



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Agenda Item Summary

Meeting Date: September 20, 2023

Agenda Section: Consent

Agenda Item Title: Board Policy Updates

From/Presenters: Henry Yzaguirre, Superintendent

Description: Board Policy Updates

Historical Data: On November 9, 2020 and February 8, 2021, the District held a Policy Review Session with a TASB consultant; however, no action was taken on the recommendations due to changes in leadership. From October 2022 to May 2023 the District leadership team developed Administrative Regulations which included Local Board policy review. It was determined that in addition additional policy updates were needed. The District contacted TASB and the consultant sent the recommendations from the 2020-2021 Policy Review Session on May 2, 2023. The current leadership staff reviewed the recommendations and determined these recommendations for the district's localized policy manual.

Recommendation:

Purchasing Director and Approval Date:

Funding Budget Code and Amount:

Goal: 5. SSAISD will collaborate with parents and the community to ensure all students receive a gold standard education.



SOUTH SAN ANTONIO ISD LOCAL BOARD POLICY UPDATES

Proposed Revisions and Updates
Board Meeting - September 20, 2023

POLICY A	TOPIC	POLICY E	TOPIC
AF	Innovation Districts	EBB (Innovation Plan Link only)	Instructional Arrangements: Class Size
		EIC	Academic Achievement: Class Ranking
POLICY B	TOPIC	EIF	Academic Achievement: Graduation
BBB	Board Member: Elections		
BBE	Board Members: Authority	POLICY F	TOPIC
BE	Board Meetings	FB	Educational Opportunity
BQA	Planning and Decision-Making Process: District Level	FDA	Admissions: Interdistrict Transfers
BQB	Planning and Decision-Making Process: Campus Level	FEC	Attendance
POLICY C	TOPIC	FFC EXHIBIT	Student Welfare: Student Support Services
CDC	Other Revenues: Gifts and Solicitations	FFH EXHIBIT	Student Welfare: Freedom from Discrimination, Harassment, and Retaliation
CHE (DELETE)	Purchasing and Acquisition: Vendor Disclosures and Contracts	FM	Student Activities
		FNCE	Student Conduct: Personal Communications/Electronic Devices
POLICY D	TOPIC		
DBA (Innovation Plan Link only)	Employment Requirements and Restrictions: Credentials and Records	POLICY G	TOPIC
DBD	Employee Requirements and Restrictions: Conflict of Interest	GBBA	School Communications Program: News Media Relations
DC	Employment Practices	GKDA (DELETE)	Non-School Use of Facilities: Distribution of Non-School Literature
DEC	Leaves and Absences		
DED (DELETE)	Compensation and Benefits: Holidays and Vacation		
DGB (DELETE)	Employee Rights and Privileges: Personnel Management Relations		
DIA EXHIBIT	Employee Welfare: Freedom from Discrimination, Harassment, and Retaliation		
DK (Innovation Plan Link only)	Assignments and Schedules		
DK EXHIBIT (Innovation Plan Link only)	Assignments and Schedules		

INNOVATION DISTRICTS

AF
(LOCAL)

In accordance with state law, the District has completed all requirements for designation as an innovation district, and the Board has adopted an [innovation plan](#).

¹ Innovation Plan: [<https://www.southsanisd.net/domain/2767>]

ADOPTED:

1 of 1

AF(LOCAL)-X

BOARD MEMBERS
ELECTIONS

BBB
(LOCAL)

Membership	The Board shall consist of seven members.
Method of Election	Election of Board members shall be by single-member districts.
Election Date	General election of Board members shall be on the November uniform election date.
Terms and Election Schedule	Board members shall be elected for four-year terms, with elections conducted biennially, as follows:
Districts 1, 4, and 6	The election for single-member districts 1, 4, and 6 shall be held in 2022 , 2026, 2030, <u>2034</u> and in four-year intervals thereafter.
Districts 2, 3, 5, and 7	The election for single-member districts 2, 3, 5, and 7 shall be held in 2020 , 2024, 2028, <u>2032</u> and in four-year intervals thereafter.
Method of Voting	To be elected, a candidate must receive more votes than any other candidate for the single-member district.
Plurality	

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 records or reports that are confidential or otherwise not subject to public disclosure [see GBA], 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]

BOARD MEETINGS

BE
(LOCAL)

Meeting Place and Time

The notice for a Board meeting shall reflect the date, time, and location of the meeting.

Regular Meetings

Regular meetings of the Board shall normally be held on the ~~first~~ ~~and~~ third Wednesdays of each month at 6:00 p.m. When determined necessary and for the convenience of Board members, the Board President, in collaboration with the Superintendent, may change the date, time, or location of a regular meeting with proper notice.

Special or Emergency Meetings

In collaboration with the Superintendent, the Board President shall call special meetings at the Board President's discretion or on request by two members of the Board.

The Board President shall call an emergency meeting when it is determined by the Board President in collaboration with the Superintendent ~~or two members of the Board~~ that an emergency or urgent public necessity, as defined by law, warrants the meeting.

Agenda

Deadline

The deadline for submitting items for inclusion on the agenda is the 14th calendar day before regular meetings and the 14th calendar day before special meetings. In suggesting items for Board action, Board members shall solicit and consider the opinion of the Superintendent as to any impact that the proposed action shall have on the operations or administration of the District.

Agenda items submitted after the deadline, but before the 72-hour notice requirement, may be placed on the agenda with the approval of the Board President.

Preparation

The Superintendent shall prepare a draft agenda for each Board meeting for review by the Board President. The Superintendent shall include on the preliminary agenda of the meeting all topics that have been submitted in a timely fashion by a Board member.

~~Before the official agenda is finalized for any meeting, the Superintendent shall consult the Board President to ensure that the agenda and the topics included meet with the Board President's approval.~~ In reviewing the preliminary agenda, the Board President shall ensure that any topics the Board or individual Board members have requested to be addressed are either on that agenda or scheduled for deliberation and action as approved for the next posted meeting. After reviewing the draft agenda, the Board President shall collaborate with the Superintendent for approval of the final agenda prior to posting. ~~at an appropriate time in the near future.~~ The Board President shall not have authority to remove from the agenda a subject requested by a Board member without that Board member's specific authorization.

Notice to Members

BOARD MEETINGS

BE
(LOCAL)

Members of the Board shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least one hour prior to the time of an emergency meeting.

Closed Meeting

Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, in accordance with law.

The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See BEC]

Order of Business

The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting. At the meeting, the order in which posted agenda items are taken may be changed by ~~consensus~~ the majority of Board members.

Rules of Order

The Board shall observe the parliamentary procedures as found in *Robert's Rules of Order, Newly Revised*, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present.

Voting

Voting shall be by voice vote or show of hands, as directed by the Board President. A roll-call vote may be called by the Board President only. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request. [See BDAA(LOCAL) for the Board President's voting rights]

Consent Agenda

When the agenda is prepared, the ~~Board President~~ Superintendent shall ~~determine~~ identify items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

Minutes

Board action shall be carefully recorded by the Board Secretary or clerk; when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board and signed by the Board President and the Board Secretary.

The official minutes of the Board shall be retained on file in the office of the Superintendent and shall be available for examination during regular office hours. In addition, the official minutes shall be posted on the District's website within 72 hours after the Board

BOARD MEETINGS

BE
(LOCAL)

**Discussions and
Limitation**

meeting in which the minutes were approved for the purposes of transparency and accessibility for all parents, community members, and tax payers within the District.

Discussions shall be addressed to the Board President and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the Board President shall halt discussion that does not apply to the business before the Board. Discussion with the staff shall be directed to the Superintendent, unless a member of the staff is presenting at the podium.

The Board President shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired. Aside from these limitations, the Board President shall not interfere with debate so long as members wish to address themselves to an item under consideration.

