject to all duties of a regular classroom teacher.

INDIVIDUALIZED LEARNING:
CREDIT BY EXAMINATION WITH PRIOR INSTRUCTION

EEJA
(LOCAL)

CREDIT BY EXAMINATION	With the prior recommendation of the appropriate administrator, a student may use credit by examination to demonstrate mastery in any subject in elementary grades or to earn credit in any academic course at the secondary level. Such examinations shall assess the student's mastery of the essential knowledge and skills and shall be approved by the Superintendent or designee.
CREDIT BY EXAMINATION	Students may use credit by examination to demonstrate mastery in any subject or to earn credit in any academic course at the District high school with prior approval of the appropriate administrator. Such examinations shall assess the student's mastery of the essential knowledge and skills.
ELIGIBILITY	A student must have at least six weeks of prior instruction in the subject or course, as determined by the District on the basis of a review of the student's educational records to be eligible for credit by examination. A student must have received a grade of at least 60 in the course failed in order to gain credit by such an examination. Tests must be taken within one year of the initial enrollment date.
EXCESSIVE ABSENCES	On recommendation of the attendance committee, a student who has excessive absences may be permitted to earn or regain course credit through credit by examination. [See FEC]
EXTRACURRICULAR ACTIVITIES	Credit by examination shall not be used to gain eligibility for participation in extracurricular activities.
PASSING SCORE	To receive credit, students shall score a grade of 70 or above on the examination.
PROCEDURES	Tests shall be administered according to procedures approved by the Superintendent or designee. Course credit earned by credit by examination shall be excluded in determining grade point average.

INDIVIDUALIZED LEARNING:
CREDIT BY EXAMINATION WITHOUT PRIOR INSTRUCTION

EEJB
(LOCAL)

TEST SELECTION	The Superintendent or designee shall be responsible for development or selection of tests to be used to grant credit to students without prior instruction in a subject area or grade level. Whether tests are developed by the District or purchased from a State Board-approved university or other appropriate source, each examination shall thoroughly test the essential knowledge and skills in the applicable grade level or subject area.
TEST DATES	The Superintendent or designee shall establish a schedule of dates when examinations for acceleration shall be administered and shall ensure that such dates are published in the student handbook and in other District publications, as appropriate.
REGISTRATION	A student planning to take an examination for acceleration shall be required to register with the principal or designee at least 30 days prior to the scheduled testing date on which the student wishes to take the test.
FEES	No fee shall be charged for an examination for acceleration provided by the District on the published dates. If the District agrees to administer an alternate examination or to administer the examination on an alternate date, the parent may purchase the test from a State Board-approved university or shall pay an appropriate fee to the District.
REGISTRATION	A student planning to take an examination for acceleration shall be required to register with the principal or designee no later than 30 days prior to the scheduled testing date on which the student wishes to take the test.
FEES	No fee shall be charged for an examination for acceleration provided by the District. If a parent or student requests an alternate examination, the District may administer a test purchased by the parent or student from a State Board-approved university.
CREDIT APPROVAL	Approval of credit or advancement on the basis of an examination for acceleration shall be by the Superintendent or designee, in accordance with State Board rules.
KINDERGARTEN ACCELERATION	<p>The Superintendent or designee shall develop procedures to allow a student not six years old at the beginning of the school year to be placed initially in first grade. Criteria for acceleration may include:</p> <ol style="list-style-type: none">1. Scores on readiness test(s) and/or achievement test(s) that may be administered by appropriate District personnel.2. Recommendation of the kindergarten or preschool the student has attended.3. Chronological age and observed social and emotional development of the student.

INDIVIDUALIZED LEARNING:
CREDIT BY EXAMINATION WITHOUT PRIOR INSTRUCTION

EEJB
(LOCAL)

4. Other criteria deemed appropriate by the principal and Superintendent.

INSTRUCTIONAL MATERIALS SELECTION AND ADOPTION:
TEXTBOOK SELECTION AND ADOPTION

EFAA
(LOCAL)

TEXTBOOK SELECTION COMMITTEE	<p>The Superintendent shall appoint a textbook selection committee. The majority of the committee members shall be classroom teachers.</p>
RECOMMENDATION AND ADOPTION	<p>After examining all instructional materials adopted by the State Board and reflected on the multiple lists, the textbook selection committee shall select materials for use in the District and recommend the selections to the Board for ratification. In the event the Board does not ratify all of the selections, the reasons shall be recorded in Board minutes. The committee shall make other recommendations for selection until the Board has ratified all selections.</p> <p>The Superintendent or designee shall be responsible for coordinating the time frame for meetings of the committee and meetings of the Board to ensure compliance with state timelines.</p>
TEXTBOOK SELECTION COMMITTEE	<p>At an appropriate time following adoption of instructional materials by the State Board, the Superintendent shall make recommendations to the Board for appointment of a local textbook selection committee.</p> <p>Members of the committee shall be professional staff, and the majority shall be classroom teachers.</p> <p>Should the Board reject any recommendation, the Superintendent shall present another recommendation. The official minutes of the Board meeting at which the appointment is made shall include names of the persons appointed to serve.</p> <p>The Superintendent or designee shall be a member and serve as chair of the committee. A quorum, consisting of a majority of the committee members, must be present when selections are made.</p>
RECOMMENDATION AND ADOPTION	<p>After examining all instructional materials adopted by the State Board and reflected on the multiple lists, the textbook selection committee shall select materials for use in the District and recommend the selections to the Board for ratification. In the event the Board does not ratify all of the selections, the reasons shall be recorded in Board minutes. The committee shall make other recommendations for selection until the Board has ratified all selections.</p> <p>The Superintendent or designee shall be responsible for coordinating the time frame for meetings of the committee and meetings of the Board to ensure compliance with state timelines.</p>

INSTRUCTIONAL RESOURCES:
LIBRARY MEDIA PROGRAMS

EFB
(LOCAL)

Delete

LIBRARY SYSTEM

The District shall provide and maintain library media programs as integral parts of the District's instructional resources, in compliance with State Board standards. Materials shall be selected from all forms of media in accordance with EFA (LOCAL), taking into consideration the interests, vocabulary, maturity, and ability levels of all students within the school served.

The Superintendent may contract with the Regional Educational Service Center or other agencies offering similar services for the provision of media services and supplies.

The Superintendent or designee shall develop rules, regulations, and procedures to ensure the systematic maintenance of libraries as current resources for teachers and students. Principals shall ensure the effective use of the libraries within schools and shall establish library hours and procedures that best serve the needs of the students.

