



(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

Note: For purposes of this policy, the terms “gift” and “donation” have the same meaning.

**UNSOLICITED GIFTS
AUTHORITY TO
ACCEPT**

The Board delegates to the Superintendent the authority to accept unsolicited gifts on behalf of the District. However, any gift that the potential donor has expressly made conditional upon the District’s use for a specified purpose, or any gift of real property, shall require Board approval.

Once accepted, a gift becomes the sole property of the District.

**CRITERIA FOR
ACCEPTANCE**

The District shall not accept any gift that would violate or conflict with policies of or actions by the Board or with federal or state law.

Before the Superintendent accepts a gift or recommends acceptance of a gift to the Board, as applicable, the Superintendent shall consider whether the gift:

1. Has a purpose consistent with the District’s educational philosophy, goals, and objectives;
2. Places any restrictions on a campus or District program;
3. Would support a program that the Board may be unable or unwilling to continue when the donation of funds is exhausted;
4. Would result in ancillary or ongoing costs for the District;
5. Requires employment of additional personnel;
6. Requires or implies the endorsement of a specific business or product [see GKB for advertising opportunities];
7. Would result in inequitable funding, equipment, or resources among District schools or programs;
8. Obligates the District or a campus to engage in specific actions; or
9. Affects the physical structure of a building or would require extensive maintenance on the part of the District.

SOLICITATIONS

An employee who solicits gifts on behalf of the District or for use in the fulfillment of his or her professional responsibilities shall comply with relevant state and federal law and any District administrative regulations.

OTHER REVENUES
GIFTS AND SOLICITATIONS ~~GRANTS FROM PRIVATE SOURCES~~

CDC
(LOCAL)

All donations solicited on behalf of the District, including solicitations in the name of the District or a campus, or donations solicited using District or campus resources, become the sole property of the District.

**WEB-BASED
SOLICITATIONS**

An employee may solicit web-based donations of money or items for use by the employee in fulfilling his or her professional responsibilities or for the District's use, including "crowdfunding." However, an employee shall obtain prior approval from the employee's supervisor before using the name or image of the District, a campus, or any student.

**MEMORIALS AND
TRIBUTES**

The Board finds that it is in the interest of the District to recognize, from time to time, individuals who exemplify the qualities of leadership, scholarship, and personal achievement, and who serve by their example as role models for the youth of the District.

The Board therefore authorizes the creation of designated locations on each of the District's campuses for the purpose of providing a location or locations for displaying memorials or tributes in a manner consistent with the educational mission of the campus and District.

The use of District property for the purpose of displaying a limited number of memorial or tributary displays shall not interfere with the use of District property for school purposes; nor shall the acceptance of a tribute or plaque in any way limit the District from using District property for school purposes in the future, even if such use shall require removal, relocation, or destruction of the memorial or tribute at some future date. Prior to relocation or removal, a reasonable effort may be made to contact and inform the pertinent individuals concerning the intended action.

The Board reserves the exclusive right to approve any and all memorials and tributes displayed on District property.

**APPLICATION FOR
RECOGNITION**

An application for a memorial or tribute may be submitted to the Board for its consideration by a class, school, employee, parent, club, or similar organization or may be initiated by the Board.

Recognition by memorial or tribute shall be considered for persons who have made an outstanding contribution to the District as determined by the Board, and for employees, students, or graduates of the District who exemplify the qualities of leadership, scholarship, and personal achievement, and who serve by their example as role models for the youth of the District.

Tributes for a retired employee of the District shall be considered no sooner than one year after the date of the employee's retirement.

OTHER REVENUES
GIFTS AND SOLICITATIONS ~~GRANTS FROM PRIVATE SOURCES~~

CDC
(LOCAL)

Persons being considered for a memorial shall have been deceased for six months prior to being considered for recognition.

Memorials and tributes shall be acquired and installed at no expense to the District.

Memorials and tributes at the A.C. Jones High School campus shall be restricted to pavers to be placed at the designated memorial site, subject to availability of space.

Memorials **and/or** ~~tributes~~ at other campuses within the District shall be in a form approved by the campus and Board.

The text of any memorial or tribute shall be brief, containing the name of the individual honored together with limited biographical information, such as dates of employment or relationship with the District, years of employment, dates of attendance or graduation (in the case of former students), or dates of birth and death.

FEES

The District may charge a reasonable fee for memorials and/or tributes to cover the cost of acquisition, installation, and maintenance. All memorials and tributes shall become the property of the District, and may be used for any lawful purpose consistent with this policy.