ADOPTED:

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PLANNING AND DECISION-MAKING PROCESS
DISTRICT-LEVEL

BQA
(LOCAL)

**District Improvement
Council Committee**

In compliance with ~~the law Education Code 11.251, the District~~ shall establish a District Improvement committee ~~Council shall to~~ advise the Board or its designee in establishing and reviewing the District's improvement plan [See BQ] as well as the District's educational goals, performance objectives, and major District-wide classroom instructional programs. ~~identified by the Board or its designee. The council shall serve exclusively in an advisory role except that the council shall approve staff development of a District-wide nature~~

The committee shall approve District-wide staff development. [see DMA]

**~~Chairperson~~ Board's
Designee**

The Superintendent shall ~~be~~ serve as the Board's designee and shall ~~name the chairperson of the council from among the council's members. The Superintendent shall meet with the council periodically. regularly consult with the committee.~~

Meetings

The chairperson of the ~~council~~ committee shall set its agenda, and shall schedule at least two meetings per year; ~~additional meetings may be held at the call of the chairperson. including the public meeting required by law.~~

Communications

The Superintendent or designee shall ensure that the District-~~level Improvement Council~~ committee obtains broad-based community, parent, and staff input and provides information to those persons ~~on a systematic basis. regarding recommendations of the committee. Methods of communication may include, but are not limited to:~~

- ~~1. Periodic meetings to gather input and provide information on the work of the council. These meetings shall be advertised in District publications and through the media.~~
- ~~2. Articles in in-house publications regarding work of the council.~~
- ~~3. Regular news releases to the media in the District regarding the work of the council.~~
- ~~4. Periodic reports to the principals on the work of the council that may be posted on campus bulletin boards.~~

Composition

The ~~council~~ committee shall be composed of members who shall represent campus-based professional staff, District-level professional staff, parents, businesses, and the community. ~~For purposes of this policy, District-level~~ When practicable, professional staff representation shall be defined as professionals who have responsibilities at more than one campus, including, but not limited to, central office staff. Include a representative with the primary responsibility for education students with disabilities. For the purposes of this

PLANNING AND DECISION-MAKING PROCESS
DISTRICT-LEVEL

BQA
(LOCAL)

	<u>policy, District-level professional staff shall be defined as professionals who have responsibilities at more than one campus, including, but not limited to, central office staff.</u>
Professional Staff Elections	<p><u>Professional staff representatives shall be nominated and elected in accordance with this policy and administrative regulations.</u></p> <p>Classroom teacher representatives shall be nominated and elected by classroom teachers assigned to each campus and shall comprise at least two-thirds of the total professional staff representation on the council <u>committee</u>.</p> <p>At least one campus-based nonteaching professional representative shall be nominated and elected by the campus-based non-teaching professional staff.</p> <p>At least one District-level professional staff member, other than the Superintendent, shall be nominated and elected by the District-level professional staff.</p> <p>An employee's affiliation or lack of affiliation with any organization or association shall not be a factor in either the nomination or election of the employee to the council. [See DGA]</p>
<u>Selected Representatives</u>	<u>Parent, community members, and business representatives shall be selected in accordance with this policy and administrative regulations.</u>
Parents	The council <u>committee</u> shall include at least two parents of students currently enrolled in the District, selected in accordance with administrative procedures. The Superintendent shall, through various channels, inform all parents of District students about the council <u>committee</u> 's duties and composition and shall solicit volunteers. [See BQA(LEGAL)]
Community Members	The council <u>committee</u> shall include at least two community members selected by a process that provides for adequate representation of the community's diversity, in accordance with administrative procedures. The Superintendent shall use several methods of communication to ensure that community residents are informed of the council <u>committee</u> and are provided the opportunity to participate and shall solicit volunteers. Community representatives must reside in the District.
Business Representatives	The council <u>committee</u> shall include at least two business representatives selected by a process that provides for adequate representation of the community's diversity, in accordance with administrative procedures. The Superintendent shall use several methods of communication to ensure that area businesses are informed of the council and are provided the opportunity to participate, and

PLANNING AND DECISION-MAKING PROCESS
DISTRICT-LEVEL

BQA
(LOCAL)

shall solicit volunteers. Business representatives need not reside in nor operate businesses in the District.

A nominee must consent before the person's name may appear on the ballot. Election of the committee shall be held at a time determined by the Board or designee.

Elections

~~The consent of each nominee shall be obtained before the person's name may appear on the ballot. Election of the council shall be held in the fall of each school year at a time determined by the Board or its designee. Nominations and elections shall be conducted in accordance with this policy and administrative regulations.~~

Terms

~~Representatives shall serve staggered one or two year terms and shall be limited to two not serve consecutive terms on the council.~~

Vacancy

~~If a A vacancy occurs among the representatives, nominations shall be solicited and an election held or selection made for the unexpired term in the same manner as for the annual election. during a term shall be filled for the remainder of the term by election or selection as appropriate for the category.~~

Other Advisory Groups

~~The existence of the District Improvement Council shall not affect the authority of the Board or its designee to appoint or establish other advisory groups or task forces to assist it in matters pertaining to District instruction.~~

PLANNING AND DECISION-MAKING PROCESS
CAMPUS-LEVEL

BQB
(LOCAL)

Site-Based Decision-Making Committee

In compliance with the law, each ~~A campus-level committee~~ shall be established ~~on each~~ a campus-level committee to assist the principal. The committee shall meet for the purpose of implementing planning processes and site-based decision making in accordance with Board policy and administrative procedures and shall be chaired by the principal. to ensure that effective planning and site-based decision-making occur to direct and support the improvement of student performance for all students. The committee shall assist the principal, as the Board's designee, in establishing and reviewing the goals, performance objectives, and major classroom instructional programs of each campus.

~~The committee shall serve exclusively in an advisory role except that each campus committee shall approve staff development of a campus nature.~~

Each committee shall assist with the development, evaluation and revision of the respective camps improvement plan and dahl approve campus staff development needs identified in the campus improvement plan [See BQ and DMA].

Campus Performance Objectives

~~Each principal shall be responsible for the development of campus performance objectives. These objectives shall be formulated annually in accordance with a schedule established by the District, shall support the District's educational goals and objectives, and shall be specific to the academic achievement of students served by the campus. The Board shall review and approve campus performance objectives.~~

Waivers

~~The principal shall be responsible for ensuring that no campus initiated decision violates rule, law, or policy, unless the campus has obtained a waiver. [See BQB(LEGAL) and BF]~~

Except as prohibited by law [see BF], a campus may apply to the Board for a waiver of a local policy. An application for a waiver must state the achievement objectives of the campus and the reasons for requesting the waiver.

Meetings

The principal shall be responsible for the agenda and shall schedule at least tow meeting per year, including the public meeting required by law.

Communications

The principal or designee shall ensure that the campus-level committee establishes communication strategies to periodically obtains broad-based community, parent, and staff input and provides information to those persons regarding the recommendations of the committee. on a systematic basis. ~~Methods of communication may include, but are not limited to:~~

PLANNING AND DECISION-MAKING PROCESS
CAMPUS-LEVEL

BQB
(LOCAL)

- ~~1. Periodic meetings to gather input and provide information on the work of the committee. Meetings shall be advertised in the District or campus publications and through the media.~~
- ~~2. Articles in District or campus publications regarding work of the committee.~~
- ~~3. Regular news releases to the media in the District regarding the work of the committee.~~
- ~~4. Periodic reports on the work of the committee that may be posted on campus bulletin boards.~~

Composition

The committee shall be composed of members who shall represent District and campus-based professional staff, parents, businesses, and the community. ~~At least two-thirds of the District and campus professional staff representatives shall be classroom teachers. The remaining employee representatives shall be professional non-teaching District and campus-level staff.~~ When practicable, professional staff representation shall include a representative with the primary responsibility for education students with disabilities. For purposes of this policy, District-level professional staff shall be defined as professionals who have responsibilities at more than one campus, including, but not limited to, central office staff.

**Professional Staff
Elections**

Professional staff representatives shall be nominated and elected in accordance with this policy and administrative regulations.

Classroom teacher representatives shall be nominated and elected by classroom teachers assigned to ~~each~~ the campus and shall comprise at least two-thirds of the total professional staff representation on the ~~council~~ committee.

At least one campus-based nonteaching professional representative shall be nominated and elected by the campus-based non-teaching professional staff.

At least one District-level professional staff member, other than the Superintendent, shall be nominated and elected by the District-level professional staff.

An employee's affiliation or lack of affiliation with any organization or association shall not be a factor in either the nomination or election of the employee to the council. [See DGA]

**Selected
Representatives**

Parent, community members, and business representatives shall be selected in accordance with this policy and administrative regulations.

