

### (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 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, TASB's recent changes to the policy templates to facilitate accessibility sometimes makes formatting changes appear tracked, even though the text remains the same.

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.

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### BOARD MEMBERS AUTHORITY

BBE (LOCAL)

### **Board Authority**

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

### Transacting Business

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

# Individual Authority for Committing the Board

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

### Individual Access to Information

An individual Board member, acting in his or her official capacity, shall have the right to seek information pertaining to District fiscal affairs, business transactions, governance, and personnel matters, including information that properly may be withheld from members of the 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

#### BOARD MEMBERS AUTHORITY

BBE (LOCAL)

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 that are confidential or otherwise not subject to public disclosure [see GBA], compiled from such records, the Superintendent or other District employee shall advise the Board member of the responsibility to comply with confidentiality requirements and the District's information security controls.

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]

DATE ISSUED: 5/24/2019<del>11/15/2017</del> UPDATE 113<del>109</del> BBE(LOCAL)-A

Denton ISD 061901

### BOARD INTERNAL ORGANIZATION ATTORNEY

BDD (LOCAL)

The Board shall retain an attorney or attorneys, as necessary, to serve as the District's legal counsel and representative representatives in matters requiring legal services. Services to be performed and reasonable fees and expenses compensation to be paid by the District Board shall be set forth in writing a written contract between the Board and the attorney or attorneys.

IndividualIn accordance with the written contract, individual Board members shall channel legal inquiries through the Superintendent, Board President, or Board's designee, as appropriate, when seeking advice or information from the District's legal counsel.

A staff request Staff shall submit requests for legal advice from the District's legal counsel must be submitted through the Superintendent or designee.

Advice from legal counsel shall be reported to the Board upon Upon request of the Board or when deemed necessary by the Superintendent, Board President, or Board's designee. the Superintendent shall report advice from legal counsel.

DATE ISSUED: 5/24/20193/12/2014 UPDATE 11399 BDD(LOCAL)-A

### SUPERINTENDENT EVALUATION

BJCD (LOCAL)

### Evaluation Instrument

The instrument used to evaluate the Superintendent shall be based on the Superintendent's job description [see BJA(LOCAL)] and performance goals and shall be adopted by the Board.

#### **Written Evaluation**

The Board shall prepare a written evaluation of the Superintendent at annual or more frequent intervals.

The Board shall furnish the Superintendent with a copy of the completed evaluation and shall discuss its conclusions with the Superintendent in a closed meeting, unless the Superintendent requests that the discussion be open.

#### **Objectives**

The Board shall strive to accomplish the following objectives in conducting the Superintendent's written evaluation:

- 1. Clarify to the Superintendent his or her role, as seen by the Board.
- Clarify to Board members the Superintendent's role, according to the Board's written criteria, as expressed in the Superintendent's job description and the District's goals and objectives.
- 3. Foster an early understanding among new Board members of the evaluation process and the Superintendent's current performance objectives and priorities.
- 4. Develop and sustain a harmonious working relationship between the Board and the Superintendent.
- 5. Ensure administrative leadership for excellence in the District.

#### **Informal Evaluation**

The Board may at any time conduct and communicate oral evaluations to augment its written evaluations.

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#### SCHOOL PROPERTIES DISPOSAL

CI (LOCAL)

The Superintendent Superintendent or designee is authorized to declare District materials, equipment, personal property such as vehicles, and supplies to be unnecessary and shall dispose of unnecessary materials, equipment, personal property such as vehicles, and supplies for fair market value. If the unnecessary property has no value, the Superintendent Superintendent or designee may dispose of such property according to administrative discretion.

Instructional materials shall be disposed of in accordance with law. [See CMD(LEGAL)]

Property<del>ltems</del> obtained with federal funds or as federal surplus shall be managed in accordance with<del>according to</del> federal law<del>regulations</del>.

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UPDATE 11384 CI(LOCAL)-A

#### FOOD AND NUTRITION MANAGEMENT

CO (LOCAL)

#### Food

#### **Donation** Donations

The Superintendent shall be authorized to develop regulations for the District<del>campuses</del> to donate or otherwise dispose of leftover food in accordance with law.