BUDGET

Adequate funding for library media programs shall be made through the annual budget. Funds for the purchase of library materials shall be allocated on an equitable basis to the various schools.

Delete

All course requirements at the District middle school and high school shall be reported by the administration and approved by the Board at the April meeting. The report to the Board shall include required courses, elective credits, and number of periods (time allocation) for each subject. This information shall be included in the student handbook.

BASIC INSTRUCTIONAL PROGRAM:
ELECTIVE INSTRUCTION

EHAD
(LOCAL)

~~The Board shall approve all middle school and high school elective credits before being offered to students for credit at the District secondary schools. The list of elective credits shall be presented to the Board in April before the academic year for which they apply. Emergency additions may be presented for approval at any regular or special meeting of the Board. Changes in credit requirements due to statutory changes, state policy, or State Board mandates shall be complied with and reported to the Board as soon as possible after TEA notification.~~

PASS / FAIL
COURSES

~~The District shall allow students to take courses in addition to the 25 credits required for graduation on a pass/fail basis. Students who have a grade average of 70 or above in such courses shall be awarded credit, but a numerical grade shall not be recorded on the transcript or included in the student's total average. A "P" for pass or an "F" for fail shall be recorded on the student's transcript. The student shall declare intent to take such a course on a pass/fail basis on the first day the course meets.~~

~~Upon declaring the pass/fail option, the teacher shall issue the student a contract that must be returned and signed by the student and the student's parent or guardian within three class days. Failure to return the contract within the specified amount of time shall void the contract. Any course taken with the pass/fail option shall be excluded in the computation of grade point averages. The purpose of this option is to encourage students to take advanced courses in addition to the total number of credits required for graduation.~~

HUNTER EDUCATION

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

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

Brackett ISD
136901

BASIC INSTRUCTIONAL PROGRAM:
ELECTIVE INSTRUCTION

EHAD
(LOCAL)

NOTIFICATION

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

Brackett ISD
136901

SPECIAL PROGRAMS:
SPECIAL EDUCATION

EHBA
(LOCAL)

Delete

The District shall participate in, and be governed by the policies of, the Special Education Cooperative for the Cluster V Developmental Education Enrichment Program.

SPECIAL PROGRAMS:
GIFTED AND TALENTED STUDENTS

EHBB
(LOCAL)

NOMINATION	Students may be nominated for the gifted and talented program at any time by teachers, counselors, parents, or other interested persons.
IDENTIFICATION CRITERIA	Criteria to identify gifted and talented students shall be established in the Board-approved program for the gifted and talented. The criteria shall be specific to the state definition of gifted and talented and shall ensure the fair assessment of students with special needs, such as the culturally different, the economically disadvantaged, and students with disabilities.
PARENTAL CONSENT	Written parental consent shall be obtained before any special testing or individual assessment is conducted as part of the screening and identification process. All student information collected during the screening and identification process shall be an educational record, subject to the protections set out in policies at FL.
SELECTION	A selection committee shall evaluate each nominated student according to the established criteria and shall select those students for whom gifted program placement is the most appropriate educational setting. The committee shall be composed of at least three professional educators who have received training in the nature and needs of gifted students and shall be established for the District.
ASSESSMENTS	Data collected through both objective and subjective assessments shall be measured against the criteria approved by the Board to determine individual eligibility for the program. Assessment tools may include but not be limited to the following: achievement tests, intelligence tests, behavioral checklists completed by teachers and parents, teacher nominations based on classroom observations, student/parent conferences, and student work products, if available.
NOTIFICATION	Parents and students shall be notified in writing upon selection of the student for the gifted program. Participation in any program or services provided for gifted students is voluntary. The District shall obtain written permission from the parents before a student is placed in a gifted program.
REASSESSMENT	The District shall reassess students to determine appropriate program placement when a student moves from the elementary level to the middle school.
REASSESSMENTS	The District shall perform routine reassessments as necessary; not to exceed once in elementary, once in junior high and once in high school.
TRANSFER STUDENTS	A transfer student who has been identified as gifted by a previous school district shall have his or her records reviewed by the selec-

SPECIAL PROGRAMS:
GIFTED AND TALENTED STUDENTS

EHBB
(LOCAL)

tion committee to determine if placement in the District's gifted and talented (GT) program is appropriate.

The school-level GT committee shall review the assessment information and student records. If the assessment correlates and is equivalent to the District's assessment, the committee shall place the student in the District GT program.

If the assessment is not equivalent, the student shall be retested using the District's assessment process. Eligibility and decisions on placement into the GT program shall be determined by the committee after reassessment information has been completed.

Transfers from out-of-state shall be required to be reassessed using the District's assessment process. The school-level GT committee shall consider eligibility and placement after assessment results are available.

FURLOUGHS

A student who is unable to maintain satisfactory performance within the structure of the gifted and talented program may be placed on furlough by the selection committee. The purpose of such a furlough is to provide the student an opportunity to attain performance goals established by the selection committee. A furlough also may be granted at the request of the student and/or parent.

A student may be furloughed for a period of time deemed appropriate by the selection committee. At the end of the furlough, the student's progress shall be reassessed, and the student may reenter the gifted program, be removed from the program, or be placed on another furlough.

FURLOUGH

~~Students who are unable to maintain satisfactory performance within the structure of the gifted and talented program may be placed on furlough by the selection committee. A furlough also may be granted at the request of the student and/or parent.~~

~~A student may be furloughed by the selection committee for a minimum of one day or, at a maximum, through the end of the current school year. The furlough may not be renewed. At the end of the furlough, the student may be re-entered to the program or be removed from the program by the selection committee.~~

EXIT PROVISIONS

Student performance in the program shall be monitored. A student shall be removed from the program at any time the selection committee determines it is in the student's best interest. If a student or parent requests removal from the program, the selection committee shall meet with the parent and student before honoring the request.