CONTRACTED SERVICES

CJ
(LOCAL)

EMPLOYMENT
ASSISTANCE
PROHIBITED

No District employee shall assist a contractor or agent of the District or of any other school district in obtaining a new job if the employee knows, or has probable cause to believe, that the contractor or agent engaged in sexual misconduct regarding a minor or student in violation of the law. Routine transmission of an administrative file does not violate this prohibition.

No District contractor or agent shall assist an employee, contractor, or agent of the District or of any other school district in obtaining a new job if the contractor or agent knows, or has probable cause to believe, that the individual engaged in sexual misconduct regarding a minor or student in violation of the law. Routine transmission of an administrative or personnel file does not violate this prohibition.

[See also DC for prohibitions relating to employees]

EMPLOYMENT PRACTICES

DC
(LOCAL)

PERSONNEL DUTIES	The Superintendent shall define the qualifications, duties, and responsibilities of all positions and shall ensure that job descriptions are current and accessible to employees and supervisors.
POSTING VACANCIES	The Superintendent or designee shall establish guidelines for advertising employment opportunities and posting notices of vacancies. These guidelines shall advance the Board's commitment to equal opportunity employment and to recruiting well-qualified candidates. Current District employees may apply for any vacancy for which they have appropriate qualifications.
APPLICATIONS	All applicants shall complete the application form supplied by the District. Information on applications shall be confirmed before a contract is offered for a contractual position and before hiring or as soon as possible thereafter for a noncontractual position. [For information related to the evaluation of criminal history records, see DBAA.]
EMPLOYMENT OF CONTRACTUAL PERSONNEL	The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel. The Board retains final authority for employment of contractual personnel. [See DCA, DCB, DCC, and DCE as appropriate]
EMPLOYMENT OF NONCONTRACTUAL PERSONNEL	The Board delegates to the Superintendent final authority to employ and dismiss noncontractual employees on an at-will basis. [See DCD]

EMPLOYMENT PRACTICES

DC
(LOCAL)

**EMPLOYMENT
ASSISTANCE
PROHIBITED**

~~An exit interview shall be conducted, if possible, and an exit report shall be prepared for every employee who leaves employment with the District.~~

**NO DISTRICT
EMPLOYEE SHALL
ASSIST ANOTHER
EMPLOYEE OF THE
DISTRICT OR OF ANY
SCHOOL DISTRICT IN
OBTAINING A NEW
JOB IF THE
EMPLOYEE KNOWS,
OR HAS PROBABLE
CAUSE TO BELIEVE,
THAT THE OTHER
EMPLOYEE ENGAGED
IN SEXUAL
MISCONDUCT
REGARDING A MINOR
OR STUDENT IN
VIOLATION OF THE
LAW. ROUTINE
TRANSMISSION OF AN
ADMINISTRATIVE OR
PERSONNEL FILE
DOES NOT VIOLATE
THIS PROHIBITION.
[SEE CJ FOR
PROHIBITIONS
RELATING TO
CONTRACTORS AND
AGENTS AND
DH(EXHIBIT) FOR THE
EDUCATORS' CODE
OF ETHICS.] ~~EXIT
INTERVIEWS AND EXIT
REPORTS~~**

COMPENSATION AND BENEFITS
EXPENSE REIMBURSEMENT

DEE
(LOCAL)

PRIOR APPROVAL
REQUIRED

An employee shall be reimbursed for reasonable, allowable expenses incurred in carrying out District business only with the prior approval of the employee's ~~immediate~~ supervisor **and in accordance with administrative regulations.**

~~TRAVEL EXPENSES~~

~~Reimbursement for authorized travel shall be in accordance with legal requirements.~~

~~Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.~~

DOCUMENTATION
REQUIRED

For any **allowable**~~authorized~~ expense incurred, the employee shall submit a statement, with receipts to the extent feasible, documenting actual expenses ~~and in accordance with administrative procedures.~~

EXCEPTION

~~EXCEPTION~~

Expenses for meals associated with authorized overnight travel not related to a state or federal grant shall be paid to employees on a per diem basis. No receipts shall be required for expenses paid on a per diem basis.

PROBATIONARY CONTRACTS
SUSPENSION/TERMINATION DURING CONTRACT

DFAA
(LOCAL)

SUSPENSION WITH
PAY

A probationary contract employee may be suspended with pay ~~an-~~
~~der~~ placed on administrative leave by the ~~Superinten-~~
~~dent~~~~Superintendent~~ during an investigation of alleged misconduct
by the employee or at any time the ~~Superintendent~~~~Superintendent~~
determines that the District's best interest will be served by the
suspension ~~or administrative leave.~~

TERM CONTRACTS
SUSPENSION/TERMINATION DURING CONTRACT

DFBA
(LOCAL)

SUSPENSION WITH
PAY

A term contract employee may be suspended with pay ~~and~~ placed on administrative leave by the ~~Superintendent~~ Superintendent during an investigation of alleged misconduct by the employee or at any time the Superintendent determines that the District's best interest will be served by the suspension ~~or administrative leave~~.

