



ALEDO ISD BOARD MEETING TEMPLATE

MEETING DATE: November 13, 2017

AGENDA ITEM: Action Item Update 109

PRESENTER: Kathy Allen

ALIGNS TO BOARD PRIORITIES:

- Parents/Community – Parents and members of the community shall have meaningful opportunities to communicate and participate in the educational process of the District.
- Financial/Facilities – The District shall exhibit excellence in financial and facility planning, management, and stewardship.
- Human Resources – The District shall recruit, hire, train and retain a highly qualified staff.
- Learning – The District will provide an aligned, rigorous curriculum, with instructional and technology programs preparing student to meet or exceed all educational standards.
- Safety – The District will maintain a safe and orderly environment.

BACKGROUND INFORMATION:

- Update 109 encompasses changes in the law from the 85th Legislative Session that have impact on governance and management of the district. There are sixteen policies up for consideration of approval and one policy suggested for deletion.
- B Policy: Local Governance
 - BBE(LOCAL) – Board Member Authority – New policy requires the following:
 - The district to respond to board member requests for records within timelines required by law.
 - Board members follow any posted requirements for visitors, and limits visits that interfere with delivery of instruction or operations.
- C Policy: Business and Support Services
 - CDA(LOCAL) – Other Revenue - Business organizations as defined by law that engage in investment transactions with a district must provide documents required by law.
 - CNA(LOCAL) – Transportation Management Student Transportation – SB 195 expands the reasons for which a district may apply for an additional transportation allotment for students residing within two miles of a campus to include the areas presenting a high risk for violence in addition to the exiting factor of hazardous traffic conditions. A board resolution is still required if the district wishes to seek additional funding based on one or both the previously mentioned factors.
 - CO(LOCAL) – Food Services Management – The policy requires the board to establish the length of the grace period during which a student can still purchase meals even though their account balance is exhausted.

It also includes additional text, which addresses state and federal law concerning meal charges.

- D Policy: Personnel
 - DF(LOCAL) – Termination of Employment – Revisions in this policy designate the superintendent as the board’s designee to take certain termination actions without board action when an employee has engaged in serious criminal conduct thus allowing a faster response to the situation.
 - DH(LOCAL) – Employee Standards of Conduct – Recommended revisions to this policy:
 - Clarify a district may not prohibit an employee with a handgun license from storing an unloaded gun that is not in plain view in a locked vehicle.
 - Inform about changes addressing electronic communications concerning when an employee may use personal electronic platforms, applications, or accounts with students; emphasize that electron communication must comply with the Educators’ Code of Ethics, applicable to all district employees; and specify there is no expectation of privacy in communications with students.
 - Requires an employee to report improper electronic communications by a student and allow employees to choose whether to disclose to student personal email addresses or phone numbers.
 - States the district will notify a student’s parent if an educator has engaged in certain misconduct with the student.
 - Changes the term “illegal knife” to “location-restricted knife”.
 - Moved notice of Drug-free Workplace provisions from an exhibit into the context of this policy.
- E Policy: Instruction
 - EHBAF(LOCAL) – Special Education Video/Audio Monitoring – This bill has been significantly revised to include the following:
 - The identification of the Superintendent as the administrator responsible for coordinating the provision of equipment to campuses;
 - New provisions regarding when a parent may request a video camera be placed in a classroom for the following year;
 - For current year requests, reference to the specific procedures in law that must be followed;
 - The new requirement that the district must provide a response to a request within seven business days;
 - References to timeframes in law for installation and operation of video camera and details on when operation of a camera maybe discontinued during the school year;
 - Additional details on retention and confidentiality of recordings; and
 - A new provision referring to an appeal to the commissioner of education.
- F Policy: Students
 - FEA(LOCAL) – Attendance Compulsory Attendance – There are recommended revisions to this policy on compulsory attendance to satisfy SB 1152, which requires a district policy to excuse a student who is 17 years of age or older to pursue military enlistment.