Parents

The ~~council~~ committee shall include at least two parents of students currently enrolled in the District, ~~selected in accordance with~~

PLANNING AND DECISION-MAKING PROCESS
CAMPUS-LEVEL

BQB
(LOCAL)

	<p>administrative procedures. The Superintendent shall, through various channels, inform all parents of District students about the council <u>committee</u>'s duties and composition and shall solicit volunteers. [See BQB (LEGAL)]</p>
Community Members	<p>The council <u>committee</u> shall include at least two community members selected by a process that provides for adequate representation of the community's diversity, in accordance with administrative procedures. The Superintendent shall use several methods of communication to ensure that community residents are informed of the council <u>committee</u> and are provided the opportunity to participate and shall solicit volunteers. Community representatives must reside in the District.</p>
Business Representatives	<p>The council <u>committee</u> shall include at least two business representatives selected by a process that provides for adequate representation of the community's diversity, in accordance with administrative procedures. The Superintendent shall use several methods of communication to ensure that area businesses are informed of the council and are provided the opportunity to participate, and shall solicit volunteers. Business representatives need not reside in nor operate businesses in the District.</p> <p><u>A nominee must consent before the person's name may appear on the ballot. Election of the committee shall be held at a time determined by the Board or designee.</u></p>
Elections	<p>The consent of each nominee shall be obtained before the person's name may appear on the ballot. Election of the council shall be held in the fall of each school year at a time determined by the Board or its designee. Nominations and elections shall be conducted in accordance with this policy and administrative regulations.</p>
Terms	<p>Representatives shall serve staggered one or two year terms and shall be limited to two not serve consecutive terms on the council.</p>
Vacancy	<p>If a A vacancy occurs among the representatives, nominations shall be solicited and an election held or selection made for the unexpired term in the same manner as for the annual election. <u>during a term shall be filled for the remainder of the term by election or selection as appropriate for the category.</u></p>
Other Advisory Groups	<p>The existence of the District Improvement Council shall not affect the authority of the Board or its designee to appoint or establish other advisory groups or task forces to assist it in matters pertaining to District instruction.</p>

OTHER REVENUES
GIFTS AND SOLICITATIONS

CDC
(LOCAL)

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 with a cost or market value of ~~\$5,000~~ \$25,000 or more, 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.

All donations solicited on behalf of the District, including solicitations in the name of the District or a campus, or donations solicited

OTHER REVENUES
GIFTS AND SOLICITATIONS

CDC
(LOCAL)

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.

PURCHASING AND ACQUISITION
VENDOR DISCLOSURES AND CONTRACTS

CHE
(LOCAL)

DELETE

Reporting Gifts and Entertainment Provided to Board Members and Senior District Employees

In an effort to promote transparency and reduce the appearance of impartial decision making, the District has adopted the following procedures for reporting gifts, awards, and mementos given by vendors to Board members and senior District employees and/or entertainment expenses made by vendors on behalf of Board members and senior District employees.

In order to achieve these objectives, the Board requires the reporting of any gift, award, or memento given by a vendor to a Board member or a senior District employee, or to the spouse of a Board member or senior District employee, the value of which exceeds \$50 in the aggregate during any six-month period.

The Board also requires the reporting of any entertainment expense made by a vendor for a Board member or a senior District employee, or the spouse of a Board member or senior District employee, which exceeds \$50, excluding taxes and gratuities, as further described below:

Definitions

1. The term "vendor" shall mean any person who enters or seeks to enter into a written contract with the District for the sale or purchase of real property, goods, or services, and includes professional service providers.
2. The term "senior District employee" includes the following:
 - a. Superintendent;
 - b. Chief financial officer;
 - c. Chief academic officer;
 - d. Chief of staff; and
 - e. Director of purchasing.
3. The term "entertainment expense" includes any activity generally considered to provide entertainment, amusement, or recreation, and includes meals or light refreshments.
4. The term "gift" does not include lawful contributions to a Board member's campaign fund that fall within legal limits.

Reporting Requirements for Entertainment Expenses

The requirement for a vendor to report entertainment expenses applies in the following circumstances:

1. Any single expenditure made by a vendor exceeding \$50, excluding taxes and gratuities, on behalf of any Board member, senior District employee, and/or his or her spouse/guest.

PURCHASING AND ACQUISITION
VENDOR DISCLOSURES AND CONTRACTS

CHE
(LOCAL)

DELETE

2. Each expenditure made by a vendor exceeding \$50, excluding taxes and gratuities, during an official convention, conference, or other training session for individual and/or group entertainment of Board members, senior District employees, and/or their spouses/guests. The total entertainment expense for each expenditure shall not exceed \$50 per Board member, senior District employee, and/or spouse/guest entertained.

In the event that a convention, conference, or other training session is sponsored by the District, the total cost of the event shall not exceed \$50 per Board member, senior District employee, and/or spouse/guest in attendance. Spouses/guests in attendance shall be required to reimburse the District for the cost of attendance. At no time shall the costs of alcoholic beverages be incurred by the District.

Vendors are prohibited from "splitting" the costs of entertainment among individual partners/principals in order to exceed the \$50 limitation imposed by this policy.

Board members may not participate in group entertainment in which there are verbal exchanges about public business or policy if such gathering would be considered a "meeting" under the Open Meetings Act, Chapter 551, Government Code.

Reporting Process

The District requires the following persons to make a report of any gift, award, or memento given to and/or entertainment expense made for a Board member or a senior District employee, or to the spouse of a Board member or senior District employee, the value of which exceeds the applicable maximum amount described in this policy:

1. A representative of any vendor who provides a gift, award, or memento and/or makes an entertainment expense in excess of the amounts described in this policy.
2. Any Board member who receives a gift, award, or memento from a vendor in excess of the amount described in this policy. The Board member shall also report any gift, award, or memento from a vendor in excess of the amount described in this policy given to the Board member's spouse.
3. Any senior District employee who receives a gift, award, or memento from a vendor in excess of the amount described in this policy. The senior District employee shall also report any gift, award, or memento from a vendor in excess of the amount described in this policy given to the senior District employee's spouse.

PURCHASING AND ACQUISITION
VENDOR DISCLOSURES AND CONTRACTS

CHE
(LOCAL)

DELETE

The report shall be made on a disclosure form created by the Superintendent or designee and shall include the following information:

1. The vendor's full name and address;
2. The name under which the person normally conducts business and the person's business phone number and address;
3. If applicable, the full name and address of each person:
 - a. Who reimburses, retains, or employs the person to communicate directly with a Board member or senior District employee; and
 - b. On whose behalf the person has communicated directly with a Board member or senior District employee.
4. The name of the Board member or senior District employee (or spouse/guest) on whose behalf the gift, award, memento, and/or entertainment expense is given or made;
5. The place and date of the gift, award, memento, and/or entertainment expense; and
6. A description and value of the gift, award, memento, and/or entertainment expense given or made by the vendor.

Completed forms must be submitted to the Superintendent or designee not later than 30 days after the gift, award, or memento was presented by the vendor or following the vendor's entertainment expenditures.

Consequences for Policy Violations

Violations of this policy by vendors may lead to disqualification of the vendor for selection of future District contracts for the provision of goods or services for a period of two years and, in extreme circumstances, cancellation of contracts the awarding of which was influenced by the gift, award, memento, or entertainment expense.

Any senior District employee who fails to report a gift, award, memento, or expenditure for entertainment described in this policy, or a gift, award, memento, or expenditure for entertainment on behalf of his or her spouse or guest described in this policy, is subject to discipline, up to and including termination of employment.

Any Board member who fails to report a gift, award, memento, or expenditure for entertainment described in this policy, or a gift, award, memento, or expenditure for entertainment on behalf of his or her spouse or guest described in this policy, is subject to censure by the Board.

DELETE

Vendor Contact Prohibited

No Board member may, outside of a public meeting, have direct or indirect communication with an actual or prospective bidder or offeror relating to a request for proposals/qualifications or an advertisement for bids issued by the District during the following time period:

1. After the District has issued the request for proposals/qualifications or has advertised for bids on a contract; and
2. Before the Board has awarded the contract that was the subject of the request for proposals/qualifications or the advertisement for bids.

If a Board member violates this prohibition by engaging in direct or indirect communication with a bidder or offeror, the Board shall reject the bid or offer of the bidder or offeror.

