

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

**Organization**

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 These policies are binding on the District until the cited provisions are repealed, revised, or superseded by legislative, regulatory, or judicial action.

At each policy code the legally referenced policy and the Board-adopted local policy must be read together to further a full understanding of a topic.

**Terms**

The terms "Trustee" and "Board member" are used interchangeably in the local policy manual. Both terms are intended to reflect all the duties and obligations of the office.

[See AB for District name terminology.]

**Harmony with Law**

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

Severability

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

**Policy Development**

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

**Policy Format**

Revisions must be presented so that they clearly outline the deletions, additions, and rewording. The preferred method of presenting the proposed revision is TASB's legislative fashion where words to be deleted are drawn through and words to be added are underscored; likewise, paragraphs to be deleted are drawn through and paragraphs to be added are underscored.

**Official Policy Manual**

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

**Adoption and  
Amendment**

Proposed local policies or amendments shall be introduced and recommended to the Board policy committee. The recommended policies shall then be presented to the Board for adoption at a subsequent meeting.

Exception

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

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

TASB Localized  
Updates

After Board review of legally referenced policies and adoption of local policies, the new material shall be incorporated into the official policy manual and into other localized policy manuals maintained by the District. If discrepancies occur between different copies of the manual, the version contained in the official policy manual shall be regarded as authoritative.

**Board Policy Chair**

The Board President shall appoint a board member to facilitate the policy committee. The policy committee chair shall work and carry out the committee's work in accordance with District policy. Responsibilities include the overall planning, implementation, and coordination of District-related policy issues, including relevant policy matters proposed by the Texas Association of School Boards (TASB), board members, District staff, and legal counsel.

**Policy Requests**

Board members requesting policy review shall submit a request form BF (EXHIBIT). The Board policy chair shall have discretion on policy requests by Board members, District personnel, or legal counsel proposing to develop, review, or update an existing policy in response to community, individual, or District concerns.

**Policy Committee  
Meeting**

All policies shall first be presented for review at the policy committee meeting. The Board policy chair, when appropriate, shall call for a policy committee meeting to review and consider proposed policies submitted by TASB, Board members, District staff, or legal counsel.

**Discretionary Review**

In consultation with the Board President, the Board policy chair shall have authority to request a policy review from TASB to clarify whether there is relevant support on a proposed policy.

**Board Member  
Consideration**

Board members shall consider the recommendations of District administrators, input from TASB policy and legal services, and the advice of the District's legal counsel.

**Policy Adoption**

After policies have been vetted at the policy committee meeting, policies shall be presented at the next Board meeting for adoption.

**Approval for Placement on the Board Agenda**

When a proposed policy addition or revision is submitted for placement on the Board agenda, the following guidelines shall have been reviewed by the policy committee:

1. The proposed policy is legally correct;
2. The proposed policy has been properly classified, coded, and prepared in policy format;
3. The proposed policy conforms with the District's stated philosophy, goals, and objectives; and
4. The new policy shall not create confusing contradictions with the text of any other policies. If it does, then this must be clarified within the proposed policy recommendation, or additional revisions must be included.

**Superintendent Request**

A policy may be presented at a Board meeting as a recommendation from the Superintendent after policies have been originated at the policy committee meeting or any point in the process.

**Urgent Policy Requests**

All requests for new and revised policies that may be of an urgent nature or of significant impact, and those that will be needed by specific deadlines, may be prepared and submitted as individual agenda items for review or adoption. After approval by the Superintendent, the District's policy office shall prepare and draft the proposed policy and prepare an agenda item on the policy for the Board to review or adopt.

**Suspension of Policy**

The Board by a majority vote at any properly convened meeting may suspend a local policy if the action being taken adheres to federal and state law and is in the best interests of the District.