#### **Meal Charges**

State Law

As established by the Board, a student with an exhausted or insufficient balance on his or her meal card or meal account shall be allowed to continue to purchase meals for up to meals for up to three school days. The Superintendent shall develop administrative regulations for this grace period to address:

- 1. The District's processes for parent notification during the grace period, including a schedule for repayment; and
- 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 meals purchased during the grace period.

Federal Law

For each campus that participates in the federal school breakfast 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
- 3. How the District will attempt to collect unpaid debt in order to maintain the financial integrity of the food service account.

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# FOOD AND NUTRITION MANAGEMENT PROCUREMENT

COA (LOCAL)

#### **Procurement**

The Superintendent shall oversee the use of federal child nutrition funds to procure appropriate goods and services necessary for providing food service to students and shall develop and enforce financial management systems, internal control procedures, procurement procedures, and other administrative procedures as needed to comply with all state and federal requirements for use of these funds.

[See CO(LEGAL) and COA(LEGAL)]

### Geographic Preference

The Board delegates to the Superintendent the authority to determine whether the District will apply a geographic preference when procuring unprocessed, locally grown or locally raised agricultural products and to:

- 1. Specify the types of products for which any geographic preference will be applied; and
- 2. Define the geographic area to be preferred for each applicable product.

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# FOOD AND NUTRITION MANAGEMENT FREE AND REDUCED-PRICE MEALS

COB (LOCAL)

### **Eligibility Appeals** The District shall provide a hearing process in compliance with

warded to TDA.

U.S. Department of Agriculture (USDA) requirements for disputes about a student's eligibility for free or reduced-price meal programs. A parent or student may appeal the decision of the hearing

official in accordance with FNG(LOCAL).

# Civil Rights Complaints

A person alleging discrimination in school meal programs based on race, color, national origin, sex, age, or disability shall be informed of the procedures and right to file a complaint with the Texas Department of Agriculture (TDA) Food and Nutrition office and the USDA. Complaints received by District personnel shall be for-

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UPDATE 113 COB(LOCAL)-A

# INSURANCE AND ANNUITIES MANAGEMENT LIABILITY INSURANCE

CRB (LOCAL)

Trustees and
Employees

The District shall purchase insurance as provided in CRB(LEGAL) to fund the cost of litigation to protect the District, its employees,

to fund the cost of litigation to protect the District, its employees, and Trustees who are exposed to individual liability by virtue of

their official duties. [See CRB(LEGAL)]

Tort Claims In addition, the District shall purchase insurance to protect the Dis-

trict and employees from liability under the Tort Claims Act.

[See CRB(LEGAL)]

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CRB(LOCAL)-A

Denton ISD 061901

# INSTRUCTIONAL RESOURCES FIELD TRIPS

EFD (LOCAL)

Extracurricular trips and field trips are considered a very important part of the school program. Such trips, when made during the school day, must be educational in nature.

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### SPECIAL EDUCATION VIDEO/AUDIO MONITORING

EHBAF (LOCAL)

#### 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 as required by law. 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 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 for video surveillance may request in writing 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 request is made, the campus shall begin operation of the camera by the deadlines in law.

For Current Year

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

Response

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

**Notice** 

Before a camera is activated, 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 that video and audio surveillance will be conducted in the classroom.

Installation and Operation

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.

DATE ISSUED: 5/24/2019<del>11/15/2017</del>

1 of 4

UPDATE 113<mark>109</mark> EHBAF(LOCAL)-A

# SPECIAL EDUCATION VIDEO/AUDIO MONITORING

EHBAF (LOCAL)

When the District has installed video cameras in a classroom as required by law, the District shall operate the cameras during the instructional day at all times when one or more students are in the classroom. 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.