Notwithstanding the above, a Board member may have indirect communication with an actual or prospective bidder or offeror if:

1. The Board member has a substantial interest, as determined under Local Government Code 171.002, in a business entity or in real property, and the Board member complies with the reporting requirements of Local Government Code Chapter 171, if applicable, [see CHE(LEGAL)] and:
 - a. The business entity is an actual or prospective bidder or offeror responding to the District's request for proposals/qualifications or advertisement for bids and the communication relates to the business entity's response; or
 - b. The real property is offered in response to the District's request for proposals/qualifications or advertisement for bids and the communication relates to the real property.
2. The communication occurs at a trade show or convention at which the bidder or offeror was a registered participant and the Board member discloses at a public meeting of the Board that the communication occurred before the earlier of:
 - a. One week after the date the communication occurred; or
 - b. The date on which the Board votes on the request for proposals/qualifications or advertisement for bids for which the bidder or offeror submitted a proposal/qualification or bid.

These provisions also do not pertain to direct or indirect communications between Board members and professional service firms who serve at the pleasure of the Board. Professional service firms

PURCHASING AND ACQUISITION
VENDOR DISCLOSURES AND CONTRACTS

CHE
(LOCAL)

DELETE

include, but are not limited to, the Board's legal counsel and any professional service defined under the Professional Services Procurement Act, Chapter 2254, Government Code. [See also CH(LEGAL)]

Contact with District Employees

Except for the Superintendent and/or the District's legal counsel, District employees who are directly involved with a request for proposals/qualifications or an advertisement for bids by the District shall not have direct or indirect contact with individual Board members to discuss such requests for proposals/qualifications or advertisements for bids. All communication between District employees, other than the Superintendent and/or the District's legal counsel, and the Board regarding requests for proposals/qualifications and advertisements for bids shall be conducted during Board meetings at which the specific request for proposals/qualifications or advertisement for bids is listed as an agenda item.

Disclosure Forms

Each request for proposals/qualifications and/or advertisement for bids issued by the District shall include a disclosure form on which prospective vendors must list:

1. Vendor campaign contributions to Board members;
2. Vendor gifts and entertainment expenses expended upon a Board member;
3. Any contacts between the vendor and a Board member; and
4. Vendor gifts and entertainment expenses expended upon District employees directly or indirectly involved in the request for proposals/qualifications or advertisement for bids.

In addition to the above disclosure form, prospective vendors shall file a conflict of interest questionnaire disclosing any employment or other business relationship with an officer of the District or a family member of the officer or gifts given to an officer of the District or a family member of the officer. If the prospective vendor does not have an employment or other business relationship with an officer of the District or a family member of the officer or has not given an officer of the District or a family member of the officer one or more gifts, the vendor shall nonetheless file a questionnaire disclosing no relationships or gifts. [See CHE (LEGAL)]

On or before September 1 of each calendar year, vendors with a current contract or purchase order valued at \$25,000 or more shall file a conflict of interest questionnaire disclosing:

1. Any employment or other business relationship with an officer of the District or a family member of the officer; or

PURCHASING AND ACQUISITION
VENDOR DISCLOSURES AND CONTRACTS

CHE
(LOCAL)

DELETE

2. Gifts given to an officer of the District or a family member of the officer.

If the vendor does not have an employment or other business relationship with an officer of the District or a family member of the officer, or has not given an officer of the District or a family member of the officer one or more gifts, the vendor shall nonetheless file a questionnaire disclosing no relationships or gifts. [See CHE(LEGAL)]

**Initial
Implementation of
Policy**

Upon approval by the Board, this policy shall become effective as of October 1, 2015. Following the effective date of this policy, the Superintendent or designee shall ensure that a copy of this policy is included in all prerequisites/instructions for requests for proposals/qualifications.

From the date of Board approval through September 30, 2015, all Board members, senior District employees, and current vendors shall be notified of this policy. Priority notification of selected vendors shall be coordinated by the Board President and Superintendent.

ADOPTED:

6 of 6

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
CREDENTIALS AND RECORDS

DBA
(LOCAL)

Note: This local policy has been revised in accordance with the District's [innovation plan](#).¹

Updating Credentials	<p>All employees who have earned certificates, endorsements, or degrees of higher rank since the previous school year shall file with the District:</p> <ol style="list-style-type: none">1. An official college transcript showing the highest degree earned and date conferred.2. Proof of the certificate or endorsement.
Contract Personnel	<p>The Superintendent or designee shall ensure that contract personnel possess valid credentials before issuing contracts.</p> <p>In accordance with the District's innovation plan, the District is exempt from the state law that generally requires school districts to hire teachers who are certified by the State Board for Educator Certification. The Superintendent shall have the authority to identify hard-to-fill teaching areas for which state certification will not be required. The Superintendent shall exercise this authority only when and while a qualified, state-certified teacher is not available. All other teaching assignments shall require certification in accordance with state law. [See DK]</p>
State Certification	<p>In accordance with the District's innovation plan, the District is exempt from the state law that generally requires school districts to hire teachers who are certified by the State Board for Educator Certification. The Superintendent shall have the authority to identify hard-to-fill teaching areas for which state certification will not be required. The Superintendent shall exercise this authority only when and while a qualified, state-certified teacher is not available. All other teaching assignments shall require certification in accordance with state law. [See DK]</p>
Professional Development	<p>All employees issued a local teaching certificate will be provided a comprehensive professional development plan to address the following: classroom management, Texas essential knowledge and skills (TEKS), relationship building, and all of the required professional development provided to new teachers.</p>
Social Security Number	<p>The District shall not use an employee's social security number as an employee identifier, except for tax purposes [see DC]. In accordance with law, the District shall keep an employee's social security number confidential.</p>

¹ Innovation Plan: <https://www.southsanisd.net/Domain/1839>

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
CONFLICT OF INTEREST

DBD
(LOCAL)

Note: For conflicts of interest and gifts and gratuities related to federal grants and awards, see CB and CBB.

**Disclosure—General
Standard**

An employee shall disclose to his or her immediate supervisor a personal financial interest, a business interest, or any other obligation or relationship that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the District.

Specific Disclosures
Substantial Interest

The Superintendent shall file an affidavit with the Board President disclosing a substantial interest, as defined by Local Government Code 171.002, in any business or real property that the Superintendent or any of his or her relatives in the first degree may have.

Any other employee who is in a position to affect a financial decision involving any business entity or real property in which the employee has a substantial interest, as defined by Local Government Code 171.002, shall file an affidavit with the Superintendent; however, the employee shall not be required to file an affidavit for the substantial interest of a relative.

~~On or before September 1 of each calendar year, the Superintendent and any employee having a personal financial interest, a business interest, or any other obligation or relationship that in any way creates a potential conflict of interest shall file an affidavit disclosing the nature and extent of any substantial interest in a business entity or in real property. If the Superintendent or employee do not have a substantial interest in a business entity or in real property, the Superintendent or employee shall nonetheless file an affidavit disclosing no interests. [See DBD (LEGAL)]~~

Interest in Property

The Superintendent shall be required to file an affidavit disclosing interest in property in accordance with Government Code 553.002.

~~Conflicts Disclosure
Statement~~

~~No employee other than the Superintendent and any employee with fiscal duties and responsibilities, including the selection, award, and administration of contracts, shall be required to file the conflicts disclosure statement, as promulgated by the Texas Ethics Commission and as specified by Local Government Code 176.003-.004.~~

Annual Financial
Management
Report

The Superintendent, as the executive officer of the District, shall provide to the District in a timely manner information necessary for the District's annual financial management report.

[See BBFA]

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
CONFLICT OF INTEREST

DBD
(LOCAL)

Gifts	An employee shall not accept or solicit any gift, favor, service, or other benefit that could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities. [See CAA, CB, and CBB]
Endorsements	An employee shall not recommend, endorse, or require students to purchase any product, material, or service in which the employee has a financial interest or that is sold by a company that employs or retains the District employee during nonschool hours. No employee shall require students to purchase a specific brand of school supplies if other brands are equal and suitable for the intended instructional purpose.
Sales	An employee shall not use his or her position with the District to attempt to sell products or services.
Nonschool Employment	An employee shall disclose in writing to his or her immediate supervisor any outside employment that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the District.
Private Tutoring	An employee shall disclose in writing to his or her immediate supervisor any private tutoring of District students for pay.