- FFA(LOCAL) – Wellness and Health Services Physical Examinations – Revisions to this policy require notification to parents of elementary students about lice within the deadlines established by law.
- FFF(LOCAL) – Student Welfare Student Safety – This is a new policy that requires the district to notify the parent of a student with whom an educator is alleged to have engaged in certain misconduct.
 - As soon as feasible, that the alleged misconduct may have occurred;
 - Whether the educator was terminated or resigned; and
 - Whether the district submitted the paperwork to SBEC.
- FFI(LOCAL) – Student Welfare Freedom From Bullying – Changes in state law prompted several recommendations for changes to this policy including:
 - Emphasis that bullying can occur through electronic means in accordance with the statutory definition;
 - New provisions addressing anonymous reporting procedures for students;
 - New provisions requiring parental notification for bullying allegations; and
 - Acknowledgement that the district may notify law enforcement in certain circumstances.
- G Policy: Community and Governmental Relations
 - GBAA(LOCAL) – Information Access Requests – Changes to this policy establish monthly (15 hours) and yearly (36 hours) limits on personnel time for processing information requests, after which the district shall begin charging for personnel time.
 - GKA(LOCAL) – Community Relations Conduct On School – Policy revisions clarifies conditions in which district personnel can seek assistance regarding refusing entry to or ejecting a person from property under the district’s control. It also provides clarification on rules concerning licensed handgun owners and storage of guns in an individual’s car.
 - GKC(LOCAL) – Community Relations Visitors - Recommended revisions to this policy are to reflect that board members visits to district facilities are now addressed at BBE(LOCAL). Revisions also been made to better align text addressing registered sex offenders on campus with statutory provisions.
 - GKE(LOCAL) – Community Relations Business, Civic, and Youth Groups – To comply with the provisions of SB 1566, this policy is recommended for inclusion in the district’s policy manual.

ADMINISTRATIVE CONSIDERATIONS: Consider approval of Update 109

FISCAL NOTE: None

ADMINISTRATIVE RECOMMENDATION(S): Administration recommends the approval of Local Update 109 as written and presented.

(LOCAL) Policy Action List

ALEDO ISD(184907) - Update / LDU 109

BBE(LOCAL): BOARD MEMBERS - AUTHORITY

CDA(LOCAL): OTHER REVENUES - INVESTMENTS

CKC(LOCAL): SAFETY PROGRAM/RISK MANAGEMENT - EMERGENCY PLANS

CNA(LOCAL): TRANSPORTATION MANAGEMENT - STUDENT TRANSPORTATION

CO(LOCAL): FOOD SERVICES MANAGEMENT

DF(LOCAL): TERMINATION OF EMPLOYMENT

DH(LOCAL): EMPLOYEE STANDARDS OF CONDUCT

EHBAF(LOCAL): SPECIAL EDUCATION - VIDEO/AUDIO MONITORING

EJ(LOCAL): ACADEMIC GUIDANCE PROGRAM

FEA(LOCAL): ATTENDANCE - COMPULSORY ATTENDANCE

FFAA(LOCAL): WELLNESS AND HEALTH SERVICES - PHYSICAL EXAMINATIONS

FFF(LOCAL): STUDENT WELFARE - STUDENT SAFETY

FFI(LOCAL): STUDENT WELFARE - FREEDOM FROM BULLYING

GBAA(LOCAL): INFORMATION ACCESS - REQUESTS FOR INFORMATION

GKA(LOCAL): COMMUNITY RELATIONS - CONDUCT ON SCHOOL PREMISES

GKC(LOCAL): COMMUNITY RELATIONS - VISITORS

GKE(LOCAL): COMMUNITY RELATIONS - BUSINESS , CIVIC, AND YOUTH GROUPS



(LOCAL) Policy Comparison Packet

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

In this packet, you will find:

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

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

Annotations are shown as follows.