For the school year in which a campus receives a request for video and audio surveillance, the campus shall continue to operate and maintain any video cameras placed in the classroom for as long as the classroom 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 requester requester withdraws the request in writing and no request is submitted to continue the surveillance. Before a camera is deactivated, 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 that video and audio surveillance will be discontinued in the classroom and of the opportunity to request continued video and audio 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, 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 in which video cameras are placed stating that video and audio surveillance is conducted in that classroom.

# Retention of Recordings

Video recordings shall be retained for at least three 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 released accessed or viewed by the individuals and in the limited circumstances permitted by law. The following individuals shall have authority to view video recordings to the extent permitted by the Family Educational Rights and Privacy Act (FERPA):

 A District employee or a parent of a student who is involved in an alleged incident documented by a recording and reported to the District;

### SPECIAL EDUCATION VIDEO/AUDIO MONITORING

EHBAF (LOCAL)

- Appropriate Department of Family and Protective Services (DFPS) personnel as part of an investigation of alleged abuse or neglect of a child;
- 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 or an investigation of an employee or a report of alleged abuse committed by a student; and
- Appropriate Texas Education AgencyTEA 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 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 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 and 19 Ad-

DATE ISSUED: 5/24/2019<del>11/15/2017</del> UPDATE 113<del>109</del> 3 of 4

Denton ISD 061901

SPECIAL EDUCATION VIDEO/AUDIO MONITORING

EHBAF (LOCAL)

ministrative Code 103.1303. A parent, staff member, or District administrator may request an expedited review in accordance with 19 Administrative Code 103.1303., including requesting an expedited review.

DATE ISSUED: 5/24/201911/15/2017 UPDATE 113109 EHBAF(LOCAL)-A

# SPECIAL PROGRAMS BILINGUAL EDUCATION/ESL

EHBE (LOCAL)

### Language Proficiency Assessment Committees

The professional staff members of the language proficiency assessment committees (LPACs) shall be assigned those duties by the Superintendent or designee. Selection of parent members of LPACs shall be made after soliciting volunteers and upon the recommendation of professionals involved in the bilingual/ESL programs.

#### **Training**

The District shall provide orientation and training for all members of the LPACs, which shall include a discussion of the committee's duties and a thorough explanation and review of all laws and rules governing the confidentiality of information regarding individual students. In performing their duties, committee members shall be acting for the District and shall observe requirements regarding confidentiality of student records. [See FL]

### Dual Language Immersion Program

The District shall implement for students enrolled in elementary school grades a dual language immersion program (DLIP) to develop students who achieve high academic standards and who are bilingual, biliterate, and bicultural.

The program shall begin in prekindergarten or kindergarten primary grades and shall add a subsequent grade level each successive school year to include all elementary grades.

A DLIP is a bilingual educational approach in which students learn two languages in an instructional setting that integrates content area knowledge and skills presented in English and another language. Program models may vary depending on the amount of each language used for instruction at each grade level. The program must be based on instruction that adds to the student's first language.

The District offers DLIPs as program options for students learning a second language.

#### **DLIP Models**

For purposes of this policy, the DLIP models are as follows:

- One-way dual language supports one dominant language group of students to become bilingual, bicultural, and biliterate. Students whose primary language is Spanish would learn in English and Spanish.
- Two-way dual language supports two language groups of students to become bilingual, bicultural, and biliterate. An equal number, or as approximate as possible, of students who speak English and another language would learn in both languages.

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EHBE(LOCAL)-X

# SPECIAL PROGRAMS BILINGUAL EDUCATION/ESL

EHBE (LOCAL)

Unless otherwise specified, DLIP shall refer to both one-way and two-way dual language programs in this policy.

#### Purpose

The purpose of the DLIP for students is as follows:

- 1. To participate in a rigorous academic program that accelerates their learning;
- 2. To develop high fluency and literacy in two languages, with special attention given to English learners participating in the program;
- 3. To develop high academic proficiency in two languages; and
- 4. To develop positive cross-cultural attitudes.

