

# Localized Policy Manual

## Update 89

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Aubrey ISD

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Update 89 includes a variety of issues, with a key focus on the reorganization of the E Section of the manual, addressing instruction. The E Section changes are prompted by a reexamination of the instruction policies in light of new options available to students to earn credit, such as through distance learning and, more specifically, the Texas Virtual School Network (TxVSN). As a result, we have created a new policy series addressing alternative methods for earning credit, where we have moved policies addressing credit by examination, correspondence courses, and distance learning. A memo on other TxVSN issues your district may need to consider has been included with the update materials for your information.

In addition, Update 89 includes material on student admissions, academic assessments administered to students in DAEPs, permissible physical education substitutions, adult education programs, the school board's rights and responsibilities regarding the appraisal district, and board member vacancies.

Please bear in mind that the (LEGAL) policies reflect the ever-changing legal context for governance and management of the district. They should NOT be adopted but, rather, should inform local decision making. The (LOCAL) policy recommendations in this update will need close attention by both the administration and the board to ensure that they reflect the practices of the district and the intentions of the board. Board action is needed to adopt, revise, or repeal (LOCAL) policy.

In addition to the updated policies, your Localized Update 89 packet contains:

- **INSTRUCTIONS** . . . providing specific, policy-by-policy directions on how this update, if accepted as prepared, should be incorporated into your Localized Policy Manual.
- **EXPLANATORY NOTES** . . . summarizing changes to the policies in each code. Please note that, where appropriate, the Explanatory Notes ask you to **verify that a particular policy reflects your current practice and to advise us of changes needed** so that our records and your manual accurately track the district's practice.

***Vantage Points—A Board Member's Guide to Update 89*** may be found in the separately wrapped package accompanying this packet. ***Vantage Points*** offers a highly summarized overview of the update and is intended to provide local officials a first glance at the scope of the update—as a prelude to studying the detailed Explanatory Notes and policy text within the packet. **Please distribute the enclosed copies of *Vantage Points* to your board members at the earliest possible opportunity, preferably with their review copies of this update.**

Update 89 policies are so identified in the lower left-hand corner of each policy page. If you have any questions concerning this Update, please call your policy consultant, Sarah Gutierrez, at 800-580-7529 or 512-467-0222.

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## Regarding board action on Update 89 . . .

- Board action on Localized Update 89 must occur within a properly posted, open meeting of the board and may be addressed on the agenda posting as "Policy Update 89, affecting (LOCAL) policies (see attached list of codes)." Policy On Line districts have access to a list of the (LOCAL) policies included in the update through the Local Manual Updates application in myTASB. Other districts may generate a list of the (LOCAL) policy codes added, revised, or deleted (and the titles/subtitles of those policies) using the Instruction Sheet as a guide and attach that list to the posting. BoardBook compilers should use "Policy Update 89, affecting (LOCAL) policies" as the agenda item and, as agenda sub-items, the code and name of each of the (LOCAL) policies affected by the update.
- A suggested motion for board action on Localized Update 89 is as follows:  
*"I move that the board add, revise, or delete (LOCAL) policies as recommended by TASB Policy Service and according to the Instruction Sheet for TASB Localized Policy Manual Update 89 [with the following changes:]"*
- The board's action on Localized Update 89 must be reflected in board minutes. The Instruction Sheet—annotated to reflect any changes made by the board—and the Explanatory Notes for the update should be filed with the minutes where they make up the authoritative record of your board's actions. Include a copy of new, replaced, or rescinded (LOCAL) policies.
- In constructing the separate historical record of the manual, the emphasis is on tracking the history of individual policies. For guidance on maintaining this record, please refer to the *Policy Administrator's Guide* at [http://www.tasb.org/services/policy/mytasb/admin\\_guide/index.aspx](http://www.tasb.org/services/policy/mytasb/admin_guide/index.aspx).

## Regarding manual maintenance and administrative regulations . . .

- Notify your policy consultant of any changes made by the board so that Policy Service records—forming the basis for subsequent updating recommendations—exactly mirror your manual.
- The update should be incorporated into each of the district's Localized Policy Manuals as soon as practicable. If the district uses Policy On Line, you will need to notify us of the board's action on Update 89 so that your district's Localized Policy Manual as it appears on TASB's Web server can be updated. Policy On Line staff may be reached by phone (800-580-7529 or 512-467-0222), fax (512-467-3618, using the Update 89 Adoption Notification Form enclosed), e-mail ([pol-support@tasb.org](mailto:pol-support@tasb.org)), or Internet feedback form (<http://www.tasb.org/policy/pol/private/polfdbk.html>).
- Administrative procedures and documents—including formal (REGULATIONS), handbooks, and guides—that may be affected by Update 89 policy changes should be inspected and revised by the district as needed.