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

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

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

Policy.Service@tasb.org

800-580-7529

512-467-0222

Board Authority

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

**Transacting
Business**

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

**Individual Authority
for Committing the
Board**

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

**Individual Access to
Information**

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

Limitations

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

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

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

Requests for
Records

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

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

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

Requests for
Reports

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

Confidentiality

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

**Referring
Complaints**

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

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

**Visits to District
Facilities**

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

Investment Authority

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

**Approved
Investment
Instruments**

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

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

Safety

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

OTHER REVENUES
INVESTMENTS

CDA
(LOCAL)

**Investment
Management**

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

**Liquidity and
Maturity**

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

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

Diversity

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

**Monitoring Market
Prices**

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

**Monitoring Rating
Changes**

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

Funds / Strategies

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

Operating Funds

Investment strategies for operating funds (including any commingled pools containing operating funds) shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.

OTHER REVENUES
INVESTMENTS

CDA
(LOCAL)

Agency Funds	Investment strategies for agency funds shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
Debt Service Funds	Investment strategies for debt service funds shall have as their primary objective sufficient investment liquidity to timely meet debt service payment obligations in accordance with provisions in the bond documents.
Capital Project Funds	Investment strategies for capital project funds shall have as their primary objective sufficient investment liquidity to timely meet capital project obligations.
Safekeeping and Custody	The District shall retain clearly marked receipts providing proof of the District's ownership. The District may delegate, however, to an investment pool the authority to hold legal title as custodian of investments purchased with District funds by the investment pool.
Sellers of Investments Brokers / Dealers	<p>Prior to handling investments on behalf of the District, a broker/dealer or a qualified representative of a business organization- brokers/dealers must submit required written documents in accordance with law. [See Sellers of Investments SELLERS OF INVESTMENTS, CDA(LEGAL)]</p> <p>Representatives of brokers/dealers shall be registered with the Texas State Securities Board and must have membership in the Securities Investor Protection Corporation (SIPC), and be in good standing with the Financial Industry Regulatory Authority (FINRA).</p>
Soliciting Bids for CDs	In order to get the best return on its investments, the District may solicit bids for certificates of deposit in writing, by telephone, or electronically, or by a combination of these methods.
Interest Rate Risk	<p>To reduce exposure to changes in interest rates that could adversely affect the value of investments, the District shall use final and weighted-average-maturity limits and diversification.</p> <p>The District shall monitor interest rate risk using weighted average maturity and specific identification.</p>
Internal Controls	<p>A system of internal controls shall be established and documented in writing and must include specific procedures designating who has authority to withdraw funds. Also, they shall be designed to protect against losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the District. Controls deemed most important shall include:</p> <ol style="list-style-type: none">1. Separation of transaction authority from accounting and recordkeeping and electronic transfer of funds.

OTHER REVENUES
INVESTMENTS

CDA
(LOCAL)

2. Avoidance of collusion.
3. Custodial safekeeping.
4. Clear delegation of authority.
5. Written confirmation of telephone transactions.
6. Documentation of dealer questionnaires, quotations and bids, evaluations, transactions, and rationale.
7. Avoidance of bearer-form securities.

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

Annual Review

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

Annual Audit

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

**Emergency
Operations Plan**

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

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

**Hazardous Traffic
Conditions and
High-Risk Areas**

If Eligibility

~~The District shall permit students for whom~~ the District applies for the additional ~~does not receive state~~ transportation allotment provided by the state for students who live within two miles of a school campus, the Board shall ~~funds to use District transportation, in accordance with time and space limitations and administrative regulations.~~

~~Applicable fees, if any, shall be approved by the Board and published in administrative regulations.~~

**Hazardous
Conditions**

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

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

Food Donations

The Superintendent shall be authorized to develop regulations for campuses to donate food in accordance with law.

Meal Charges

State Law

As established by ~~regarding~~ the Board, ~~use of~~ a student with an exhausted or insufficient balance on his or her ~~prepaid~~ meal card or meal account shall be allowed to continue to purchase meals for up to a total of \$15. The Superintendent shall develop administrative ~~to purchase meals served at school. The~~ regulations for this grace period to ~~shall~~ address:

- ~~4.~~ The District's processes for parent notification ~~length of the grace period~~ during the grace period ~~which a student may continue to purchase meals with a meal card or account that is exhausted or insufficient; and~~
- ~~2.1.~~ Parent notification in the event of an exhausted card or account, including a schedule for repayment; and
 1. Whether the student will be limited to certain foods or beverages during this grace period, and, if so, the District's efforts to minimize overt identification of the student.