SPECIAL PROGRAMS:
GIFTED AND TALENTED STUDENTS

EHBB
(LOCAL)

EXIT PROVISIONS	<p>Student performance in the program shall be monitored. A student may be exited from the GT program by the selection committee in one of two ways: 1) Student or parent requests the exit; or 2) Removal from the program for unsatisfactory performance or behavioral concerns. In the event the student or parent requests the exit, the student must first furlough. At the end of the current school year, a meeting shall be held with the committee and parent in order to determine whether re-entry to or an exit from the program would be most appropriate. In the event that the selection committee initiates the exit, the student shall be furloughed for a minimum of one day, and the maximum length being through the end of the current school year. At that point, the selection committee shall exit the student from the GT program.</p>
APPEALS	<p>Parents or students may appeal any final decision of the selection committee regarding selection for or removal from the gifted program. Appeals shall be made first to the selection committee in written form. Any subsequent appeals shall be made in accordance with FNG(LOCAL) beginning at Level Two.</p>
PROGRAM EVALUATION	<p>The gifted program shall be evaluated periodically, and evaluation information shall be shared with Board members, administrators, teachers, counselors, students in the gifted and talented program, and the community.</p>
COMMUNITY AWARENESS	<p>The District shall ensure that information about the District's gifted and talented program is available to parents and community members and that they have an opportunity to develop an understanding of and support for the program.</p>
COMMUNITY AWARENESS	<p>The District shall ensure that information about the District's gifted and talented program is available to parents and community members.</p>

Delete

COMPARABILITY OF
SERVICES

The Board shall ensure equity in services among campus programs and shall maintain appropriate records reflecting equity.

As reflected in District records, equity shall be maintained District-wide in one of the following areas:

1. Expenditures of money per student from state and local funds;
2. Instructional salaries per student from state and local funds;
or
3. Instructional staff/student ratios.

In special programs, such as special education and bilingual education, a lower ratio may be maintained and more money may be spent as necessary to fulfill other legal requirements. [See DEA]

ACADEMIC ACHIEVEMENT

EI
(LOCAL)

**CERTIFICATES OF
COURSEWORK
COMPLETION**

The District shall not issue certificates of coursework completion to students who fail to meet all state and local requirements for graduation. [See EIF, FMH]

PARTIAL CREDIT

Credit for an individual semester shall be earned by a student who earns a passing grade for one semester, but whose combined grade for the two semesters is lower than 70. In this circumstance, the student shall be required to retake only the semester in which the failing grade was earned.

**TASB policy version to replace your locally
developed language**

Students shall be expected to make up assignments and tests after absences. Students shall receive a zero for any assignment or test not made up within the allotted time.

TESTS

Students shall be permitted to take tests administered in any class missed because of absence.

For any class missed, the teacher may assign the student make-up work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

A student shall be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher.

LATE PROJECTS

Teachers may assign a late penalty to any project turned in after the due date in accordance with previously established guidelines approved by the principal and disseminated to students.

**UNEXCUSED
ABSENCES**

The District shall not impose a grade penalty for make-up work after an unexcused absence.

SUSPENSION

The District shall not impose a grade penalty for make-up work after an absence because of suspension.

GRADING/PROGRESS REPORTS TO PARENTS:
MAKEUP WORK

EIAB
(LOCAL)

District's current policy; see TASB policy version

MAKE-UP WORK

Students shall be expected to make up assignments and tests after absences. Students shall receive a zero for any assignment or test not made up within the allotted time.

Immediately upon returning to the school, the student shall ask the teacher for detailed assignments covering the work missed and shall arrange to complete such make-up work promptly.

Except in cases of prolonged illness, make-up work shall be completed within five days after a student returns to school. The burden of responsibility for completing make-up work rests entirely upon the student. A student who is informed in advance by the teacher of a test or written work to be completed on a certain day and who is in attendance on that day shall be responsible for the work even though he or she was absent the day before.

For any class missed, the teacher may assign the student make-up work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

TESTS

Students shall be permitted to take tests administered in any class missed because of absence.

LATE PROJECTS

Teachers may assign a late penalty to any project turned in after the due date in accordance with previously established guidelines approved by the principal and disseminated to students.

UNEXCUSED
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The District shall not impose a grade penalty for make-up work after an unexcused absence.

SUSPENSION

The District shall not impose a grade penalty for make-up work after an absence because of suspension.

Current policy, see enclosed draft

In the event of a tie in grade point average at the highest level, the student taking the largest number of advanced courses shall be the honor student. Should both students tie for grade point and number of advanced courses, the student with the highest overall numerical average shall receive the honors.

Students competing for valedictorian or salutatorian honors must complete four years of work at Brackett High School (grades 9–12). The number of years of work at Brackett High does not affect class ranking. If a student has completed fewer than four years of work at Brackett High and has the highest grade point average in the graduating class, he or she shall be recognized as the highest ranking student during the graduation ceremonies.

Grades earned by credit by examination and correspondence courses and grades in athletics and physical education shall not be used in computing grade point averages. If band is used by the student to meet the fine arts requirement, the first two semesters of band taken in grades 9–12 shall be used as a fine arts credit in determining grade point average.

DRAFT developed from information in the student handbook and input from administrators during the review session.

**VALEDICTORIAN AND
SALUTATORIAN**

To be eligible for valedictorian or salutatorian honors, a student must have been continuously enrolled in the District high school for the full four years preceding graduation.

The student with the highest numerical average on the most advanced graduation plan shall be the valedictorian; the student with the second highest numerical average on the most advanced graduation plan shall be the salutatorian.

Grades earned by credit by examination, correspondence courses, and vocational adjustment class (VAC) shall not be used in computing grade point average.

Grades earned in band, physical education, and athletics shall be used in computing grade point averages. If band is used by the student to meet the fine arts requirement, the first two semesters of band taken in grades 9–12 shall be used as a fine arts credit in determining grade point average. Beginning with the class of 2008, any high school course taken prior to ninth grade for which a student earned state graduation credit shall be included in the computing grade point averages.

Advanced electives, Pre-AP and AP courses, and dual credit courses shall receive an added weight of ten percent of the grade.

TIES

In the event of a tie, the student taking the most advanced courses shall be valedictorian. If a tie still exists, the student with the highest numeric average for the senior year shall receive the honor. If a tie still exists, the average for the prior year shall be used until the tie is broken. The same method shall be used if a tie exists for salutatorian.

TOP TEN PERCENT

All students whose grade point averages make up the top ten percent of the graduating class and qualify for automatic admission under Education Code 51.803 shall be recognized. Eligibility standards required for the local procedure for determining valedictorian and salutatorian (or other local honor positions) shall not apply to the procedure for determining the top ten percent. The GPA shall be reported on the student's transcript and made available in accordance with the application deadline for the college or university when requested by the student. [See EIC(LEGAL)]

**HIGHEST RANKING
STUDENT**

If a student has completed fewer than four years of work at the District high school and has the highest grade point average in the graduating class, he or she shall be recognized as the highest ranking student during the graduation ceremonies.