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**PLEASE NOTE:** This Localized Update packet and the Update 89 *Vantage Points* may not be considered as legal advice and are not intended as a substitute for the advice of the board's own legal counsel.

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# Instruction Sheet

## TASB Localized Policy Manual Update 89

District      Aubrey ISD

Code		Action To Be Taken	Note
A25	(INDEX)	Replace cross-index	Revised cross-index
AC	(LEGAL)	Replace policy	Revised policy
AIA	(LEGAL)	Replace policy	Revised policy
AIB	(LEGAL)	Replace policy	Revised policy
AID	(LEGAL)	Replace policy	Revised policy
B	(LEGAL)	Replace table of contents	Revised table of contents
BBC	(LEGAL)	Replace policy	Revised policy
BDAF	(LEGAL)	Replace policy	Revised policy
BDF	(LEGAL)	Replace policy	Revised policy
BJB	(LEGAL)	Replace policy	Revised policy
BJCE	(LEGAL)	Replace policy	Revised policy
CCH	(LEGAL)	Replace policy	Revised policy
CKA	(LEGAL)	Replace policy	Revised policy
CKB	(LEGAL)	ADD policy	See explanatory note
CKB	(LOCAL)	Replace policy	Revised policy
CL	(LEGAL)	Replace policy	Revised policy
CPC	(LEGAL)	Replace policy	Revised policy
CRD	(LEGAL)	Replace policy	Revised policy
DC	(LEGAL)	Replace policy	Revised policy
DI	(LEGAL)	Replace policy	Revised policy
DK	(LEGAL)	Replace policy	Revised policy
DMA	(LEGAL)	Replace policy	Revised policy
E	(LEGAL)	Replace table of contents	Revised table of contents
EEJA	(LEGAL)	DELETE policy	See explanatory note
EEJA	(LOCAL)	DELETE policy	See explanatory note
EEJB	(LEGAL)	DELETE policy	See explanatory note
EEJB	(LOCAL)	DELETE policy	See explanatory note
EEJC	(LEGAL)	DELETE policy	See explanatory note
EEJC	(LOCAL)	DELETE policy	See explanatory note
EHAA	(LEGAL)	Replace policy	Revised policy
EHB	(LEGAL)	Replace policy	Revised policy
EHBA	(LEGAL)	Replace policy	Revised policy

# Instruction Sheet

## TASB Localized Policy Manual Update 89

EHBC (LEGAL)	Replace policy	Revised policy
EHBI (LEGAL)	Replace policy	Revised policy
EHDB (LEGAL)	ADD policy	See explanatory note
EHDB (LOCAL)	ADD policy	See explanatory note
EHDC (LEGAL)	ADD policy	See explanatory note
EHDC (LOCAL)	ADD policy	See explanatory note
EHDD (LEGAL)	Replace policy	Revised policy
EHDD (LOCAL)	Replace policy	Revised policy
EHDE (LEGAL)	Replace policy	Revised policy
EHDE (LOCAL)	ADD policy	See explanatory note
EIF (LEGAL)	Replace policy	Revised policy
FD (LOCAL)	Replace policy	Revised policy
FFAB (LEGAL)	Replace policy	Revised policy
FFAE (LEGAL)	Replace policy	Revised policy
FO (LEGAL)	Replace policy	Revised policy
FOCA (LEGAL)	Replace policy	Revised policy
FP (LEGAL)	Replace policy	Revised policy

## Explanatory Notes

### TASB Localized Policy Manual Update 89

District: Aubrey ISD

A25 (INDEX) CROSS-INDEX

The cross-index shared by all localized policy manuals in districts throughout Texas, the *TASB Policy Reference Manual*, and the *TASB Regulations Resource Manual* has been updated to reflect new terminology and topic relationships established by changes in law or regulation that have arisen since this document was last updated in 2007.

Please bear in mind that the cross-index is “generic” and presents a structure that serves all these manuals; your policy manual may not address some of the topics shown and may not include some of the policies indicated. This cross-index is also a key element used in searching Policy On Line.

AC (LEGAL) GEOGRAPHIC BOUNDARIES

We have reformatted the provisions at CHANGES IN BOUNDARIES into a list to emphasize when board approval is required. The list incorporates a provision on consolidation, previously addressed at a separate margin note.

An existing statutory provision was added to provide more detail about agreements between two contiguous districts to make MINOR BOUNDARY ADJUSTMENTS. We have also added an existing statutory provision requiring a district to notify the appraisal office of any boundary changes.

We have adjusted margin notes throughout the policy for clarity.

AIA (LEGAL) ACCOUNTABILITY  
ACCREDITATION AND PERFORMANCE INDICATORS

In the **Note** at the beginning of this policy, we have corrected the effective date of the new accreditation and performance indicator provisions, which are effective beginning with the 2011–12 school year.