CONTINUING CONTRACTS
SUSPENSION/TERMINATION

DFCA
(LOCAL)

SUSPENSION WITH
PAY

A continuing contract employee may be suspended with pay and placed on administrative leave by the Superintendent during an investigation of alleged misconduct by the employee or at any time the Superintendent determines that the District's best interest will be served by the suspension.

ATTENDANCE
COMPULSORY ATTENDANCE

FEA
(LOCAL)

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. ~~The truancy officer shall file charges for unexcused absences in accordance with 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.

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 IN
HOMESCHOOLS

Students who are ~~When the District becomes aware that a student is being or will be~~ 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 ~~Superintendent~~ **or guardian indicating that his or her child is being homeschooled and the date the homeschooling began.**

The District ~~designee~~ **may request from a parent or guardian** ~~in writing~~ **a letter of assurance that a child is being educated** ~~notification from the parents of their intention to homeschool~~ **using a curriculum designed 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**~~the parents refuse~~ to submit a **re-**
quested statement or letter,~~of notification~~ or if the District has
evidence that ~~a~~ **the** school-~~aged~~ **age** child is not being home-
schooled within legal requirements, the District may investigate fur-
ther and, if warranted, shall pursue legal action to enforce the
compulsory attendance law.

STUDENT FUNDRAISING GIFTS AND SOLICITATIONS

FJ
(LOCAL)

Administrative regulations shall address student fundraising plans, approval of fundraising activities, and any required reporting on fundraisers by campus administrators.

With at least one employee managing each project, students representing their school or the District may participate in approved fundraising to benefit the District or a nonschool, charitable organization. Participation shall be voluntary and shall be approved only when the fundraising activity relates to the District's educational mission.

Fundraising shall not be permitted during class time. [See EC]

FUNDRAISING THROUGH SALES OF FOODS AND BEVERAGES THAT COULD BE CONSUMED DURING THE SCHOOL DAY SHALL MEET THE REQUIREMENTS FOR COMPETITIVE FOODS UNLESS THE DISTRICT ALLOWS AN EXCEPTION FROM THE COMPETITIVE FOOD REQUIREMENT, AS PERMITTED BY STATE AND FEDERAL LAW. [SEE CO AND FFA] SCHOOL SPONSORED

~~Fund-raising activities by student groups and/or for school-sponsored projects shall be allowed, with prior administration approval and under the supervision of the project sponsor, for students in all grades.~~

~~All fund-raising projects shall be subject to the approval of the principal and Superintendent.~~

~~Student participation in approved fund-raising activities shall not interfere with the regular instructional program. [See EC] Funds raised shall be received, deposited, and disbursed in accordance with CFD(LOCAL).~~

~~No outside organizations, commercial enterprises, or individuals may solicit contributions from students within the school. Charitable organizations shall be allowed to place collection boxes in the school buildings, provided no pressure to contribute is exerted on the students at any time.~~

~~The District may conduct a United Way Fund Drive in the schools once each year.~~

~~LOSS OF CLASS TIME~~

~~The collection of monies that takes the time of the students or teachers during school hours is strictly forbidden, unless the monies collected represent payment for school lunches, monies that will benefit the school or its students, or other authorized fees. [See also FP]~~

~~The Board shall regularly be informed of approved fundraising projects and shall periodically review the effect of such activity on the student body, the instructional program, and the community.~~

RELATIONS WITH PARENT ORGANIZATIONS

GE
(LOCAL)

District-affiliated school-support **organizations and** ~~or~~ booster organizations, **and other parent groups**, shall organize, **fundraise or solicit donations**, and function in a way that is consistent with the District's philosophy and objectives, ~~within adopted~~ Board policies, **District administrative regulations**, ~~in accordance with~~ applicable UIL **or other governing association** guidelines, and financial and audit regulations. [See also **CDC and CFC**~~CFD~~]

Before engaging in fundraising or soliciting gifts, an organization or group shall notify the principal or other appropriate administrator identified in administrative regulations. [See CDC(LOCAL) for District acceptance of gifts and solicitations]

USE OF DISTRICT FACILITIES

District-affiliated school-support or booster organizations may use District facilities with prior approval of the appropriate administrator. Other parent groups may use District facilities in accordance with policy GKD.

~~PURCHASES FOR THE SCHOOL~~

~~Before parent groups or other groups working with the school purchase equipment for the schools, including computer hardware and software, they shall notify the principal of their plans. In consultation with the Superintendent or designee, the principal shall determine the type or brand of equipment to buy to ensure compatibility with current District equipment.~~