

## (LOCAL) Policy Comparison Packet

Each marked-up (LOCAL) policy in this collection reflects an automated comparison of the updated policy with its precursor, as found in the TASB Policy Service records.

The comparison is generated by an automated process that shows changes as follows.

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

While the annotation software competently identifies simple changes, large or complicated changes—as in an extensive rewrite—may be more difficult to follow.

To see these same annotations in Word format, where you can further modify the text or alter the presentation of tracked changes themselves, see “(LOCAL) Policy Comparison (Word docs/Zip),” also found online in Local Manual Updates.

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

Scurry-Rosser ISD  
129910

OFFICE MANAGEMENT  
RECORDS MANAGEMENT

CPC  
(LOCAL)

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

- Records Management Officer, as prescribed by Local Government Code 203.023
- Records Administrator, as prescribed by Local Government Code 176.001 and 176.007 [See BBFA and CHE]
- Officer for Public Information, as prescribed by Government Code 552.201–~~205204~~ [See GBAA]
- Public Information Coordinator, as prescribed by Government Code 552.012 [See BBD]

DOCUMENT  
DESTRUCTION  
PRACTICES

The District shall follow its records management program regarding document destruction. However, the District shall preserve documents, including electronically stored information, and suspend routine record destruction practices as applicable according to procedures developed by the records management officer:

1. In the event of pending or reasonably anticipated litigation;
2. In the event of an investigation by a federal agency or department or any bankruptcy case; or
3. In the event of a public information request.

Notification shall be given to appropriate staff of any applicable obligations to suspend routine record destruction practices.

**WEBSITE POSTINGS**

**The District's records management program shall address the length of time documents will be posted on the District's website when the law does not specify a posting period.**

DATE ISSUED: ~~7/15/2014~~ ~~4/18/2008~~  
**UPDATE 100** ~~LDU 2008.01~~  
CPC(LOCAL)-~~A~~X

ADOPTED:

1 of 1

Scurry-Rosser ISD  
129910

INSURANCE AND ANNUITIES MANAGEMENT  
HEALTH AND LIFE INSURANCE

CRD  
(LOCAL)

DISTRICT  
CONTRIBUTION

The Board annually shall determine the District's contribution to employee health insurance premiums as part of the budget development and adoption process. ~~For purposes of the District contribution to employees' health insurance premiums, the Board may distinguish between full time and part time employees, as these terms are defined for other benefits.~~

CONTINUATION  
COVERAGE

The District shall continue its contribution toward the cost of the employee's group health insurance coverage while the employee is on paid leave or, if applicable, while the employee is on family and medical leave. [See DEC]

The District shall not otherwise expend public funds for group health insurance coverage of an employee who is not on paid leave status. However, an employee who is not on paid leave status or FMLA leave shall be allowed to continue group health insurance coverage, at his or her own expense, for the period specified in the District's group health insurance plan.

DATE ISSUED: ~~6/7/15/2014~~2006  
UPDATE 10078  
CRD(LOCAL)-A

ADOPTED:

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Scurry-Rosser ISD  
129910

EMPLOYMENT PRACTICES  
TERM CONTRACTS

DCB  
(LOCAL)

**AFTER ANY  
APPLICABLE  
PROBATIONARY  
CONTRACT PERIOD  
REQUIRED BY THE  
DISTRICT,  
TERMCERTIFICATION  
REQUIRED BY SBEC**

~~Term~~ contracts governed by Chapter 21 of the Education Code (educator term contracts) shall be provided to **any employees in positions required by law to receive such contracts, including:**

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

**EMPLOYEES  
INCERTIFICATION  
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 **shall also receive term contracts.**~~assistant superintendent, curriculum director, and technology director.~~

DATE ISSUED: ~~5/7/15/2014~~2004  
**UPDATE 100**~~LDU-29-06~~  
DCB(LOCAL)-~~CC4~~

ADOPTED:

1 of 1

**Personnel not hired under a contract shall be employed on an at-will basis.**

**[For information regarding contractual employment, see DCA, DCB, DCC, and DCE, as appropriate]**

~~Personnel employed on an at-will basis include but are not limited to employees in the following categories: instructional aides, clerical employees, transportation employees, maintenance and custodial employees, and technology specialists.~~

~~ASSIGNMENT AND  
EVALUATION~~

~~The Superintendent or designee has sole authority to notify employees of assignments, compensation rates, and conditions of employment.~~

~~Evaluation of at-will employees shall be conducted by the principal or supervisor in accordance with administrative procedures. [See DN]~~

~~REASONABLE  
ASSURANCE OF  
EMPLOYMENT~~

~~At-will 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]~~

DISMISSAL

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.