AIB (LEGAL) ACCOUNTABILITY  
PERFORMANCE REPORTING

We have added a **Note** to the beginning of this policy to provide information about the effective dates of the performance reporting provisions. The **Note** clarifies that, although the provisions were effective with the 2009–10 school year, TEA is not required to prepare all of the data elements referred to in this policy until the 2012–13 school year.

AID (LEGAL) ACCOUNTABILITY  
FEDERAL ACCOUNTABILITY STANDARDS

At “AYP” DEFINED, we have replaced text from the No Child Left Behind Act with language from the state plan defining what constitutes adequate yearly progress.

## Explanatory Notes

### TASB Localized Policy Manual Update 89

#### B (LEGAL) LOCAL GOVERNANCE

The B section table of contents has been revised to reflect the renaming of policy code BJCE, now titled Suspension/Termination During Contract.

#### BBC (LEGAL) BOARD MEMBERS VACANCIES AND REMOVAL FROM OFFICE

This policy has been reorganized to reflect three types of board vacancies that may occur: vacancies created by board member resignation, vacancies created by operation of law because a board member no longer resides in the district, and vacancies created by involuntary removal from office. Text throughout the policy has been revised for clarity and to better match statutory language. We have also changed the term "trustee" to "board member" throughout for consistency within the policy. Specific changes include:

- Rewording of the provision at RESIGNATION to better reflect statutory language;
- Revision of the text at HOLDOVER DOCTRINE to clarify that a board member who resigns continues to be subject to the nepotism provisions until the vacancy created by the board member's resignation is filled by a successor;
- Revision of the text at RESIDENCE DEFINED to match the phrasing of this same text as it appears at BBA(LEGAL);
- Addition of several existing statutory provisions to provide more detail about quo warranto proceedings, which are court actions filed by the attorney general or county district attorney to remove a board member from office, and the procedure to file a written petition for removal in district court; and
- Revision of the list of items for which a board member may be removed from office to list purchasing violations separately.

The material on FILLING A VACANCY has also been reorganized: we have created new margin notes to outline the process and have added detail on how to conduct a SPECIAL ELECTION to fill a vacancy, including how to determine the DATE OF ELECTION and procedures for ORDERING ELECTIONS.

#### BDAF (LEGAL) OFFICERS AND OFFICIALS SELECTION AND DUTIES OF CHIEF TAX OFFICIALS

Text throughout this policy on selection and duties of chief tax officials has been revised for clarity and to better match statutory language, and provisions have been reordered for better flow.

Major revisions include the following:

- We have simplified the DUTIES of the ASSESSOR and COLLECTOR, listed on pages 1 and 2, to provide a broader overview.
- On page 3, we have added existing statutory text clarifying that the district may require a new COLLECTOR'S BOND at any time from a tax collector who is also a district employee.

## Explanatory Notes

### TASB Localized Policy Manual Update 89

BDF            (LEGAL)            BOARD INTERNAL ORGANIZATION  
CITIZEN ADVISORY COMMITTEES

Revisions to this policy include the following:

- An existing statutory provision requiring the SCHOOL HEALTH ADVISORY COUNCIL to meet at least four times per year has been added.
- A provision requiring the district to consider the recommendations of the SHAC before changing the district's health education curriculum or instruction was moved up to group it with the other material applicable to SHACs. See CHANGES IN CURRICULUM.
- An existing statutory provision requiring the district to notify parents that they may request their child's physical fitness assessment results has been added as item 5 at PUBLIC STATEMENT.
- Several cross-references to other relevant policies have been added, and text throughout this policy has been revised to better match statutory language.

BJB            (LEGAL)            SUPERINTENDENT  
RECRUITMENT AND APPOINTMENT

The statutory provisions requiring the district to post an employment vacancy, including a vacancy in the superintendent's position, have been added to this code. These provisions are also included in the policy manual at DC(LEGAL).

To simplify the provision addressing confidentiality of the NAMES OF APPLICANTS for the superintendency, we have added a reference to the Public Information Act and incorporated the exception into the main paragraph.

BJCE           (LEGAL)            SUPERINTENDENT  
SUSPENSION/TERMINATION DURING CONTRACT

We have renamed this policy to reflect that it addresses both suspension and termination during the superintendent's contract term. At SUSPENSION WITHOUT PAY, we have added existing statutory text explaining that if the superintendent requests a hearing after receiving notice of a proposed decision to suspend without pay, the applicable hearing procedures are those that apply in hearings before a hearing examiner. In addition, we have moved the provision addressing SUSPENSION WITH PAY to the first page of the policy to group it with other suspension provisions. At CONTRACT TERMINATION and HEARING, we have revised the text to better match statutory language. Also at CONTRACT TERMINATION, we have deleted a provision indicating that it is grounds for discharge or suspension if a superintendent attempts to encourage or coerce a child to withhold information from the child's parent. This deleted provision is included at DF(LEGAL).