ACADEMIC ACHIEVEMENT:
RETENTION AND PROMOTION

EIE
(LOCAL)

CURRICULUM MASTERY	Promotion and course credit shall be based on mastery of the curriculum. Expectations and standards for promotion shall be established for each grade level, content area, and course and shall be coordinated with compensatory/accelerated services. [See EHBC]
STANDARDS FOR MASTERY	<p>Mastery shall be determined as follows:</p> <ol style="list-style-type: none">1. Course assignments and unit evaluation shall be used to determine student grades in a subject. An average of 70 or higher shall be considered a passing grade.2. Mastery of the skills necessary for success at the next level shall be validated by assessments that may either be incorporated into unit or final exams or may be administered separately. Mastery of at least 70 percent of the objectives shall be required.
GRADES 1-6	In grades 1-6, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in language arts/reading and mathematics.
GRADES 7-8 4-8	In grades 7-8 4-8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in three of the following areas: language arts (an average of reading and language arts), mathematics, science, and social studies.
GRADES 9-12	Grade-level advancement for students in grades 9-12 shall be earned by course credits. Changes in grade-level classification shall be made at the beginning of the fall and spring semesters. [See EI]
STUDENTS WITH DISABILITIES	Promotion standards and appropriate assessment and acceleration options, as established by individualized education programs (IEP) or grade-level classification of students eligible for special education, shall be determined by the ARD committee.
LIMITED ENGLISH PROFICIENCY STUDENTS	<p>In assessing students of limited English proficiency for mastery of the essential knowledge and skills, the District shall be flexible in determining methods to allow the students to demonstrate knowledge or competency independent of their English language skills in the following ways:</p> <ol style="list-style-type: none">1. Assessment in the primary language.2. Assessment using ESL methodologies.3. Assessment with multiple varied instruments. [See EHBE]

ACADEMIC ACHIEVEMENT:
RETENTION AND PROMOTION

EIE
(LOCAL)

STUDENT SUCCESS INITIATIVE	In addition to local standards for mastery and promotion, students in grades 3, 5, and 8 must meet the passing standard established by the State Board on an applicable assessment instrument in the subjects required under state law in order to be promoted to the next grade.
DEFINITION OF 'PARENT'	For purposes of this policy and decisions related to the student success initiative, a student's "parent" shall be defined to include either of the student's parents or guardians; a person designated by the parent, by means of a Power of Attorney, to have responsibility for the student in all school-related matters (see FD); a surrogate parent acting on behalf of a student with a disability; a person designated by the parent or guardian to serve on the grade placement committee (GPC) for all purposes; or in the event that a parent, guardian, or designee cannot be located, a person designated by the Superintendent or designee to act on behalf of the student. [See EIE(LEGAL)]
ALTERNATE ASSESSMENT INSTRUMENT	The District shall use only the statewide assessment instrument for the third testing opportunity.
STANDARDS FOR PROMOTION UPON APPEAL	<p>If a parent initiates an appeal of his or her child's retention following the student's failure to demonstrate proficiency after the third testing opportunity, the GPC shall review all facts and circumstances in accordance with law and shall apply the following standards in deciding to promote or retain the student:</p> <ol style="list-style-type: none">1. Evidence of satisfactory student performance, including grades, portfolios, work samples, local assessments, previous state assessments, or individual reading or mathematics diagnostic tests or inventories, as appropriate;2. Improvement in student test performance over the three testing opportunities;3. Extenuating circumstances that may have adversely affected the student's participation in instruction, required assessments, or accelerated instruction; and4. Consideration of whether a student was not enrolled in a Texas public school for part of the school year. <p>If all members of the GPC agree that the student is likely to perform on grade level if given additional accelerated instruction during the following school year, the student shall be promoted.</p> <p>Whether the GPC decides to promote or to retain a student in this manner, the committee shall determine an accelerated instruction plan for the student for the following school year, providing for</p>

ACADEMIC ACHIEVEMENT:
RETENTION AND PROMOTION

EIE
(LOCAL)

interim reports to the student's parent and opportunities for the parent to consult with the teacher or principal as needed. The principal or designee shall monitor the student's progress during the following school year to ensure that he or she is progressing in accordance with the plan.

TRANSFER
STUDENTS

When a student transfers into the District having failed to demonstrate proficiency on applicable assessment instruments after two testing opportunities, a GPC shall convene for that student. The GPC shall review any available records of decisions regarding testing and accelerated instruction from the previous district and determine an accelerated instruction plan for the student.

If a parent initiates an appeal for promotion when a student transfers into the District having failed to demonstrate proficiency after three testing opportunities, the GPC shall review any available records of decisions regarding testing, accelerated instruction, retention, or promotion from the previous district and issue a decision in accordance with the District's standards for promotion.

ASSIGNMENT OF
RETAINED
STUDENTS

Students not promoted to the next grade level shall be assigned to the same or a similar campus setting.

~~ASSIGNMENT OF
RETAINED STUDENTS~~

~~In the event a student is not promoted to the next grade level, the District shall assign the student nevertheless to an age-appropriate campus, unless:~~

- ~~1. The student's parent requests that the student be assigned to the same or a similar campus setting; or~~
- ~~2. The student's GPC determines that it would be in the student's best interest to be assigned to the same or a similar campus setting. Criteria to be considered for this decision may include:~~
 - ~~a. Recommendations from the student's teachers.~~
 - ~~b. Observed social and emotional development of the student.~~

REDUCING STUDENT
RETENTION

The District shall establish procedures designed to reduce retaining students at a grade level, with the ultimate goal being elimination of the practice of retaining students. [See EHBC]

For districts with only one campus per grade level

ELIGIBLE STUDENTS

An eligible student may use a public education grant to attend a school in another district chosen by the parent. "Eligible students" are those assigned to attend a public school campus:

1. At which 50 percent or more of the students did not perform satisfactorily on the TAAS in any two of the three preceding years; or
2. That was identified as low performing at any time in the preceding three years.

After a student has used a public education grant to attend a school in a district other than the district in which the student resides:

1. The student does not become ineligible for the grant if the school on which the student's initial eligibility is based no longer meets the criteria described above; and
2. The student becomes ineligible for the grant if the student is assigned to attend a school that does not meet the criteria described above.

Education Code 29.201, 29.202

FUNDING

A district is entitled to a public education grant allotment for each eligible student using a public education grant. If the District has a wealth per student greater than the guaranteed wealth level but less than the equalized wealth level, the District is entitled under rules adopted by the commissioner to additional state aid in an amount equal to the difference between the cost to the District of providing services to a student using a public education grant and the sum of state aid received because of the public education grant allotment and money from the available school fund attributable to the student.

"Cost to the District of providing services" is defined as the Foundation School Program cost per student, including the equalized state and local share of the guaranteed yield allotment at the District's tax effort for the applicable school year, as limited by Texas Education Code 42.253(e).