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	<p>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.</p> <p>[For information related to the evaluation of criminal history records, see DBAA.]</p>
Nepotism	<p>The Superintendent shall not knowingly hire for employment with the District an individual related within any degree of consanguinity or affinity to a member of the Board or to the Superintendent.</p> <p>All applicants for employment shall complete the Board-approved disclosure form indicating blood or marriage relationships to the Superintendent, current members of the Board, and/or current District employees. [See policies DBE and DK]</p>
<u>Selection, Employment, and Dismissal of Personnel</u>	<p><u>The Board delegates to the Superintendent the final authority to hire contractual and noncontractual personnel, except those identified immediately below. The term "hire" shall mean the initial employment of a person or rehire after a break in previous employment with the District. All other actions regarding the contracts of current employees shall be taken according to applicable Board policy. [See also BJA] In addition, the Board delegates to the Superintendent the authority to dismiss non Chapter 21 contract and At-Will employees, in accordance with DCD LOCAL) and DCE (LOCAL).</u></p> <p>The Superintendent has sole authority to make recommendations to the Board regarding the selection of personnel receiving contracts for administrative positions whether they are for positions requiring either Chapter 21 administrator contracts [See DCA and DGB as appropriate] or other non Chapter 21 contracts. [See DCE]</p> <p>The Board retains final authority for employment of Chapter 21 administrator contractual personnel and all other non Chapter 21 contract personnel. The Superintendent shall inform the Board of any persons offered a term contract under this authority.</p>

EMPLOYMENT PRACTICES

DC
(LOCAL)

[See DCA, DCB, DCC, and DCE as appropriate]

~~The Board delegates to the Superintendent the final authority to employ teachers, counselors, nurses, and librarians serving in a non-administrative capacity and noncontractual employees serving on an at-will basis, so long as the employee is being hired for a position for which a budget allocation exists.~~ [See DCA, DCB, DCC, DCD, DCE, and DK as appropriate]

Criminal History Record

The District shall obtain criminal history record information on a person the District intends to employ. [See DC(LEGAL)]

[For information related to the evaluation of criminal history records, see DBAA.]

Authority to Dismiss

The Board delegates to the Superintendent the final authority to dismiss all ~~noncontractual~~ Non-Chapter 21 contract personnel.

The District shall obtain criminal history record information on a person the District intends to employ. [See DC(LEGAL)]

[For information related to the evaluation of criminal history records, see DBAA.]

The Board will consider the recommendation of the Superintendent with respect to the termination of all contractual personnel, but retains the final authority to terminate or non-renew the employment of all ~~contractual~~ Chapter 21 contract personnel.

Exceptions

Final authority for selection and employment of the Superintendent, internal auditor, and general counsel shall be retained by the Board.

All selection and employment decisions made by the Superintendent shall be made in accordance with District policies, procedures, and practices.

Superintendent's Authority to Reassign Staff

The Board further delegates to the Superintendent sole authority to direct, assign, reassign, organize, reorganize, arrange, hire, and recommend for termination or terminate an employee, as appropriate based on the employment status of the employee with the District. [See DCA, DCB, DCC, DCD, DCE, and DK as appropriate]

Employment Assistance Prohibited

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.]

ADOPTED:

2 of 2

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

**Leave
Administration**

The Superintendent shall develop administrative regulations addressing employee leaves and absences to implement the provisions of this policy.

Definitions

The term "immediate family" is defined as:

Immediate Family

1. Spouse.
2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*.
3. Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
4. Sibling, stepsibling, and sibling-in-law.
5. Grandparent and grandchild.
6. Any person residing in the employee's household at the time of illness or death.

For purposes of the Family and Medical Leave Act (FMLA), the definitions of spouse, parent, son or daughter, and next of kin are found in DECA(LEGAL).

Family Emergency

The term "family emergency" shall be limited to disasters and life-threatening situations involving the employee or a member of the employee's immediate family.

Leave Day

A "leave day" for purposes of earning, using, or recording leave shall mean the number of hours per day equivalent to the employee's usual assignment, whether full-time or part-time.

School Year

A "school year" for purposes of earning, using, or recording leave shall mean the term of the employee's annual employment as set by the District for the employee's usual assignment, whether full-time or part-time.

Catastrophic Illness
or Injury

A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee's immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the District. Such conditions typically require prolonged hospitalization or recovery or are expected to result in disability or death. Conditions relating to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

Note: For District contribution to employee insurance during leave, see CRD(LOCAL).

Availability

The District shall make state personal leave and local leave for the current year available for use at the beginning of the school year.

**State Leave
Proration**

If an employee separates from employment with the District before his or her last duty day of the school year or begins employment after the first duty day of the school year, state personal leave shall be prorated based on the actual time employed.

If an employee separates from employment before the last duty day of the school year, the employee's final paycheck shall be reduced for state personal leave the employee used beyond his or her pro rata entitlement for the school year.

Medical Certification

An employee shall submit medical certification of the need for leave if:

1. The employee is absent more than ~~three~~ five consecutive workdays because of personal illness or illness in the immediate family;
2. The District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or Superintendent; or
3. The employee requests FMLA leave for the employee's serious health condition; a serious health condition of the employee's spouse, parent, or child; or for military caregiver leave.

In each case, medical certification shall be made by a health-care provider as defined by the FMLA. [See DECA(LEGAL)]

State Personal Leave

The Board requires employees to differentiate the manner in which state personal leave is used.

**Nondiscretionary
Use**

Nondiscretionary use of leave shall be for the same reasons and in the same manner as state sick leave accumulated before May 30, 1995. [See DEC(LEGAL)]

Nondiscretionary use includes leave related to the birth or placement of a child and taken within the first year after the child's birth, adoption, or foster placement.

Discretionary Use

Discretionary use of leave is at the individual employee's discretion, subject to limitations set out below.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

*Request for
Leave*

In deciding whether to approve or deny a request for discretionary use of state personal leave, the supervisor shall not seek or consider the reasons for which an employee requests to use leave. The supervisor shall, however, consider the duration of the requested absence in conjunction with the effect of the employee's absence on the educational program and District operations, as well as the availability of substitutes.

Discretionary use of state personal leave shall not exceed three consecutive workdays.

Local Leave

Each employee shall earn five paid local leave days per school year in accordance with administrative regulations.

Local leave shall accumulate without limit.

Local leave shall be used according to the terms and conditions of state personal leave. [See State Personal Leave, above]

Peace Officers

A District peace officer who experiences a traumatic event in the scope of employment that is a severe condition or combination of conditions affecting the mental or physical health that requires the services of a licensed practitioner for a prolonged period of time shall be granted a maximum of five days, or more at the discretion of the Superintendent, of mental health leave per traumatic event. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

Mental Health Leave

The Superintendent shall develop regulations regarding mental health leave that address the following:

1. Circumstances or reasons under which a peace officer may use mental health leave;
2. Procedures for requesting mental health leave and maintaining the anonymity of the requester;
3. The administrator authorized to approve requests for mental health leave; and
4. Other procedures deemed necessary for administering this provision.

Quarantine Leave

A District peace officer shall be granted a maximum of 5 days quarantine leave when ordered by the local health authority or the peace officer's supervisor to quarantine or isolate due to possible or known exposure to a communicable disease while on duty. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

The Superintendent shall develop regulations regarding a request for quarantine leave that address the following:

1. Continuation of all employment benefits and compensation for the duration of the leave;
2. Reimbursement for reasonable costs related to the quarantine; and
3. Other procedures deemed necessary for administering this provision.

Sick Leave Pool

An employee who has exhausted all paid leave as well as any applicable compensatory time and who suffers from a catastrophic illness or injury may request the establishment of a sick leave pool, to which District employees may donate local leave for use by the eligible employee.

The pool shall cease to exist when the employee no longer needs leave for the purpose requested, uses the maximum number of days allowed under a pool, or exhausts all leave days donated to the sick leave pool.

The Superintendent shall develop regulations for the implementation of the sick leave pool that address the following:

4. Procedures to request the establishment of a sick leave pool;
5. The maximum number of days an employee may donate to a sick leave pool;
6. The maximum number of days per school year an eligible employee may receive from a sick leave pool; and
7. The return of unused days to donors.

Appeal

An employee may appeal a decision regarding the establishment or implementation of the District's sick leave pool in accordance with DGBA(LOCAL), beginning with the Superintendent or appropriate administrator.

Sick Leave Bank

The District shall establish a sick leave bank that employees may join through contribution of local leave or state personal leave.