Significant detail from the Administrative Code has been added at SEVERANCE PAYMENTS, including information on the DUTY TO REPORT the severance payment, the resulting REDUCTION OF STATE FUNDS, and the DEFINITION OF SEVERANCE PAYMENT. A provision addressing severance payments entered into prior to September 1, 2001, has been deleted.

## Explanatory Notes

### TASB Localized Policy Manual Update 89

#### CCH      (LEGAL)      LOCAL REVENUE SOURCES APPRAISAL DISTRICT

More detail has been added to this policy on the school board's rights and responsibilities regarding the appraisal district, including the school board's authority, along with the other taxing units that participate in the appraisal district, to:

- Approve proposals of the appraisal district to acquire or convey real property and the method of allocating proceeds from a conveyance of real property;
- Approve the budget and the method used to allocate the costs of operating the appraisal district; and
- Disapprove actions of the appraisal district board of directors by adopting a resolution.

Several existing statutory provisions have been added at APPRAISAL REVIEW BOARD to provide information about board member appointment to the review board and eligibility to serve on the review board. We have also added a provision prohibiting a school district from contracting with an appraisal review board member or certain relatives of a member of an appraisal review board. See PROHIBITION ON CONTRACTS on page 5.

#### CKA      (LEGAL)      SAFETY PROGRAM/RISK MANAGEMENT INSPECTIONS

At ASBESTOS HAZARD EMERGENCY RESPONSE ACT, DUTIES, items 5 through 7, we have added citations for easier reference to the federal requirements.

Existing statutory text added at WARNING LABELS, on page 4, provides the exact language that must be included on labels placed adjacent to any asbestos-containing building materials and the display requirements for the labels.

#### CKB      (LEGAL)      SAFETY PROGRAM/RISK MANAGEMENT ACCIDENT PREVENTION AND REPORTS

This policy, previously included only in the *TASB Policy Reference Manual*, addresses eye and face protection for accident prevention purposes and is being added to your localized manual at this update. The policy references recommended guidelines on protective eye and face equipment in schools from Texas Department of State Health Services rules. We have also included Administrative Code provisions listing when the guidelines are applicable.

#### CKB      (LOCAL)      SAFETY PROGRAM/RISK MANAGEMENT ACCIDENT PREVENTION AND REPORTS

Consistent with the content of the corresponding legally referenced policy, we have expanded the scope of this local policy to address face protection in addition to eye protection and have added a reference to visitors at the schools.

In addition, we have added a reference to the relevant Texas Department of State Health Services guidelines and have replaced the list of circumstances when eye and face protection must be worn with a cross-reference to the legal policy, which includes an updated list.

## Explanatory Notes

### TASB Localized Policy Manual Update 89

#### CL (LEGAL) BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT

Existing language from the Administrative Code added on page 5 clarifies that the district must provide a buyer of district property any CERTIFICATE OF MOLD REMEDIATION issued during the five years preceding the date the district sells the property.

We have also added a citation to the Administrative Code at POOLS.

#### CPC (LEGAL) OFFICE MANAGEMENT RECORDS MANAGEMENT

We have added a link to the records retention schedules published by the State Library and Archives Commission that apply to school districts. One of these schedules, Local Schedule SD-Records for Public School Districts, was updated in September 2010. See RETENTION SCHEDULES on page 3.

#### CRD (LEGAL) INSURANCE AND ANNUITIES MANAGEMENT HEALTH AND LIFE INSURANCE

Existing statutory text added at ELECTION TO BE EXEMPTED, beginning on page 8, lists the HIPAA provisions from which the plan sponsor of a nonfederal governmental group health plan, in this case a school district, may elect to be exempted.

#### DC (LEGAL) EMPLOYMENT PRACTICES

Revisions to this policy are as follows:

- At DELEGATION OF AUTHORITY, we have replaced text with cross-references to BBFB and DBE for detailed information about the nepotism implications of delegating employment authority to the superintendent.
- We have moved the details about the GRIEVANCE policy requirements from page 1 to a separate margin note on page 2.
- We have repeated from BBC(LEGAL) a provision prohibiting a board member from accepting employment with the district for a year after his or her board membership ends. See FORMER BOARD MEMBER EMPLOYMENT on page 4.
- An existing statutory provision referencing the PENALTIES for violating the new hire reporting requirement has been added on page 5.

#### DI (LEGAL) EMPLOYEE WELFARE

We have revised this policy to update references to the "Texas Department of Health" to "Texas Department of State Health Services."

## Explanatory Notes

### TASB Localized Policy Manual Update 89

#### DK (LEGAL) ASSIGNMENT AND SCHEDULES

On page 1, we have added a link to an Administrative Code chart showing the certification requirements for various positions.

On page 3, text at INAPPROPRIATELY CERTIFIED OR UNCERTIFIED TEACHER, Item 1, has been revised to better match statutory language. The citation has also been updated.