A district is entitled to additional facilities assistance if the District agrees to:

1. Accept a number of students using public education grants that is at least one percent of the district's average daily attendance for the preceding school year; and

INTERDISTRICT TRANSFERS:
PUBLIC EDUCATION GRANTS

FDA
(LEGAL)

2. Provide services to each student until the student either voluntarily decides to attend a school in a different district or graduates from high school.

SUPPLEMENTAL
PAYMENTS

A district with property wealth per student greater than the guaranteed wealth level but less than the equalized wealth level is entitled to a supplemental payment for the number of net additional students educated under the public education program. "Net additional students" is defined as the number of the District's resident students who are educated in other districts under the public education grant program. For the purposes of computing supplemental payments, the number of net additional students cannot be less than zero. The amount of the supplemental payment shall be computed as the guaranteed level multiplied by the District enrichment and facilities tax rate as specified in Education Code 42.302(a), as limited by Education Code 42.253(e), multiplied by the number of net additional students. The supplemental payment shall be made to the district in a lump sum in the subsequent school year.

AVERAGE DAILY
ATTENDANCE

A student who uses a public education grant to attend a public school in a district other than the district in which the student resides is included in the average daily attendance of the district in which the student attends school.

Education Code 29.203; 19 TAC 61.1011

PUBLIC
EDUCATION
GRANT
ALLOTMENT

For each student in average daily attendance who is using a public education grant to attend school in a district other than the District in which the student resides, the District the student attends is entitled to an annual allotment described in Education Code 42.157. The District may also qualify for additional assistance under Education Code 42.4101. *Education Code 42.157; 42.4101*

ADMISSION

A district may accept or reject an application for a student using a public education grant, provided it does not discriminate on the basis of the student's race, ethnicity, academic achievement, athletic abilities, language proficiency, sex, or socioeconomic status.

PRIORITIES

If a district has more applicants seeking admission under public education grants than it has available positions, it shall give priority to students at risk of dropping out of school and shall fill the positions by lottery.

EXCEPTION

To achieve continuity in education and for the convenience of parents, guardians, or custodians of those children, however, a district may give preference over at-risk students to:

1. Enrolled students;

INTERDISTRICT TRANSFERS:
PUBLIC EDUCATION GRANTS

FDA
(LEGAL)

2. Siblings of enrolled students living in the same household; or
3. Other children residing in the same household as enrolled students.

TUITION

A district admitting a public education grant student may not charge that student tuition.

Education Code 29.203 (b)(c)

CONTRACT FOR
SERVICES

The Board may contract for the provision of educational services to a student eligible to receive a public education grant. *Education Code 29.205*

COMMISSIONER'S
NOTICE

No later than January 1 of each year, the commissioner shall provide notice to a district in which a campus described above is located. The notice shall identify each campus in the District that meets the description at ELIGIBLE STUDENTS and inform the District that it must notify the parent of each student in the campus so identified that the student is eligible for a public education grant. The notice must contain a clear, concise explanation of the public education grant program and of the manner in which the parent may obtain further information about the program. *Education Code 29.204*

TRANSPORTATION

When a student uses a public education grant, the district from which a student transfers shall provide free transportation for that student to and from the school the student would otherwise attend. *Education Code 29.203(f)*

For districts with only one campus per grade level

ASSIGNMENTS

The Board or its designee may assign and transfer any student from one school facility or classroom to another facility or classroom within its jurisdiction. *Education Code 25.031*

The Board or its designee must make the decision concerning the assignment or transfer of a student on an individual basis and may not consider as a factor in its decision any matter relating to the national origin of the student or the student's ancestral language. *Education Code 25.032*

VICTIM OF BULLYING

On the request of a parent or other person with authority to act on behalf of a student who is a victim of bullying, the Board or its designee shall transfer the victim to another classroom at the campus to which the victim was assigned at the time the bullying occurred.

"Bullying" means engaging in written or verbal expression or physical conduct that the Board or its designee determines:

1. 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, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

The Board or designee shall verify that a student has been a victim of bullying before transferring the student. The Board may consider past student behavior when identifying a bully.

The determination by the Board or designee is final and may not be appealed.

Education Code 25.0341

Note: For bullying rising to the level of prohibited harassment, see also FFH.

CLASS CHANGES

A parent or person standing in parental relation is entitled to reasonable access to the school principal, or to a designated administrator with authority to reassign a student, to request a change in the class or teacher to which the parent's child has been assigned, if the reassignment or change would not affect the assignment or reassignment of another student. The decision of the Board re-

ADMISSIONS:
INTRADISTRICT TRANSFERS

FDB
(LEGAL)

garding such a request is final and may not be appealed. *Educa-
tion Code 26.002, 26.003(a)(2), (b)* [See FNG]

For districts with only one campus per grade level

CLASS CHANGES	The campus principal shall be authorized to investigate and approve transfers of students from one classroom to another. Students shall be assigned to schools in the attendance areas in which they reside.
CLASS CHANGES	The campus principal shall be authorized to investigate and approve transfers of students from one classroom to another on that campus.
TRANSFERS BETWEEN SCHOOLS	The Superintendent shall be authorized to investigate and approve transfers between schools.

ATTENDANCE:
ATTENDANCE ACCOUNTING

FEB
(LOCAL)

The Superintendent or designee shall be responsible for maintaining a student attendance accounting system in accordance with statutory and TEA requirements.

The Superintendent or designee shall report annually to the Board concerning the operation and effectiveness of the District's student attendance system, and may present recommendations for improvement.

**PARENTAL CONSENT
TO LEAVE CAMPUS**

A student absent from school for any portion of a school day shall provide a note that describes the reason for the absence. The note shall be signed by the student's parent.

A verifiable, documented telephone call from the parent to the school office, indicating consent and stating the reason for the absence, shall be accepted in lieu of a note.

If the student is 18 or older or is an emancipated minor, the student may sign or telephone in place of a parent.

**PARENTAL CONSENT
TO LEAVE CAMPUS**

~~A student absent from school for any portion of a school day shall provide a note that describes the reason for the absence. The note shall be signed by the student's parent or, if the student is 18 or older or is an emancipated minor, by the student.~~

ATTENDANCE:
ATTENDANCE FOR CREDIT

FEC
(LOCAL)

ATTENDANCE
COMMITTEES

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

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

PARENTAL NOTICE
OF EXCESSIVE
ABSENCES

A student and the student's parent or guardian shall be given written notice prior to and at such time when a student's attendance in any class drops below 90 percent of the days the class is offered. When a student's attendance drops below 90 percent of the days the class is offered, the student, parent, or representative may request award of credit by submitting a written petition to the appropriate attendance committee. The attendance committee shall review the student's entire attendance record and the reasons for absences, and shall determine whether to award credit.