APPEAL TO BOARD

A dismissed employee may request to be heard by the Board in accordance with DGBA(LOCAL).

EMPLOYMENT PRACTICES  
OTHER TYPES OF CONTRACTS

DCE  
(LOCAL)

~~NON-CHAPTER 21  
CONTRACTS~~

~~The Board may employ by written contract personnel not eligible for a contract under Chapter 21 of the Education Code. Such contracts shall not be governed by the provisions of Chapter 21 of the Education Code.~~

~~REASONABLE  
ASSURANCE OF  
EMPLOYMENT~~

~~The District shall provide an employee a letter of reasonable assurance of employment if a new contract is not issued prior to the last working day of the current contract and the employee is reasonably expected to report to work at the beginning of the following academic term.~~

~~APPEAL OF  
EMPLOYMENT  
ACTIONS~~

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

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

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ADMISSIONS  
INTERDISTRICT TRANSFERS

FDA  
(LOCAL)

~~TRANSFER  
REQUESTS~~  
AUTHORITY

The ~~Board delegates to the~~ Superintendent **is authorized** ~~the au-~~  
**thority** to accept or reject any transfer requests, provided that such  
action is without regard to race, religion, color, sex, disability, ~~or~~  
national origin, **or ancestral language**.

**A resident student who becomes a nonresident** ~~A nonresident~~  
~~student wishing to transfer into the District shall file an application~~  
~~for transfer with the Superintendent or designee by May 1 prior to~~  
~~the school year for which the transfer is requested. The Superin-~~  
~~tendent on a case-by-case basis shall consider any other requests.~~

~~Resident students who become nonresidents~~ during the course of  
a semester shall be permitted to continue in attendance for the re-  
mainder of the semester.

TRANSFER  
REQUESTS

~~A~~ **Children of** nonresident **student wishing to transfer into the**  
District **shall file an application for transfer each school year**  
**with the Superintendent or designee. Transfers** ~~employees~~  
shall be **granted for one regular school year at a time.**

FACTORS

**In approving transfers, the Superintendent or designee shall**  
**consider availability of space and instructional staff and the**  
**student's disciplinary history and attendance records.**

TRANSFER  
AGREEMENTS

**A transfer student shall be notified** ~~eligible to attend District~~  
~~schools in the written~~ **accordance with Board-adopted policy.**

DISCIPLINE

**All transfer agreement that he or she must follow all** ~~students~~  
~~shall comply with school rules and all related policies/regulations of~~  
**the District. Violation of the terms of the agreement.** ~~Failure to~~  
~~comply with school rules and all related policies/regulations may~~  
~~result in a transfer approval being rescinded immediately or~~  
~~nonapproval of transfer request not being approved for the follow-~~  
~~ing year. Persistent discipline or attendance problems may result~~  
~~in revocation of the transfer without tuition reimbursement.~~

CREDITS AND  
RECORDS

~~Credits earned in local credit courses may be transferred at the~~  
~~enrolling district's discretion.~~

CLASS SIZE LIMITS

~~The District further identifies the following class size limits in regard~~  
~~to accepting or approving transfer requests. At the elementary~~  
~~campus (kindergarten through grade 5), grade levels shall be full if~~  
~~one section is over the 21:1 class size limit. Transfer requests~~  
~~shall not be considered for the prekindergarten program.~~

TUITION

**If the District charges tuition, the amount** ~~The Board shall be~~  
**set by the Board,** ~~determine annually and within statutory limits the~~  
~~amount of tuition, if any, to be charged.~~

WAIVERS

DATE ISSUED: ~~7/15/2014~~ ~~8/21/2006~~  
**UPDATE 100** ~~LDU-34-06~~  
FDA(LOCAL)-~~A~~~~X~~

Scurry-Rosser ISD  
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ADMISSIONS  
INTERDISTRICT TRANSFERS

FDA  
(LOCAL)

	The Board <del>or its designee</del> may waive tuition for a student <b>based on financial hardship</b> upon written application <del>by the</del> of a student, and parent, or /guardian. <del>[See FP], upon the recommendation of the Superintendent.</del>
NONPAYMENT	The District may initiate withdrawal of students whose <b>tuition</b> payments are delinquent.
APPEALS	<b>Any appeals</b> <del>Appeals</del> shall be made in accordance with FNG(LOCAL) and GF(LOCAL), <del>;</del> as appropriate.