#### Eligibility

In accordance with law, access to the program shall not be based on race, creed, color, religious affiliation, age, or disability. [See EHBE(LEGAL)]

Students residing in the attendance zone of the two-way dual language school shall be given priority in enrollment in the program. Enrollment in any available positions remaining in the program shall be determined by a lottery among interested students from across the District. However, a student whose native language is English shall not be allowed to enter the program after kindergartengrade 1 unless the student scores at grade-level equivalency on a standardized Spanish language arts achievement test.

The District shall use a Texas Education AgencyTEA-approved language proficiency test of all students in the program, including both language groups, to establish baseline data in academic language.

#### Support

The Board and administration shall support the DLIP by hiring and retaining quality staff, funding appropriate professional development, and providing program facilities and instructional resources.

#### **Equitable Access**

The District is committed to providing equitable access to services for English learners.

### Expectations for Participants

The District shall expect each student enrolled in the program to:

- 1. Commit to the program throughout the elementary school grades; and
- Maintain a high record of attendance.

The District shall expect each parent of a student enrolled in the program to:

1. Enroll the child in the program at the selected school for the next five or six years;

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UPDATE 113LDU 2014.01

EHBE(LOCAL)-X

# SPECIAL PROGRAMS BILINGUAL EDUCATION/ESL

EHBE (LOCAL)

- 2. Support the continued development of the native language at home:
- 3. Support his or her child's academic, linguistic, and sociocultural development;
- 4. Attend dual language parent meetings; and
- 5. Advocate for and support the dual language program.

The District shall expect teachers and administrators to:

- Set high academic expectations that engage all students in preparation for postsecondary success in a bilingual, bicultural, and biliterate global society;
- 2. Prepare and deliver academically rigorous instruction in two languages to promote student learning and achievement; and
- 3. Engage parents in the learning process to ensure individual student success.

# Transportation and Transfers

Students and parents shall abide by the terms of FDB(LOCAL) for transportation.

DATE ISSUED: 5/24/20196/10/2014 UPDATE 113LDU 2014.01 EHBE(LOCAL)-X

# STUDENT RIGHTS AND RESPONSIBILITIES INVESTIGATIONSINTERROGATIONS AND SEARCHES

FNF (LOCAL)

**Questioning Students** 

District officials Interrogation

By Bohool® Dthals
Authorities

**District Property** 

Desks, and Lockers

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 may not refuse to answer questions based on ahave no claim to the right not to incriminate themselves.

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

Students have full responsibility for the security of their-lockers, District-provided technology, and similar items are the and for vehicles parked on school property of. It is the District and student's responsibility to ensure that lockers and vehicles are locked and that the keys and combinations are provided for student use as a matter of convenience. Districtnot given to others. Students shall not place, keep, or maintain any article or material that is forbidden by District policy in lockers or in vehicles parked on school property is subject to -

School officials may search or inspection at any time without notice. Students have no expectation of privacy in Districtlockers or vehicles parked on school property. Students shall be fully responsible for the security and contents of District property assigned to them. No student shall place or keep in a desk, locker, District-provided technology, or similar item any article or material if there is reasonable cause to believe that they contain articles or materials prohibited by law, District policy, or the Student Code of Conduct. Students shall be responsible for any prohibited itemitems found in Districttheir lockers or in vehicles parked on school property provided to the student.

**Searches in General** 

District officials may conduct searches of students, their belongings, and their vehicles in accordance with state and federal law and District policy. Searches of students shall be conducted in a reasonable and nondiscriminatory manner.

District officials may initiate a search in accordance with law, including, for example, based on reasonable suspicion, voluntary consent, or pursuant to District policy providing for suspicionless security procedures, including the use of metal detectors.

In accordance with the Student Code of Conduct, students are responsible for prohibited items found in their possession, including items in their personal belongings or in vehicles parked on District property.

Reasonable-Suspicion Searches Searches should be reasonable at their inception and in scope. If there is reasonable suspicion to believe that searching a student's

DATE ISSUED: 5/24/20196/10/2014

UPDATE 113LDU 2014.01

# STUDENT RIGHTS AND RESPONSIBILITIES INVESTIGATIONSINTERROGATIONS AND SEARCHES

FNF (LOCAL)

person, belongings, or vehicle will reveal evidence of a violation of the Student Code of Conduct, a District official may conduct a search in accordance with law and District regulations.