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

The attendance committee may review the records of all students whose attendance drops below 90 percent of the days the class is offered, whether or not a petition is filed.

Students who have lost credit because of excessive absences may regain credit by fulfilling the requirements established by the attendance committee.

PERSONAL ILLNESS

When a student's absence for personal illness exceeds four consecutive days, the student **may be required to** shall present a statement from a physician or health clinic verifying the illness or condition that caused the student's extended absence from school.

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

GUIDELINES ON
EXTENUATING
CIRCUMSTANCES

The attendance committee shall adhere to the following guidelines to determine attendance for credit:

DAYS OF
ATTENDANCE

1. All absences shall be considered in determining whether a student has attended the required percentage of days. If make-up work is completed, absences for religious holy days and health care appointments shall be considered days of attendance for this purpose. [See FEB]

TRANSFERS /
MIGRANT
STUDENTS

2. A transfer or migrant student incurs absences only after his or her enrollment in the District.

ATTENDANCE:
ATTENDANCE FOR CREDIT

FEC
(LOCAL)

BEST INTEREST STANDARD	<ol style="list-style-type: none">3. In reaching consensus regarding a student's absences, the committee shall attempt to ensure that its decision is in the best interest of the student.4. The Superintendent or designee shall develop administrative regulations addressing the committee's documentation of the decision.
DOCUMENTATION	<ol style="list-style-type: none">5. The committee shall consider the acceptability and authenticity of documented reasons for the student's absences.
CONSIDERATION OF CONTROL	<ol style="list-style-type: none">6. The committee shall consider whether the absences were for reasons out of the student's or parent's control.
STUDENT'S ACADEMIC RECORD	<ol style="list-style-type: none">7. The committee shall consider whether or not the student has completed assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
INFORMATION FROM STUDENT OR PARENT	<ol style="list-style-type: none">8. The student or parent shall be given an opportunity to present any information to the committee about the absences and to discuss ways to earn or regain credit.
IMPOSING CONDITIONS FOR AWARDING CREDIT	<p>The committee may impose any of the following conditions for receiving credit lost because of excessive absences:</p> <ol style="list-style-type: none">1. Completing additional assignments, as specified by the committee or teacher.2. Satisfying time-on-task requirements before and/or after school.3. Attending tutorial sessions as scheduled.4. Attending Saturday classes.5. Summer school.6. Maintaining the attendance standards for the rest of the semester.7. Taking an examination to earn credit. <p>In all cases, the student must also earn a passing grade in order to receive credit.</p>
APPEAL PROCESS	<p>A parent or student may appeal the decision of the attendance committee in accordance with FNG(LOCAL) beginning at Level Three.</p>

Legal policy version for districts that do not employ commissioned peace officers

ATTENDANCE
OFFICER

The Board may select a school attendance officer. A school attendance officer also may be selected by two or more boards to serve their districts jointly. *Education Code 25.088*

If no attendance officer has been selected, the Superintendent and the peace officers in the District shall perform the duties of attendance officer, but no additional compensation shall be paid for the services. *Education Code 25.090*

POWERS AND
DUTIES

An attendance officer employed by the District has the following powers and duties with respect to enforcement of compulsory school attendance requirements:

1. To investigate each case of a violation of the compulsory school attendance requirements referred to the attendance officer;
2. To enforce compulsory school attendance requirements by:
 - a. Referring a student to a juvenile court or filing a complaint against a student in a county, justice, or municipal court if the student has unexcused absences for the amount of time specified under Education Code 25.094 or under Family Code 51.03(b)(2); and
 - b. Filing a complaint in a county, justice, or municipal court against a parent who violates Education Code 25.093;
3. To monitor school attendance compliance by each student investigated by the officer;
4. To maintain an investigative record on each compulsory school attendance requirement violation and related court action and, at the request of a court, the Board, or the Commissioner, to provide a record to the individual or entity requesting the record;
5. To make a home visit or otherwise contact the parent of a student who is in violation of compulsory school attendance requirements, except that the attendance officer may not enter a residence without permission of the parent or of the owner or tenant of the residence;
6. At the request of a parent, to escort a student from any location to a school campus to ensure the student's compliance with compulsory school attendance requirements; and

ATTENDANCE:
ATTENDANCE ENFORCEMENT

FED
(LEGAL)

7. If the attendance officer has or is informed of a court-ordered legal process directing that a student be taken into custody and the District employing the officer does not employ its own police department, to contact the sheriff, constable, or any peace officer to request that the student be taken into custody and processed according to the legal process.

Education Code 25.091

JUVENILE CASE
MANAGER

On approval of the Board, the District may employ or agree in accordance with Government Code Chapter 791 to jointly employ a case manager to provide services in cases involving juvenile offenders before a court consistent with the court's statutory powers. The District may apply to the criminal justice division of the governor's office for reimbursements of the costs of employing a juvenile case manager. *Code of Criminal Procedure 45.056*

Delete

Students shall not be released from school at times other than regular dismissal hours except with the permission of the principal of the school. The teacher shall determine that such permission has been granted before allowing the student to leave.

PRIVATE LESSONS

The District permits released time for students for private lessons in music, art, dance, or other fields not available in the regular school curriculum for one hour per week.

EMPLOYMENT

Upon request of the parent or student (if 18 or older), the principal may approve released time for employment, other than vocational cooperative programs, for junior or senior students, not to exceed one hour per day.

WELLNESS AND HEALTH SERVICES:
MEDICAL TREATMENT

FFAC
(LOCAL)

STUDENT ILLNESS	Procedures shall be established by the administration to ensure that proper attention is given any student who becomes ill during the course of a school day.
ACCIDENTS INVOLVING STUDENTS	Emergency procedures shall be established by the administration to ensure proper attention for any student injured at school. Records shall be maintained on all accidents that require the attention of a medical doctor.
EMERGENCY TREATMENT FORMS	Each year, students and parents shall complete and sign a form that provides emergency information and authorizes school officials to obtain emergency medical treatment, as provided by law.
ADMINISTERING MEDICATION	No employee shall give any student prescription medication, non-prescription medication, herbal substances, anabolic steroids, or dietary supplements of any type, except as provided below.
EXCEPTIONS	Employees authorized by the Superintendent or designee may administer to students:
PROVIDED BY PARENT	<ol style="list-style-type: none">1. Prescription medication in accordance with legal requirements. [See FFAC(LEGAL)]2. Nonprescription medication, upon a parent's written request, when properly labeled and in the original container.3. Herbal substances or dietary supplements provided by the parent and only if required by the individualized education program or Section 504 plan of a student with disabilities.
PROVIDED BY DISTRICT	<ol style="list-style-type: none">4. Nonprescription medication provided on an emergency basis by the District and consistent with parental consent given on the emergency treatment form.<ol style="list-style-type: none">a. Protocols established by the District's medical advisor who must be licensed to practice medicine in the state of Texas; andb. Parental consent given on the emergency treatment form.
PSYCHOTROPICS	Except as permitted by Education Code 38.016, an employee shall not: <ol style="list-style-type: none">1. Recommend to a student or a parent that the student use a psychotropic drug;2. Suggest a particular diagnosis; or3. Exclude the student from a class or a school-related activity because of the parent's refusal to consent to psychiatric evaluation or examination or treatment of the student.