#### DMA (LEGAL) PROFESSIONAL DEVELOPMENT REQUIRED STAFF DEVELOPMENT

We have revised the text at TITLE I STAFF DEVELOPMENT to better reflect statutory language. Citations have also been updated.

#### E (LEGAL) INSTRUCTION

Update 89 includes significant reorganization of the E section addressing Instruction. These changes are prompted by a reexamination of the instruction policies in light of new options available to students to earn credit, such as through the Texas Virtual School Network (TxVSN). As a result, policies previously under the heading of Individualized Learning (EEJ), such as those addressing credit by examination and correspondence courses, have been revised and moved to the new heading, Alternative Methods for Earning Credit. As explained in more detail below, text on correspondence courses has been incorporated into EHDE addressing distance learning. This reorganization results in the following specific changes to the E section table of contents:

- Credit by Examination With Prior Instruction, previously at EEJA, has been moved to EHDB.
- Credit by Examination Without Prior Instruction, previously at EEJB, has been moved to EHDC.
- Text previously at EEJC addressing correspondence courses has been moved to EHDE, which now addresses all types of distance learning.
- EEJA, EEJB, and EEJC are no longer active codes.
- The EHD series has been renamed Alternative Methods for Earning Credit.
- Travel Study, previously at EHDB, has been moved to EHBM.
- Honors, previously at EHDC, has been moved to EHBN.

#### EEJA (LEGAL) INDIVIDUALIZED LEARNING CREDIT BY EXAMINATION WITH PRIOR INSTRUCTION

As indicated above, we have moved material addressing credit by examination with prior instruction to EHDB. EEJA is no longer an active code.

## Explanatory Notes

### TASB Localized Policy Manual Update 89

EEJA      (LOCAL)      INDIVIDUALIZED LEARNING  
CREDIT BY EXAMINATION WITH PRIOR INSTRUCTION

As indicated above, we have revised and moved material addressing credit by examination with prior instruction to EHDB. EEJA is no longer an active code.

EEJB      (LEGAL)      INDIVIDUALIZED LEARNING  
CREDIT BY EXAMINATION WITHOUT PRIOR INSTRUCTION

As indicated above, we have moved material addressing credit by examination without prior instruction to EHDC. EEJB is no longer an active code.

EEJB      (LOCAL)      INDIVIDUALIZED LEARNING  
CREDIT BY EXAMINATION WITHOUT PRIOR INSTRUCTION

As indicated above, we have revised and moved material addressing credit by examination without prior instruction to EHDC. EEJB is no longer an active code.

EEJC      (LEGAL)      INDIVIDUALIZED LEARNING  
CORRESPONDENCE COURSES

As indicated above, we have moved material addressing correspondence courses to EHDE addressing distance learning. EEJC is no longer an active code.

EEJC      (LOCAL)      INDIVIDUALIZED LEARNING  
CORRESPONDENCE COURSES

As indicated above, we have revised and moved material addressing correspondence courses to EHDE addressing distance learning. EEJC is no longer an active code.

EHAA      (LEGAL)      BASIC INSTRUCTIONAL PROGRAM  
REQUIRED INSTRUCTION (ALL LEVELS)

On pages 4 and 5, we have added existing statutory text addressing the School Health Advisory Council's DUTIES, which include making policy recommendations about recess. Existing statutory text has also been included to address the board's responsibility to determine the specific CONTENT OF HUMAN SEXUALITY INSTRUCTION in the district.

## Explanatory Notes

### TASB Localized Policy Manual Update 89

EHB (LEGAL) CURRICULUM DESIGN  
SPECIAL PROGRAMS

Administrative Code revisions effective August 24, 2010, resulted in several amendments to this policy on dyslexia and related disorders. Most of the Administrative Code changes were to clarify existing language. However, the State Board's handbook on dyslexia was officially renamed to the *Dyslexia Handbook: Procedures Concerning Dyslexia and Related Disorders*.

EHBA (LEGAL) SPECIAL PROGRAMS  
SPECIAL EDUCATION

On page 2, we have updated the terminology at PLACEMENT OPTIONS, item 11, to replace "state school" with "state supported living center" consistent with recent amendments to the Administrative Code, effective August 24, 2010.

EHBC (LEGAL) SPECIAL PROGRAMS  
COMPENSATORY/ACCELERATED SERVICES

Existing statutory text added on page 9 includes requirements for intensive programs of instruction offered to STUDENTS RECEIVING SPECIAL EDUCATION SERVICES, including that the admission, review, and dismissal committee must design each program to meet certain standards.

EHBI (LEGAL) SPECIAL PROGRAMS  
ADULT AND COMMUNITY EDUCATION

A new Administrative Code provision, effective July 1, 2010, is cited at ESSENTIAL PROGRAM COMPONENTS, item 6. The new text requires a district's adult education program to include collaboration with multiple partners in the community to expand the services available to adult learners and to prevent duplication of services.