Suspicionless Searches For purposes of this policy, a suspicionless search is a search carried out based on lawful security procedures, such as metal detector searches.

Metal Detector Searches In order to maintain a safe and disciplined learning environment, the District reserves the right to subject students to metal detector searches when entering a District campus and at off-campus, school-sponsored activities.

### **Use of Trained Dogs**

The District reserves the right to shall use specially trained nonaggressive dogs to conduct screening for sniff out and alert officials to the current presence of concealed prohibited items. , illicit substances defined in FNCF(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 procedures 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; however, students may be asked to leave personal belongings in an area that will be screened. If a dog alerts to an item a locker, a vehicle, or an areaitem in a classroom, it may be searched by District officials 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.
- 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.
- 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, in a student's

DATE ISSUED: 5/24/2019<mark>6/10/2014</mark>

UPDATE 113<del>LDU 2014.01</del>

# STUDENT RIGHTS AND RESPONSIBILITIES INVESTIGATIONS INTERROGATIONS AND SEARCHES

FNF (LOCAL)

Use of Metal Detectors vehicle parked on school property, or on the student's person, as a result of a search conducted in accordance with this policy.

To further the District's and the community's desire to provide for a safe environment for students, staff, and patrons and to further the expressed purposes of this policy, the Board has adopted this policy to detect and deter weapons-related infractions.

Procedures for Using Metal Detectors

Random Searches

All students at or entering the school premises or a school-related function or activity shall be subject to the search by metal detectors. Although the school officials may choose to search by any reasonable random formula, such officials are, however, prohibited from selecting a particular student for search unless there is reasonable suspicion to believe that the student is in possession of a weapon.

Individual Searches

The official conducting the search shall approach the student and explain the scanning process. The student shall be asked to make available any bags and parcels for scanning and to remove all metal objects from his or her pockets. If a student refuses to cooperate, another official shall be notified and shall monitor the search. If the student cooperates, the scanning of the student may continue but without touching the body of the student. Bags and parcels shall also be scanned. Students shall, when feasible, be scanned by officials of the same sex.

If a bag or parcel activates the scanner, the official shall request that the student open the container so that the official can look for weapons. If the body activates the scanner, the request to remove metal objects shall be repeated. A second scan shall then be conducted. If the scanner is again activated, the student shall be escorted to another area for a more private search.

**Private Searches** 

The official shall again request that the student remove all metal objects. The search shall then continue near the place activating the scanner. This may be a "pat-down" search designed to locate the item that activated the scanner. Any "pat-down" search shall be conducted by an official of the same sex as the student and shall be witnessed by another adult of the same sex.

If the official locates or feels an object during the "pat-down," the student shall be given a chance to remove the object before the official does. Once removed, if the object appears to be the one activating the device, the search shall cease. The search may be continued only if a subsequent scan activates the device.

Disciplinary or Other Action

If any contraband, including weapons, is found, the student shall be subject to appropriate disciplinary action, including removal,

DATE ISSUED: 5/24/2019<del>6/10/2014</del>

UPDATE 113<del>LDU 2014.01</del>

# STUDENT RIGHTS AND RESPONSIBILITIES INVESTIGATIONSINTERROGATIONS AND SEARCHES

FNF (LOCAL)

suspension, or expulsion. Discovered contraband, including weapons, shall be turned over to appropriate law enforcement agencies.

If a student refuses to cooperate, the official may refer the matter and the student to appropriate legal authorities and consider appropriate disciplinary measures.

Any District employee may, within the scope of their duties, use and apply reasonable physical restraint to a student if the employee reasonably believes such restraint is necessary in order to obtain possession of the contraband, including a weapon, or to enforce reasonable discipline.

**Parental Notice** 

The parent, guardian, or other person having lawful control of the student shall be notified if any contraband is found on the student as a result of the search.

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