No fees or interest shall be charged by the District for ~~in connection with~~ meals purchased during the grace period.

Federal Law

For each campus that participates in the federal school breakfast-~~with an exhausted card~~ or lunch programs under which students may incur a meal charge, the District's administrative regulations shall also address procedures for a student who has insufficient funds to purchase a meal following exhaustion of the grace period described above. The procedures shall address:

1. The parameters under which reimbursable or alternate meals shall be served to the student;
2. The District's efforts to minimize overt identification of the student; and

How the District will attempt to collect unpaid debt in order to maintain the financial integrity of the food service account.

TERMINATION OF EMPLOYMENT

DF
(LOCAL)

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

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

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

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

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

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

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

Violations of Standards of Conduct

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

Weapons Prohibited

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

Exceptions

No violation of this policy occurs when:

1. Use or possession of a firearm by a specific employee is authorized by Board action. [See CKE]
1. [A District employee who holds a Texas handgun license stores a handgun or other firearm in a locked vehicle in a parking lot, parking garage, or other parking area provided by the District, provided the handgun or other firearm is not loaded and not in plain view; or](#)
2. The use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. [See FOD]

Electronic Communication Media

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

Use with Students

~~In accordance with administrative regulations, a~~ certified employee, ~~or~~ licensed employee, or any other employee designated in writing by the Superintendent or a campus principal, may use electronic communication, [as this term is defined by law,](#) ~~media to~~

~~communicate~~ with currently enrolled students ~~only~~ about matters within the scope of the employee's professional responsibilities. ~~All other employees are prohibited from using electronic media to communicate directly with students who are currently enrolled in the District. The regulations shall address:~~

Unless an exception has been made in accordance with the employee handbook or other administrative regulations, an employee shall not use a personal electronic communication platform, application, or account to communicate with currently enrolled students.

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

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

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

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

Personal Use

All employees ~~An employee~~ shall be held to the same professional standards in their ~~his or her~~ public use of electronic communication ~~media~~ as for any other public conduct. If an employee's use of electronic communication ~~media~~ violates state or federal law or District policy, or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

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

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

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

Exceptions

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

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

Sanctions
Notice

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

~~A copy of this policy, a purpose of which is to eliminate drug abuse from the workplace provisions shall be subject to disciplinary sanctions. Sanctions may include: , shall be provided to each employee at the beginning of each year or upon employment.~~

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

Notice

Employees shall receive a copy of this policy.

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

An employee shall notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

1. Crimes involving school property or funds;
2. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or
4. Crimes involving moral turpitude, which include:
 - Dishonesty; fraud; deceit; theft; misrepresentation;
 - Deliberate violence;
 - Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
 - Felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
 - Felony driving while intoxicated (DWI); or
 - Acts constituting abuse or neglect under the Texas Family Code.

Dress and Grooming

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

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

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

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

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

Requests

For Following Year

A parent of a student receiving special education services and whose placement for the following school year will be in a self-contained classroom eligible

Notice

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

For Current Year

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

Response

As required by law, the District shall provide a response to the requestor not later than the seventh business day after receipt of the request.

Notice

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

**Installation and
Operation**

~~The Superintendent shall develop administrative regulations as necessary to implement these request, response, and notice provisions.~~

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

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

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

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

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

**Retention of
Recordings**

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

**Confidentiality of
Recordings**

Video recordings made in accordance with this policy shall be confidential and shall only be accessed or viewed by the individuals and in the limited circumstances permitted by law. ~~Contractors and District personnel with job duties related to the installation, operation, or maintenance of video equipment, or the retention of video~~

~~recordings, who incidentally view recordings when performing regular job duties such as ensuring the proper functioning of the equipment or pulling specific footage shall not be considered in violation of the confidentiality provisions.~~

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

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

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

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

Reporting an Incident

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

is filed, the principal or designee shall respond by notifying the person whether the alleged incident was recorded in the District's video surveillance footage and shall initiate other steps as required by law, District policy, or local procedures.