At DIPLOMA REQUIREMENTS, the reference to 19 Administrative Code Chapter 75 has been corrected to Chapter 74.

We have moved the provisions addressing REIMBURSEMENT FOR COMMUNITY EDUCATION to the end of the policy for better flow.

EHDB (LEGAL) ALTERNATIVE METHODS FOR EARNING CREDIT  
CREDIT BY EXAMINATION WITH PRIOR INSTRUCTION

The legally referenced text on credit by examination with prior instruction, previously at EEJA, has been moved unaltered to this new code.

## Explanatory Notes

### TASB Localized Policy Manual Update 89

#### EHDB (LOCAL) ALTERNATIVE METHODS FOR EARNING CREDIT CREDIT BY EXAMINATION WITH PRIOR INSTRUCTION

In moving the local policy text on credit by examination with prior instruction from EEJA, we are recommending significant revisions to the text. To assist district staff, parents, and students, the policy lists the circumstances under which a student who has had prior instruction in a subject may be given an opportunity to demonstrate mastery or earn course credit through a credit by examination:

- The student is enrolling in the district from a nonaccredited school;
- The student has failed a subject or course; or
- The student earned a passing grade in a subject or course but failed to earn credit because of excessive absences.

The revised policy continues to state that examinations shall assess mastery and shall be administered according to the district's procedures.

We are recommending deletion of provisions previously included in the policy:

- The provision stating that credit by examination shall not be used to gain eligibility for participation in extracurricular activities is governed by UIL rules and therefore not necessary to address in local policy.
- The provision requiring a student to score a 70 or above on the examination is included in EHDB(LEGAL).

The district's administrative procedures would provide guidance to determine whether the student has had prior instruction in the subject or course and address any other requirements, for example, requiring a student taking an examination to earn a minimum failing grade in the course, if that is the district's practice.

#### EHDC (LEGAL) ALTERNATIVE METHODS FOR EARNING CREDIT CREDIT BY EXAMINATION WITHOUT PRIOR INSTRUCTION

The text on credit by examination without prior instruction, previously at EEJB, has been moved unaltered to this new code.

#### EHDC (LOCAL) ALTERNATIVE METHODS FOR EARNING CREDIT CREDIT BY EXAMINATION WITHOUT PRIOR INSTRUCTION

Provisions on credit by examination without prior instruction have been moved from EEJB and have been updated throughout to simplify and refine the text. In addition, we have made several substantive changes, as explained below.

The specific requirement for the district to publish the TEST DATES in the student handbook has been replaced with a more flexible requirement to publish the dates in "appropriate District publications or on the District's Web site."

Text requiring students to register for examinations at least 30 days before the test date is recommended for deletion, since this information is better suited for administrative regulations. The *TASB Model Student Handbook* includes information on this topic.

## Explanatory Notes

### TASB Localized Policy Manual Update 89

For clarity, we have reordered provisions addressing fees and requests for alternative examinations or dates. Districts are still prohibited from charging any fees for examinations administered on the published or alternative dates, except that the district may require a parent to pay for an alternative examination purchased from a source approved by the State Board of Education.

We have added a reference to the board's approval of the KINDERGARTEN ACCELERATION procedures to be consistent with the statutory provision stating that the district shall develop procedures that are approved by the board. We have also clarified that the procedures are used to determine whether a child who is five years old at the beginning of the school year may be assigned to first grade rather than kindergarten.

#### EHDD (LEGAL) ALTERNATIVE METHODS FOR EARNING CREDIT COLLEGE COURSE WORK/DUAL CREDIT

With our focus in this update on distance learning and the Texas Virtual School Network (TxVSN), we have added a **Note** referring to EHDE, Distance Learning, and the TxVSN Web site for information on dual credit courses available through the TxVSN.

An existing statutory provision requiring a public institution of higher education to assist a district in developing and implementing the district's COLLEGE CREDIT PROGRAM has been added on page 1.

At DUAL CREDIT PROGRAMS on page 2, we have moved relevant definitions to the beginning of the section, and we have added an existing statutory provision authorizing a school district to offer a dual credit course through agreement with a community college, regardless of whether the high school is located within the service area of the college district, if the college district that serves the area where the relevant high school is located is unable to provide the requested course to the satisfaction of the school district.

Extensive information from existing Administrative Code rules has been added at INSTRUCTIONAL PARTNERSHIPS WITH COMMUNITY COLLEGE DISTRICTS beginning on page 3, including a list of the types of partnerships, detailed information about the types of partnerships, and required elements of partnership agreements.