STUDENT ACTIVITIES

FM
(LOCAL)

~~NO WEDNESDAY
EVENING OR SUNDAY
ACTIVITIES~~

~~No school activity shall be scheduled for Sunday or Wednesday evening with the exception of those of an emergency nature that have been approved by the Superintendent.~~

EXTRACURRICULAR
ACTIVITY ABSENCES

The District shall make no distinction between absences for UIL activities and absences for other extracurricular activities approved by the Board. A student shall be allowed in a school year ten extracurricular absences not related to post-district competition, five absences for post-district competition prior to state, and two absences for state competition.

Additional absences, to a maximum of 15, shall be permitted for any level of competition.

HONORS OR
ADVANCED CLASSES

A student in a class identified as honors or advanced shall not be exempted from suspension from extracurricular activities after a grade evaluation period in which he or she receives a grade that is lower than a 70 on a scale of 100. This provision shall not apply to dual credit classes taken from an accredited college or university. [See FM(LEGAL)]

USE OF DISTRICT
FACILITIES

School-sponsored student groups may use District facilities with prior approval of the appropriate administrator. Other student groups may use District facilities in accordance with policy FNAB.

STUDENT ACTIVITIES:
CONTESTS AND COMPETITION

FMF
(LOCAL)

UIL ACTIVITIES	<p>State Board and UIL rules shall govern interscholastic activities; however, Board policies and District rules may supplement State Board and UIL rules.</p> <p>No event shall be scheduled and no student allowed to participate in any UIL event unless all pertinent rules and regulations are strictly enforced. The Superintendent or designee shall maintain all necessary records and reports. Sponsors and coaches are responsible for knowledge of and compliance with rules for eligibility and participation. [See FM]</p>
ATHLETIC PROGRAM	<p>A well-rounded program of interscholastic athletics shall be maintained in the District secondary schools. The operation of the total program, including the starting and ending dates for each sport, shall be in accordance with regulations set by the UIL and the Board.</p> <p>Supervision of the program shall be the responsibility of the Superintendent, but certain responsibilities may be delegated to other staff members. In each school, the principal shall have direct responsibility to maintain the athletic program as an integral part of the educational program of that school.</p> <p>Interschool competitive athletics shall not be part of the elementary grades' program. To the extent practicable, a program of intra-school sports activities for elementary students shall be maintained as part of the physical education program.</p>
NON-UIL ACTIVITIES	<p>Contests and competitive activities that are sponsored by outside organizations shall not be recommended to students unless the activities supplement and do not interfere with the regular school program. Contests and competitive activities shall have the prior approval of the Superintendent or designee, who shall develop the necessary rules and regulations to implement this policy. [See FM]</p>
OVERNIGHT TRIPS	<p>Students involved in UIL competition that requires an overnight trip shall have their expenses paid by the District. [See also FM, FMG]</p>
OVERNIGHT TRIPS	<p>Students involved in UIL competition above the UIL-district level that requires an overnight trip shall have their expenses paid by the District. [See also FM, FMG]</p>

STUDENT ACTIVITIES:
TRAVEL

FMG
(LOCAL)

SCHOOL-
SPONSORED TRIPS
IN GENERAL

Students who participate in school-sponsored trips shall be required to ride in transportation provided by the school to, **during**, and from the event. An exception may be made if the student's parent or guardian personally requests **in writing** that the student be allowed to ride with the parent or presents a written request to the principal **or designee** ~~the day before the scheduled trip~~ that the student be allowed to ride with an adult designated by the parent. The District shall not be liable for any injuries that occur to students riding in vehicles that are not provided by the school.

OVERNIGHT TRIPS

Students may be permitted to take school-sponsored overnight trips for the following purposes:

1. Activities of school-sponsored or -sanctioned clubs or organizations. Approval for the trip shall be from the Superintendent.
2. UIL or other sanctioned competitions. Approval for the trip shall be from the Superintendent.

RATE FOR STUDENT
MEALS

~~When the District pays for students' meals, the allowable rate shall be a maximum of \$7 per meal.~~

STUDENT RIGHTS AND RESPONSIBILITIES:
INTERROGATIONS AND SEARCHES

FNF
(LOCAL)

SCHOOL
QUESTIONING

Administrators, teachers, and other professional personnel may question a student regarding the student's own conduct or the conduct of other students. In the context of school discipline, students have no claim to the right not to incriminate themselves.

POLICE OR OTHER
AUTHORITIES
QUESTIONING

For provisions pertaining to student questioning by law enforcement officials or other lawful authorities, see GRA(LOCAL).

LOCKERS AND
VEHICLES

Students have full responsibility for the security of their lockers and vehicles parked on school property and shall make certain they are locked and that the keys and combination are not given to others. Students shall not place, keep, or maintain any article or material in lockers or vehicles parked on school property that is forbidden by District policy.

Lockers and vehicles parked on school property may be searched by school officials if there is reasonable cause to believe they contain articles or materials prohibited by District policy. Students shall be responsible for any prohibited items found in their lockers or vehicles parked on school property.

If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle. If the student refuses, the District shall contact the student's parents. If the parents also refuse to permit the vehicle to be searched, the District may contact local law enforcement officials and turn the matter over to them.

USE OF TRAINED
DOGS

The District shall use specially trained nonaggressive dogs to sniff out and alert officials to the current presence of concealed prohibited items, illicit substances defined in FNCFL(LEGAL), and alcohol. This program is implemented in response to drug and alcohol related problems in District schools, with the objective of maintaining a safe school environment conducive to education.

Such visits to schools shall be unannounced. The dogs shall be used to sniff vacant classrooms, vacant common areas, the areas around student lockers, and the areas around vehicles parked on school property. The dogs shall not be used with students. If a dog alerts to a locker, a vehicle, or an item in a classroom, it may be searched by school officials. Searches of vehicles shall be conducted as described above.