Leave contributed to the bank shall be solely for the use of participating employees. An employee who is a member of the bank may request leave from the bank if the employee experiences a catastrophic illness or injury and has exhausted all paid leave and any applicable compensatory time.

The Superintendent shall develop regulations for the operation of the sick leave bank that address the following:

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

1. Membership in the sick leave bank, including the number of days an employee must contribute to become a member;
2. Procedures to request leave from the sick leave bank;
3. The maximum number of days per school year a member employee may receive from the sick leave bank;
4. The committee or administrator authorized to consider requests for leave from the sick leave bank and criteria for granting requests; and
5. Other procedures deemed necessary for the operation of the sick leave bank.

Appeal

An employee may appeal a decision regarding the sick leave bank in accordance with DGBA(LOCAL), beginning with the Superintendent or appropriate administrator.

Family and Medical Leave

FMLA leave shall run concurrently with applicable paid leave and compensatory time, as applicable.

Note: See DECA(LEGAL) for provisions addressing FMLA.

Twelve-Month Period

For purposes of an employee's entitlement to FMLA leave, the 12-month period shall be July 1 through June 30.

Combined Leave for Spouses

When both spouses are employed by the District, the District shall limit FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks. The District shall limit military caregiver leave to a combined total of 26 weeks.

Intermittent or Reduced Schedule Leave

The District shall permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee.

Certification of Leave

When an employee requests leave, the employee shall provide certification, in accordance with FMLA regulations, of the need for leave.

Fitness-for-Duty Certification

In accordance with administrative regulations, when an employee takes FMLA leave due to the employee's own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification.

Leave at the End of Semester

When a teacher takes leave near the end of the semester, the District may require the teacher to continue leave until the end of the semester.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

**Temporary Disability
Leave**

Certified Employees

Any full-time employee whose position requires educator certification by the State Board for Educator Certification or by the District shall be eligible for temporary disability leave. The maximum length of temporary disability leave shall be 180 calendar days. [See DBB(LOCAL) for temporary disability leave placement and DEC(LEGAL) for return to active duty.]

An employee's notification of need for extended absence due to the employee's own medical condition shall be forwarded to the Superintendent as a request for temporary disability leave.

The District shall require the employee to use temporary disability leave and paid leave, including any compensatory time, concurrently with FMLA leave.

Other Employees

Any full-time employee whose position does not qualify for temporary disability leave, but who wishes to take more than 60 days of earned leave, must submit a written request to the Superintendent for approval prior to taking the leave.

**Bereavement
(Funeral) Leave**

Use of state and/or local leave for death in the immediate family shall not exceed five leave days per occurrence, subject to the approval of the District.

**Workers'
Compensation**

Note: Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the District's contribution to health insurance.

An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable.

Paid Leave Offset

The District shall permit the option for paid leave offset in conjunction with workers' compensation income benefits. [See CRE]

Court Appearances

Absences due to compliance with a valid subpoena or for jury duty shall be fully compensated by the District and shall not be deducted from the employee's pay or leave balance.

**Payment for
Accumulated Leave
Upon ~~Separation~~
Retirement**

The following leave provisions shall apply to state and local leave accumulated beginning on the original effective date of this program.

An employee who ~~separates from employment with~~ retires from the District shall be eligible for ~~payment~~ reimbursement for accumulated state and local leave under the following conditions:

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

1. The employee's ~~separation from employment~~ retirement is voluntary, ~~i.e., the employee is retiring or resigning~~ and is not being discharged or nonrenewed.
2. The employee has at least ten years of consecutive service with the District and is eligible for retirement from the Texas Teachers Retirement System (TRS).
3. The employee provides written notice of intent to separate from employment ~~two~~ at least four weeks prior to separation.

The employee shall receive payment for each day of accumulated state leave (up to 10 days) and each day of local leave (up to 20 days) at a rate established by the Board. The current rate is \$100 for non-exempt employees and \$200 for exempt employees. If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee. ~~to a maximum of 100 days, at a rate established by the Board. If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee.~~

The rate established by the Board shall be in effect until the Board adopts a new rate. Any changes to the rate shall apply beginning with the school year following the adoption of the rate change.

Working While on Leave

While on any type of leave status with the District, the employee may not perform work in any capacity except as approved by human resources as part of an approved return-to-work or transitional duty assignment in the District.

Working during a leave of absence shall be considered a violation of the District's leave policy and may be grounds for immediate termination of at-will employees or recommendation of termination for contract employees.

Frequent or Prolonged Absences

The employee's immediate supervisor shall report all absences in excess of ten days in a school year to the human resources department. All absences in excess of ten days shall be investigated by the human resources department if the leave was not approved as family and medical leave, temporary disability leave, or state personal leave. The human resources department shall make recommendations to the Superintendent for action if necessary.

Abuse of Leave

Any employee who is absent three or more days must make personal phone contact with his or her immediate supervisor no later than the third day of absence unless there are extenuating circumstances. Failure to make contact may result in

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

termination due to job abandonment for at-will employees
and recommendation for termination of contract employees.

Job Abandonment

An employee who abuses the District's leave policies and administrative regulations, misrepresents the need to use leave, or falsifies documentation related to the use of leave shall be subject to appropriate disciplinary action, up to and including termination, in accordance with District policies and applicable law.

An employee who is absent from work for three or more consecutive workdays without notifying his or her supervisor shall be deemed to have voluntarily resigned from the District and may be separated from employment with the District due to job abandonment in accordance with District policies and applicable law.

COMPENSATION AND BENEFITS
VACATIONS AND HOLIDAYS

DED
(LOCAL)

DELETE

Vacation Days

Eligible employees in positions normally requiring 12 months of service annually shall receive paid vacation days in accordance with administrative regulations that address the following:

1. Eligibility criteria;
2. Accrual rates and availability;
3. Request and approval processes;
4. Accumulation and carryover limits; and
5. Treatment of vacation days upon separation from service.

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 supervisor and in accordance with administrative regulations.

**Documentation
Required**

For any allowable expense incurred, the employee shall submit a statement, with receipts to the extent feasible, documenting actual expenses.

Exception

Expenses for meals associated with authorized overnight travel not per diem basis. No receipts shall be required for expenses paid on a per diem basis.

DELETE

Purpose	A consultation committee shall be established for each school year for the purpose of creating a means by which the Board or the District may consult with District teachers on matters concerning educational policy and conditions of employment.
Consultation Unit	For purposes of implementing this consultation procedure, teachers shall be defined as all certified personnel who have no disciplinary authority or evaluation power over other teachers, including those on leave of absence from the District. Included in this definition of teacher shall be classroom teachers, school counselors, school librarians, special education teachers, and school nurses.
Composition	<p>The administration shall be represented on the consultation committee by representatives of their choice, not to exceed five in number.</p> <p>The District's teachers shall be represented on the consultation committee by representatives of their choice, not to exceed five in number.</p>
Procedure	<p>The Superintendent or designee shall call an initial meeting of the consultation committee no later than 30 days after the first day of the school year, giving due notice of time and place. The purpose of this meeting shall be to select matters for consideration by the consultation committee and adopt a tentative agenda.</p> <p>Additional meetings shall be scheduled as may be necessary to complete consideration of selected agenda items. At least one meeting per month shall be scheduled. Meetings shall be scheduled to avoid conflicts with school duties of committee members, or released time without loss of salary or benefits shall be arranged for committee members when meetings are held during school hours.</p> <p>Minutes of each meeting shall be kept for presentation at later meetings for review and/or appropriate action.</p> <p>Reports of the subject matter and results of such meetings shall be made periodically to the Board by the consultation committee and Superintendent.</p> <p>The Superintendent on behalf of the Board shall furnish to committee members, upon reasonable request, such information as may assist them in developing intelligent, feasible, and constructive proposals on the subjects considered. The requested information may include financial reports and the tentative budget for the next school year. Such information shall be provided to committee members prior to Board action thereon and at a date as early as practical.</p>

DELETE

The Board shall not act on any matter that is a proper subject of consultation before that matter has been discussed by the consultation committee.

Ratification of Agreements

When an agreement is reached on any Board policy-related consultation issue, it shall be reduced to writing and submitted to the Board for approval:

Exclusive Privileges Accorded

The Board shall recognize the employee organization elected by teachers as the sole and exclusive consultation representative of teachers in the District for a period of two years, and for such additional periods of time as its recognition may be extended under procedures approved by the Board.