#### EHDD (LOCAL) ALTERNATIVE METHODS FOR EARNING CREDIT COLLEGE COURSE WORK/DUAL CREDIT

With our focus in this update on distance learning and the TEXAS VIRTUAL SCHOOL NETWORK (TxVSN), we have updated this policy to include provisions on college-level courses available through the TxVSN. Students may enroll in dual-credit courses through the TxVSN in accordance with the guidelines published by the TxVSN and the course provider. The district will apply credit earned toward graduation requirements.

For additional information on the TxVSN, including a discussion of other policy and administrative issues, see the *Texas Virtual School Network Policy Considerations*, available on myTASB at [www.tasb.org/services/policy/mytasb/alerts/txvsn.aspx](http://www.tasb.org/services/policy/mytasb/alerts/txvsn.aspx), and the TxVSN Web site at [www.txvsn.org](http://www.txvsn.org).

We have also revised the text at PARTNERSHIP PROGRAMS to make stylistic changes and to remove the list of the types of partnership programs that a district may enter into with a college or university. This material is now included at EHDD(LEGAL).

At OTHER COLLEGE-LEVEL COURSES, the provisions allowing a student to earn college-level credit by completing a course at an accredited college or university that is not in a partnership program with the district have also been updated with stylistic changes.

## Explanatory Notes

### TASB Localized Policy Manual Update 89

#### EHDE (LEGAL) ALTERNATIVE METHODS FOR EARNING CREDIT DISTANCE LEARNING

As mentioned above, we have moved material addressing correspondence courses from EEJC to this policy so that the various types of distance learning are in one location in the manual. In addition, the text at DISTANCE LEARNING AND CORRESPONDENCE COURSES was revised as a result of amendments to the Administrative Code, effective September 2010, to add to the list of distance learning technologies references to "online courses" and "the Texas Virtual School Network (TxVSN)."

Significant detail on the TxVSN has been added to this policy, including provisions on student eligibility, a prohibition on requiring a student to enroll in a TxVSN course, a provision allowing a transfer student to remain enrolled in a TxVSN course, requirements for students enrolled in a TxVSN to take required state assessments, provisions addressing allowable fees, and information about applicability of the TxVSN provisions.

#### EHDE (LOCAL) ALTERNATIVE METHODS FOR EARNING CREDIT DISTANCE LEARNING

This new policy includes material on the TEXAS VIRTUAL SCHOOL NETWORK (TxVSN) and, from EEJC, material on other distance learning and correspondence courses. Provisions addressing TxVSN are addressed separately from provisions addressing other types of distance learning based on the specific legal requirements and obligations applicable to the TxVSN. For this reason, the recommended policy text:

- Requires the superintendent or designee to establish separate procedures for students to enroll in TxVSN courses; and
- Includes a statement that enrollment in TxVSN courses is not subject to any limitations the district may impose for other distance learning courses.

For additional information on the TxVSN, including a discussion of other policy and administrative issues, see the *Texas Virtual School Network Policy Considerations*, available on myTASB at [www.tasb.org/services/policy/mytasb/alerts/txvsn.aspx](http://www.tasb.org/services/policy/mytasb/alerts/txvsn.aspx), and the TxVSN Web site at [www.txvsn.org](http://www.txvsn.org).

Text on OTHER DISTANCE LEARNING has been updated. For added flexibility, we have removed the specific requirement to publish the district's procedures in the student handbook, as these could be published online or in other materials. In addition, the text has been broadened to reflect that distance learning may be used to earn credit in a subject or course, not just to receive graduation credit.

If the district has rules regarding which students are eligible to take correspondence courses, the maximum number of credits a student may earn through correspondence courses, and the maximum number of correspondence courses a student may enroll in at any one time, we recommend they be addressed in the student handbook or other administrative regulations.

#### EIF (LEGAL) ACADEMIC ACHIEVEMENT GRADUATION

Language at DIPLOMA/TRANSCRIPT/CERTIFICATE OF COURSEWORK COMPLETION, on page 1, has been updated as a result of amendments to the Administrative Code, effective August 23, 2010, to indicate that the academic achievement record or transcript, rather than the diploma, records individual accomplishments, achievements, and courses completed and displays appropriate graduation seals. Also based on the Administrative Code revisions, we have:

## Explanatory Notes

### TASB Localized Policy Manual Update 89

- Added text, on page 3, requiring STUDENTS WITH DISABILITIES who are on a modified curriculum to be automatically placed in the minimum high school program;
- Added text, also on page 3, that a student who took courses under the minimum high school program prior to the 2009–10 school year may remain in the minimum program (see APPLICABILITY);
- Updated the statutory references to the minimum high school program REQUIREMENTS based on the year in which the student entered grade 9;
- Updated and added detail on PHYSICAL EDUCATION SUBSTITUTIONS, on page 5; and
- Added text, at PRIOR COURSES on page 6, clarifying whether certain courses taken in prior years apply toward graduation requirements.