NOTICE

At the beginning of the school year, the District shall inform students of the District's policy on searches, as outlined above, and shall specifically notify students that:

1. Lockers may be sniffed by trained dogs at any time.

STUDENT RIGHTS AND RESPONSIBILITIES:
INTERROGATIONS AND SEARCHES

FNF
(LOCAL)

2. **Vehicles parked on school property may be sniffed by trained dogs at any time.**
3. **Classrooms and other common areas may be sniffed by trained dogs at any time when students are not present.**
4. **If contraband of any kind is found, the possessing student shall be subject to appropriate disciplinary action in accordance with the Student Code of Conduct.**

PARENT
NOTIFICATION

The student's parent or guardian shall be notified if any prohibited articles or materials are found in a student's locker or vehicle parked on school property, or on the student's person as a result of a search conducted in accordance with this policy.

STUDENT DISCIPLINE

FO
(LOCAL)

GENERAL GUIDELINES

When imposing discipline, District personnel shall adhere to the following general guidelines:

1. Discipline shall be administered when necessary to protect students, school employees, or property and maintain essential order and discipline.
2. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case. Factors to consider shall include:
 - a. The seriousness of the offense;
 - b. The student's age;
 - c. The frequency of misconduct;
 - d. The student's attitude;
 - e. The potential effect of the misconduct on the school environment;
 - f. Requirements of Chapter 37 of the Education Code; and
 - g. The Student Code of Conduct adopted by the Board.

STUDENT CODE OF CONDUCT

The Student Code of Conduct containing information regarding student discipline shall be distributed at the beginning of the school year to students and parents, teachers, and administrators. The Student Code of Conduct shall be provided also to newly hired professional employees, newly enrolled students, and any other person on request.

REVISIONS

Revisions to the Student Code of Conduct during the year shall be communicated promptly to students and parents, teachers, and administrators and shall also be posted on campus.

'PARENTS' DEFINED

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

DETENTION

For minor infractions of the Student Code of Conduct or campus or classroom rules, teachers or administrators may detain students after school hours on one or more days, as provided by the discipline management program and/or Student Code of Conduct. Before being assigned to detention, a student shall be informed of the behavior that allegedly constitutes the violation, and shall be given an opportunity to explain his or her version of the incident. The period of time for which a student is assigned to detention shall be used for educational purposes.

STUDENT DISCIPLINE

FO
(LOCAL)

NOTICE TO PARENTS

When detention is used, notice shall first be given to the student's parent to inform him or her of the reason for the detention and permit arrangements for the necessary transportation of the student. Except in the case of a student who is 18 years of age or older, the detention shall not begin until the parents have been notified. The student's parents, if the student is a minor, may be required to provide transportation when the student has been assigned to detention.

CORPORAL PUNISHMENT

Corporal punishment may be used as a discipline management technique in accordance with the Student Code of Conduct. Corporal punishment shall be limited to spanking or paddling the student, and shall be administered only in accordance with the following guidelines:

GUIDELINES

1. The student shall be told the reason corporal punishment is being administered.
2. Corporal punishment shall be administered only by the principal, assistant principal, or a teacher.
3. The instrument to be used in administering corporal punishment shall be approved by the principal or a designee.
4. Corporal punishment shall be administered in the presence of one other District professional employee and in a designated place out of view of other students.

PARENT REQUEST

The District shall honor a parent request that corporal punishment not be administered to his or her child; however, the District shall impose other disciplinary measures consistent with the offense.

DISCIPLINARY RECORDS

The disciplinary record of any corporal punishment shall include any previous disciplinary actions, the type of corporal punishment administered, the name of the person administering the punishment, the names of witnesses present, and the date and time of punishment.

PHYSICAL RESTRAINT

Any District employee may, within the scope of the employee's duties, use and apply physical restraint to a student if the employee reasonably believes restraint is necessary in order to:

1. Protect a person, including the person using physical restraint, from physical injury.
2. Obtain possession of a weapon or other dangerous object.
3. Protect property from serious damage.
4. Remove a student refusing a lawful command of a school employee from a specific location, including a classroom or other

school property, in order to restore order or to impose disciplinary measures.

5. Restrain an irrational student.

EXTRACURRICULAR
STANDARDS OF
BEHAVIOR

With the approval of the principal and Superintendent, sponsors and coaches of extracurricular activities, including interscholastic athletics and marching band, may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards. Extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off school property. No provision of an extracurricular behavioral standard shall have the effect of discriminating on the basis of sex, race, disability, religion, or ethnicity.

Students shall be informed of any extracurricular behavior standards at the beginning of each school year or, in the case of interscholastic athletics and marching band, at the time the students report for workouts or practices that occur prior to the actual beginning of classes. Students and their parents shall sign and return to the sponsor or coach a statement that they have read the extracurricular behavior standards and consent to them as a condition of participation in the activity.

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

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

NONSCHOOL USE OF SCHOOL FACILITIES:
DISTRIBUTION OF NONSCHOOL LITERATURE

GKDA
(LOCAL)

DISTRIBUTION OF
NONSCHOOL
LITERATURE
PERMITTED

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

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

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

LIMITATIONS ON
CONTENT

Nonschool literature shall not be distributed on District property if:

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

PRIOR REVIEW

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

1. Materials shall include the name of the person or organization sponsoring the distribution
2. Using the standards found in this policy at LIMITATIONS ON CONTENT, the Superintendent shall approve or reject sub-

NONSCHOOL USE OF SCHOOL FACILITIES:
DISTRIBUTION OF NONSCHOOL LITERATURE

GKDA
(LOCAL)

mitted materials within two school days of the time the materials were received.

EXCEPTIONS TO
PRIOR REVIEW

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

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

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

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

TIME, PLACE,
AND MANNER
RESTRICTIONS

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

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

~~TIME, PLACE,
AND MANNER
RESTRICTIONS~~

~~The campus principal shall designate times, locations, and means for distribution of nonschool literature at District facilities, in accordance with this policy.~~

VIOLATIONS OF
POLICY

Failure to comply with this policy regarding distribution of nonschool literature shall result in appropriate administrative action, including but not limited to confiscation of nonconforming materials and/or suspension of use of District facilities. Appropriate law enforcement officials may be called if a person refuses to comply with this policy or fails to leave the premises when asked. [See GKA]

APPEALS

Decisions made by the administration in accordance with this policy may be appealed in accordance with the appropriate District complaint policy. [See DGBA or GF]