The employee organization elected by teachers shall serve as the sole agent for consultation procedures in the District under provisions established by the Board.

Upon written request, the Board may grant leaves of absence without pay, renewable from year to year, for the president of the employee organization that has exclusive representation on the consultation committee. At the expiration of the leave of absence, the president shall return to a position that is comparable to the position he or she previously held, with retention of all benefits.

Nonexclusive Privileges Accorded

The employee organization exclusively represented on the consultation committee shall have reasonable use of the District's mail distribution system.

The employee organization exclusively represented on the consultation committee shall have reasonable use of the District's bulletin boards.

Members of the employee organization that has exclusive representation on the consultation committee may individually authorize a deduction from their salary checks for dues of the organization and its local, state, and national affiliates.

Obligation to Represent

The employee organization that has exclusive representation has the obligation and responsibility of representing all employees covered in this agreement.

Presentation of Grievances

Establishment of the consultation committee shall in no way impair the right of teachers or any other employee of the District to present grievances in accordance with established procedures concerning wages, hours of work, or conditions of employment individually or through any representative of their choice.

DELETE

Board Authority

The Board reasserts and reaffirms its right, duty, and obligation to exercise exclusive control of the District and to make all final decisions with respect to the District, its policies, rules, and regulations.

Challenge to Exclusive Representative

Any other group wishing to challenge the right of an employee organization to remain as the exclusive representative of teachers in the District shall present petitions to the Board, between March 15 and April 30 of any even year, bearing signatures of 40 percent of the eligible consultation unit of the District.

The Board or its designee shall validate such petitions and call for the election, if needed.

For a period of two years after an employee organization has been certified as the exclusive representative, no other organization may present claims or questions relative to recognition or representative status of the exclusive employee organization.

Title IX Coordinator

The District designates and authorizes the following person as the Title IX coordinator to be responsible for coordinating the District's efforts to comply with Title IX of the Education Amendments of 1972, as amended, for employees:

Name: ~~Dolores Sendejo~~ Rita Uresti
Position: ~~Deputy Superintendent of Innovation and Transformation~~ Executive Director of Human Resources
Address: 1450 Gillette Blvd., San Antonio, TX 78224
Email: ~~Title IX coordinator~~
(~~dolores.sendejo@southsanisd.net~~) rita.uresti@southsanisd.net
Telephone: (210) 977-7000

ADA/Section 504 Coordinator

The District designates and authorizes the following person as the ADA/Section 504 coordinator to be responsible for coordinating the District's efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended, for employees:

Name: ~~Theresa Servellon~~ Rita Uresti
Position: ~~Chief Academic Officer~~ Executive Director of Human Resources
Address: 1450 Gillette Blvd., San Antonio, TX 78224
Email: ~~ADA/Section 504 coordinator~~
(~~theresa.servellon@southsanisd.net~~) rita.uresti@southsanisd.net
Telephone: (210) 977-7000

ASSIGNMENT AND SCHEDULES

DK
(LOCAL)

Note: This local policy has been revised in accordance with the District's [innovation plan](#).¹

**Superintendent's
Authority**

All personnel are employed subject to assignment and reassignment by the Superintendent or designee when the Superintendent determines that the assignment or reassignment is in the best interest of the District. Reassignment shall be defined as a transfer to another position, department, or facility that does not necessitate a change in the employment contract of a contract employee. Any change in an employee's contract shall be in accordance with policy DC.

Any employee may request reassignment within the District to another position for which he or she is qualified.

**Campus
Assignments**

The principal's criteria for approval of campus assignments and reassignments shall be consistent with District policy regarding equal opportunity employment and with staffing patterns approved in the District and campus plans. [See BQ series] In exercising their authority to approve assignments and reassignments, principals shall work cooperatively with the central office staff to ensure the efficient operation of the District as a whole.

In accordance with the District's local innovation plan exemption regarding SBEC certification [see DBA], the Superintendent shall have the authority to approve a request by the principal for a qualified individual with experience in a hard-to-fill career and technical education (CTE) or elective field to teach a CTE or elective course. The Superintendent shall exercise this authority only when and while a qualified, state-certified teacher is not available.

The Board shall have the authority to approve a request by the principal and Superintendent for a qualified individual to teach a hard-to-fill course in English language arts, mathematics, science, or social studies. The Board shall exercise this authority only when and while a qualified, state-certified teacher is not available.

All other teaching assignments shall require certification in accordance with state law. [See DBA]

**Assignment of
Relatives**

Persons related by blood or marriage may be assigned to the same building but shall not be assigned to a position where one might be the evaluator or supervisor of the other.

Supplemental Duties

Noncontractual supplemental duties for which supplemental pay is received may be discontinued by either party at any time. An employee who wishes to relinquish a paid supplemental duty may do

ASSIGNMENT AND SCHEDULES

DK
(LOCAL)

so by notifying the Superintendent or designee in writing. Paid supplemental duties are not part of the District's contractual obligation to the employee, and an employee shall hold no expectation of continuing assignment to any paid supplemental duty.

**Work Calendars and
Schedules**

Subject to the Board-adopted budget and compensation plan and in harmony with employment contracts, the Superintendent shall determine required work calendars for all employees. [See DC, EB]

Daily time schedules for all employees shall be determined by the Superintendent or designee and principals.

¹ Innovation Plan: <https://www.southsanisd.net/domain/2767>

State Board for Educator Certification Criteria for Assignment of Public School Personnel

Note: The Board has adopted an [innovation plan](#)¹ that affects application of provisions of this exhibit. In accordance with the District's plan, some provisions of this exhibit may not be applicable to the District.

A public school employee must have the appropriate credentials for his or her current assignment unless the appropriate permit has been issued. The credentials appropriate to each assignment are set forth in the State Board for Educator Certification (SBEC) rules at 19 Administrative Code Chapter 231.

The following sections indicate where the credentialing requirements for various positions are located in the SBEC rules.

Teachers in general

Grade Level	SBEC Rule
Prekindergarten–Grade 6	19 TAC 231, Subchapter B
Grades 6–8	19 TAC 231, Subchapter C
Grades 9–12	19 TAC 231, Subchapter E

Teachers of elective, disciplinary, local credit, and innovative courses for grades 6–12

The following positions and assignments are addressed at 19 Administrative Code 231, Subchapter D.

- ROTC
- Athletics, cheerleading, drill team, and marching band
- Disciplinary alternative education programs
- Innovative course
- Local credit course
- Advanced Placement and International Baccalaureate courses
- Driver education

Teachers of special education and related services personnel

The following positions and assignments are addressed at 19 Administrative Code 231, Subchapter F.

ASSIGNMENT AND SCHEDULES

DK
(EXHIBIT)

- Special education teacher
- Teacher of adaptive physical education
- Full-time teacher of orthopedically impaired or other health impaired in a hospital class or home-based instruction
- Teacher of students with visual impairments
- Teacher of students with auditory impairments
- Teacher of gifted and talented students
- Special education counseling services
- Educational diagnostician
- Speech therapy services
- Vocational adjustment coordinator

Paraprofessional personnel

Educational aides are addressed at 19 Administrative Code 231.751.

Administrators and other instructional and professional support personnel

The following positions are addressed at 19 Administrative Code 231.753.

- Superintendent
- Principal
- Assistant principal
- School counselor
- Librarian
- Athletic director

Licensed professional support personnel

The following positions are addressed at 19 Administrative Code 231.755.

- Associate school psychologist
- Audiologist
- Licensed professional counselor
- Marriage and family therapist

ASSIGNMENT AND SCHEDULES

DK
(EXHIBIT)

- Nurse
- Occupational therapist
- Physical therapist
- Physician
- School psychologist
- Social worker
- Speech language pathologist

¹ Innovation Plan: <https://www.southsanisd.net/domain/2767>

INSTRUCTIONAL ARRANGEMENTS
CLASS SIZE

EEB
(LOCAL)

Note: This local policy has been revised in accordance with the District's [innovation plan](#).¹

Class Size Ratio

In accordance with the District's innovation plan, the District is exempt from state law requiring a district not to enroll more than 22 students in a kindergarten–grade 4 class.