For clarification, we have:

- Added detail about personal graduation plans for STUDENTS RECEIVING SPECIAL EDUCATION SERVICES, on page 2, including the requirement that the admission, review, and dismissal committee and the district be responsible for developing the plan; and
- Added references to the program requirements for the RECOMMENDED HIGH SCHOOL PROGRAM and the ADVANCED/DISTINGUISHED ACHIEVEMENT HIGH SCHOOL PROGRAM, on page 4, for students who entered grade 9 before the 2007–08 school year.

Citations have been updated throughout the policy.

#### FD            (LOCAL)            ADMISSIONS

This policy has been updated to allow a MINOR LIVING APART from his or her parent, guardian or other person having lawful control of the student to present an authorization agreement as provided in Chapter 34 of the Family Code when enrolling in the district as an alternative to the required power of attorney. In an authorization agreement, a parent authorizes the child's grandparent, adult sibling, or adult aunt or uncle to perform acts described in Family Code 34.002, such as approving immunizations and medical care, enrolling the child in school, and giving permission for participation in extracurricular activities. A minor living apart must provide either a power of attorney or an authorization agreement, but under the policy the superintendent continues to have authority to grant exceptions to this requirement based on the individual student's circumstances.

Other provisions in the policy have been updated to simplify and refine the text. The text at REGISTRATION FORMS includes minor editorial changes. At PLACEMENT, ACCREDITED SCHOOLS, the parent rather than the student has the obligation to provide evidence of prior schooling outside the district when a student enrolls after attending an accredited school. Likewise, at WITHDRAWAL, the parent rather than the student must present the signed request stating the reason for withdrawal. Text at TRANSFER CREDIT has been revised to clarify that the district will validate courses taken by students at nonaccredited schools before the district grants credit.

We have lightly edited the district's requirements at PROOF OF RESIDENCY and INQUIRIES. We have also retained the district's definition of SUBSTANTIAL AFTER-SCHOOL CARE by grandparents who provide care for a nonresident student enrolled in the district.

## Explanatory Notes

### TASB Localized Policy Manual Update 89

FFAB      (LEGAL)      WELLNESS AND HEALTH SERVICES  
IMMUNIZATIONS

At REASONS OF CONSCIENCE, on page 2, we have updated the title of the commissioner to the "commissioner of state health services."

FFAE      (LEGAL)      WELLNESS AND HEALTH SERVICES  
SCHOOL-BASED HEALTH CENTERS

At FUNDING, on page 3, we have updated the title of the commissioner to the "commissioner of state health services."

FO          (LEGAL)      STUDENT DISCIPLINE

Because the provisions prohibiting SECLUSION apply to all students, not just students with disabilities, we have added the text to this policy on student discipline. See page 4. The seclusion provisions are also included at FOF(LEGAL), addressing discipline of students with disabilities. "Seclusion" is defined as a behavior management technique in which a student is confined in a locked box, locked closet, or locked room that is smaller than 50 square feet in size.

FOCA      (LEGAL)      PLACEMENT IN A DISCIPLINARY ALTERNATIVE EDUCATION  
SETTING  
DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM  
OPERATIONS

From amended Administrative Code rules on DAEPs, effective August 18, 2010, we have added beginning on page 3 text addressing ACADEMIC ASSESSMENTS administered to a student in a DAEP. The new provisions include information on which assessments may be administered, factors to determine the appropriate grade level assessment, and reporting requirements to the student's locally assigned campus. The new provisions require the district to develop procedures for administering the assessments that must be given when a student is placed in a DAEP and when the student departs from the DAEP. Appropriate text will be included in the next release of the *Model Student Code of Conduct*, scheduled to be issued in summer 2011.

FP          (LEGAL)      STUDENT FEES, FINES, AND CHARGES

At AUTHORIZED FEES, item 16, we have included the statutory authority for the district to charge a fee for enrollment in a course through the Texas Virtual School Network (TxVSN).



**Please Note:** This manual does not have policies in all codes. The coding structure is common to all TASB manuals and is designed to accommodate expansion of both (LEGAL) and (LOCAL) policy topics and administrative regulations.

## CROSS-INDEX

### - A -

- abbreviated school day EC
- absence control CRE, DEC, DFE
- absences and excuses, student FEB, FEC
- absences, personnel DEC, DED, DMD
- abstention from voting, board members BBFA
- abuse of office BBC, BBFB
- academic freedom EMA, EMB
- academic guidance EJ
- academic load EED
- accelerated instruction EHBC, EIE
- acceleration, exams for EHDC
- acceleration, kindergarten EHDC
- accidents
  - first aid FFAC
  - prevention CK, CKB, CKC
  - reports CK, CKB, DHE
- accountability AI series, BQ, BQA, BQB, EHBD
- accounting
  - attendance FEB
  - reporting and statements CFA
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  - interdistrict transfers FDA
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