DATE ISSUED: ~~7/15/2014~~ ~~8/21/2006~~  
**UPDATE 100** ~~LDU-34-06~~  
FDA(LOCAL)-~~A~~X

ADOPTED:

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STUDENT RECORDS

FL  
(LOCAL)

COMPREHENSIVE  
SYSTEM

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

CUMULATIVE RECORD

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

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

CUSTODIAN OF  
RECORDS

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

TYPES OF EDUCATION  
RECORDS

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

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

STUDENT RECORDS

FL  
(LOCAL)

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

ACCESS BY PARENTS

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

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

Copies of records are available at a per copy cost, payable in advance. Copies of records must be requested in writing. Parents may be denied copies of records if they fail to follow proper procedures or pay the copying charge. If the student qualifies for free or reduced-price lunches and the parents are unable to view the rec-

STUDENT RECORDS

FL  
(LOCAL)

ords during regular school hours, upon written request of a parent, one copy of the record shall be provided at no charge.

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

ACCESS BY SCHOOL  
OFFICIALS

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

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

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

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

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

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

STUDENT RECORDS

FL  
(LOCAL)

TRANSCRIPTS AND  
TRANSFERS OF  
RECORDS

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

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

RECORDS  
RESPONSIBILITY FOR  
STUDENTS IN SPECIAL  
EDUCATION

The director of special education shall be responsible for ensuring the confidentiality of any personally identifiable information in records of students in special education.

A current listing of names and positions of persons who have access to records of students in special education is maintained at the special education office.

PROCEDURE TO  
AMEND RECORDS

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

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

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

DIRECTORY  
INFORMATION

The District has designated the following categories of information as directory information: student name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended;

participation in officially recognized activities and sports; and  
weight and height of members of athletic teams.

INFORMATION ACCESS  
REQUESTS FOR INFORMATION

GBAA  
(LOCAL)

CHARGING FOR  
PERSONNEL TIME

After personnel of the District collectively have spent 36 hours of time producing public information for a requestor during the District's fiscal year, the District shall charge the requestor for any additional personnel time spent producing information for the requestor, in accordance with law.

Scurry-Rosser ISD  
129910

COMMUNITY RELATIONS  
ADVERTISING AND FUND RAISING IN THE SCHOOLS

GKB  
(LOCAL)

PROMOTIONAL  
ACTIVITIES

School facilities shall not be used to advertise, promote, sell tickets, or collect funds for any nonschool-related purpose without prior approval of the Superintendent or designee. ~~Nonschool-related organizations may use school facilities only in accordance with GKD.~~

**[For information relating to nonschool use of facilities, see GKD.]**

ADVERTISING

**For purposes of this policy, “advertising” shall mean a communication designed to attract attention or patronage by the public or school community and communicated through means under the control of the District in exchange for consideration to the District. “Advertising” does not include public recognition of donors or sponsors who have made contributions, financial or otherwise, to the District or school support organizations.**

Advertising shall be accepted solely for the purpose of **generating revenue for** ~~covering~~ the **District** ~~cost of providing materials and equipment~~; not for the purpose of establishing a forum for communication. The District **shall retain** ~~retains~~ final editorial authority to accept or reject submitted advertisements in a manner consistent with the First Amendment. **The District shall retain the authority to determine the size and location of any advertising. The District shall also reserve the right to reject advertising that is inconsistent with federal or state law, Board policy, District or campus regulations, or curriculum, as well as any content the District determines has a reasonable likelihood of exposing the District to controversy, litigation, or disruption.**

**Acceptance of advertising shall not constitute District approval or endorsement of any product, service, organization, or issue referenced in the advertising, nor shall acceptance of advertising from a vendor determine whether the District will purchase goods or services from the vendor through the District’s formal procurement process.**

**[For information relating to school-sponsored publications, see FMA.]** ~~[See FMA regarding school-sponsored publications]~~

DATE ISSUED: 7/15/2014 ~~4/2002~~  
UPDATE 10068  
GKB(LOCAL)-A

ADOPTED:

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