Complaints

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

~~ACADEMIC GUIDANCE PROGRAM~~

~~EJ
(LOCAL)~~

~~**Guidance and
Counseling Services**~~

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

~~**Areas of Student
Need**~~

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

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

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

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

Excused Absences

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

Higher Education
Visits

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

Armed Services
Enlistment

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

Early Voting or
Election Clerk

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

[For extracurricular activity absences, see FM.]

**Withdrawal for
Nonattendance**

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

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

[For District-initiated withdrawal of students 19 or older, see FEA(LEGAL).]

**Students Attending
Homeschools**

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

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

The District may request from a parent or guardian a letter of assurance that a child is being educated using a curriculum designed

ATTENDANCE
COMPULSORY ATTENDANCE

FEA
(LOCAL)

to meet basic education goals of reading, spelling, grammar, mathematics, and a study of good citizenship.

Enforcing
Compulsory
Attendance

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

WELLNESS AND HEALTH SERVICES
PHYSICAL EXAMINATIONS

FFAA
(LOCAL)

- UIL Participation** A student desiring to participate in the UIL athletic program shall submit annually a statement from a health-care provider authorized under UIL rules indicating that the student has been examined and is physically able to participate in the athletic program.
- Additional Screening** The District may provide additional screening as District and community resources permit.
- Referrals** Parents of students identified through any screening programs as needing treatment or further examination shall be advised of the need and referred to appropriate health agencies.
- Notice of Lice** A school nurse or administrator who discovers or becomes aware that a child enrolled in a District elementary school has lice shall provide written or electronic notice to parents within the time frames prescribed in law.

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

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

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

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

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

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

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

Bullying Prohibited

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

Definition

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

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

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

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

Examples

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

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

Retaliation

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

Examples

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

False Claim

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

Timely Reporting

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

Reporting Procedures

Student Report

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

Employee Report

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

Report Format

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

Notice of Report

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

Prohibited Conduct

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

and bullying, the investigation under FFH shall include a determination on each type of conduct.

Investigation of Report

The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.

Concluding the Investigation

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.

The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.

Notice to Parents

If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

District Action

Bullying

If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. [The District may notify law enforcement in certain circumstances.](#)

Discipline

A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.

The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.

Corrective Action

Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine [whether](#)if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.

Transfers

The principal or designee shall refer to FDB for transfer provisions.

Counseling

STUDENT WELFARE
FREEDOM FROM BULLYING

FFI
(LOCAL)

The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.

Improper Conduct

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.

Confidentiality

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

Appeal

A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.

Records Retention

Retention of records shall be in accordance with CPC(LOCAL).

Access to Policy and Procedures

This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's [website](#) ~~Web site~~, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.

**Charging for
Personnel Time**

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

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

~~Campus Principals and District administrators, as well as other designated employees are authorized to:~~

~~2. Refuse entry onto~~ school resource officers and District police officers if applicable, may refuse to allow ~~agrounds to persons who do not have legitimate business at the school;~~

~~3.1. Request any unauthorized~~ person to enter or may eject ~~any~~ person from property under the District's control ~~engaging~~ in accordance with law. ~~unacceptable conduct to leave the school grounds;~~

~~4. District personnel may request~~ ~~Request~~ assistance ~~from~~ of law enforcement ~~officers in an~~ ~~cases of~~ emergency or when a person is engaging in behavior rising to the level of criminal conduct; ~~and~~

~~5.2. Seek prosecution for violations of law as permitted by statute.~~

Off-Campus Activities

Employees shall be designated to ensure appropriate conduct of participants and others attending a school-related activity at non-District or out-of-District facilities. Those so designated shall coordinate their efforts with persons in charge of the facilities.

Prohibitions

Tobacco and
E-Cigarettes

The District prohibits smoking and the use of tobacco products and e-cigarettes on District property, in District vehicles, or at school-related activities.

Weapons

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

Exceptions

Exception

No violation of this policy occurs when:

1. A Texas handgun license holder stores a handgun or other firearm in a locked vehicle in a parking lot, parking garage, or other parking area owned or provided by the District, as long as the handgun or other firearm is not loaded and not in plain view; or

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

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

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

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

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

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

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

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

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

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