The Superintendent shall approve any kindergarten–grade 4 classroom enrollment that exceeds 22 students and shall notify the Board. The board shall approve any kindergarten–grade 4 classroom enrollment that exceeds 24 students. At any time, the Board may request the Superintendent bring the exemptions for Board approval.

¹ Innovation Plan: <https://www.southsanisd.net/domain/2767>

ACADEMIC ACHIEVEMENT
CLASS RANKING

EIC
(LOCAL)

**Consistent
Application for
Graduating Class**

The District shall apply the same class rank calculation method and rules for local graduation honors for all students in a graduating class, regardless of the school year in which a student first earned high school credit.

Calculation

The District shall include in the calculation of class rank grades earned in all high school credit courses ~~regardless of when the credit was earned~~, unless excluded below.

Exclusions

The calculation of class rank shall exclude grades earned in local credit courses (including student aide courses) and all grades earned at a nonaccredited school.

**Weighted Grade
System**

The District shall categorize and weight eligible courses as Tier 1, Tier 2, or Tier 3 in accordance with the provisions of this policy and as designated in appropriate District publications.

Tier 1

Eligible Advanced Placement (AP) courses and dual credit courses designated in the course catalog shall be categorized and weighted as Tier 1 courses.

Tier 2

Eligible Pre-AP courses, gifted and talented (GT) courses, and other courses locally designated as honors in the course catalog shall be categorized and weighted as Tier 2 courses.

Tier 3

All other eligible courses shall be designated as Tier 3 courses.

Weighted Numerical
Grade Average

The District shall assign weights to semester grades earned in eligible courses and ~~shall~~ calculate a weighted numerical grade average in accordance with the following ~~scale~~:

Category	Weight	Top Grade
Tier 1	plus 15	415
Tier 2	plus 10	410
Tier 3	plus zero	400

The District shall record unweighted numerical grades on student transcripts.

Transferred Grades

When a student transfers semester grades for courses that would be eligible under the Tier 3 category and the District has accepted the credit, the District shall include the grades in the calculation of class rank.

When a student transfers semester grades for ~~properly documented and eligible~~ courses that would be eligible to receive addi-

ACADEMIC ACHIEVEMENT
CLASS RANKING

EIC
(LOCAL)

**Local Graduation
Honors**

tional weight under the District's weighted grade system, the District shall assign additional weight to the grades based on the categories and grade weight system used by the District only if a similar course is offered to the same class of students in the District.
~~the District shall assign weight to those grades based on the categories and grade weight system used by the District if the grades were earned at an accredited school and similar courses are offered to the same class of students in the District.~~

For the purpose of determining honors to be conferred during graduation activities, the District shall calculate class rank in accordance with this policy and administrative regulations by using grades available at the time of calculation at the end of the third nine-week grading period of the senior year. The grade for the third nine-week grading period shall be used as the semester grade for this purpose.

For the purpose of applications to institutions of higher education, the District shall also calculate class ranking as required by state law. The District's eligibility criteria for local graduation honors shall apply only for local recognition and shall not restrict class ranking for the purpose of automatic admission under state law. [See EIC(LEGAL)]

**Ranking for Early
Graduates**

A student who completes the high school program requirements in fewer than four years shall be ranked in the class with which he or she actually graduates and shall be eligible for all honor positions.

**Valedictorian and
Salutatorian**

The valedictorian and salutatorian shall be the eligible students with the highest and second highest ranking, respectively.

To be eligible for such recognition, a student must:

- ~~1.~~ Have been continuously enrolled in the District high school for the three semesters immediately preceding graduation; and
- ~~2.~~ Have completed the ~~Recommended Program, the Advanced/Distinguished Achievement Program, or~~ the foundation program with the distinguished level of achievement.

Breaking Ties

In case of a tie in weighted numerical grade averages after calculation to the fourth decimal place, the District shall apply the following methods, in this order, to determine recognition as valedictorian or salutatorian:

- ~~1. Compute the weighted numerical grade average to a sufficient number of decimal places until the tie is broken.~~
- ~~2.~~ 1. Compare the number of Tier 1 courses taken by each student involved in the tie.

ACADEMIC ACHIEVEMENT
CLASS RANKING

EIC
(LOCAL)

- ~~3.~~ 2. Calculate a weighted numerical grade average using only grades earned in Tier 1 courses.

~~*Honor Graduates* The District shall recognize students in the top ten percent of each graduating class as honor graduates. The three semester residency requirement necessary for recognition as valedictorian or salutatorian shall not be applicable for recognition as an honor graduate.~~

Highest Ranking Graduate

The student meeting the local eligibility criteria for recognition as the valedictorian shall also be considered the highest ranking graduate for purposes of receiving the honor graduate certificate from the state of Texas.

ACADEMIC ACHIEVEMENT
GRADUATION

EIF
(LOCAL)

Course Requirements	To graduate, a student must complete the courses required by the District in addition to those mandated by the state.
Foundation Program	The courses that satisfy District requirements under the foundation program, including courses for the distinguished level of achievement and courses for endorsements offered by the District, shall be listed in appropriate District publications.
Without an Endorsement	The District requires completion of 2 credits in addition to the number of credits mandated by the state for graduation under the foundation program without an endorsement. Graduation under the foundation program without an endorsement shall be permitted only as authorized under state law and rules.
With an Endorsement	The District requires no additional credits beyond the number mandated by the state to graduate under the foundation program with an endorsement.
Distinguished Level of Achievement	The District requires no additional credits beyond the number mandated by the state to graduate under the foundation program with the distinguished level of achievement.
No Fine Arts Substitutions	The District shall not award state graduation credit in fine arts for participation in a community-based fine arts program.
Physical Education Substitutions Activities and Courses	To the extent permitted by state rules, the District shall award state graduation credit in physical education for participation in approved activities and elective courses.
No Private or Commercial Programs	The District shall not award state graduation credit in physical education for private or commercially sponsored physical activity programs conducted either on or off campus. [See also EHAC]
Financial Aid Application Confirmation	<p>As confirmation of a student's completion and submission of a free application for federal student aid (FAFSA) or a Texas application for state financial aid (TASFA), the District shall accept the following:</p> <ol style="list-style-type: none">1. A screenshot that includes the processed date field in ApplyTexas Counselor Suite FAFSA data;2. Notification, such as a copy of an email, from the United States Department of Education verifying completion of the FAFSA;3. A copy or screenshot of the FAFSA acknowledgment page;4. A screenshot of the TASFA submission acknowledgment page (from those institutions that offer an electronic form);

ACADEMIC ACHIEVEMENT
GRADUATION

EIF
(LOCAL)

5. An acknowledgment receipt from an institution of higher education (IHE); or
6. A copy of a financial aid award letter from an IHE.

[For students who choose not to complete and submit a FAFSA or a TASFA, see EIF(LEGAL).]

The District shall maintain individual student documentation of the financial aid application requirement as an education record. [See FL]

EQUAL EDUCATIONAL OPPORTUNITY

FB
(EXHIBIT)

The District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended, for students:

Name: ~~Monica Lopez~~ Millicent Marcha
Position: ~~Human Resources Director~~ Chief Academic Officer
Address: ~~5622 Ray Ellison,~~ 1450 Gillette Blvd., San Antonio, ~~TX 78242~~ 78224
Telephone: (210) 977-7000

The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended, for students:

Name: ~~Julie Silva~~ Christopher Douglas
Position: ~~Special Education~~ Director of Special Education
Address: ~~5622 Ray Ellison,~~ 1450 Gillette Blvd., San Antonio, ~~TX 78242~~ 78224
Telephone: (210) 977-7000

ADMISSIONS
INTERDISTRICT TRANSFERS

FDA
(LOCAL)

Authority	<p>The Superintendent is authorized to accept or reject any transfer requests by an otherwise eligible student, provided that such action is without regard to race, religion, color, sex, disability, national origin, or ancestral language.</p> <p>A resident student who becomes a nonresident during the course of a semester shall be permitted to continue in attendance for the remainder of the semester.</p>
Transfer Requests	<p>A nonresident student wishing to transfer into the District shall file an application for transfer each school year with the Superintendent or designee. Transfers shall be granted for one regular school year at a time.</p>
<i>Factors</i>	<p>In approving transfers, the Superintendent or designee shall consider availability of space and instructional staff and the student's disciplinary history and attendance records.</p>
<i>Children of Nonresident Employees</i>	<p>Transfer requests for nonresident students whose parents or legal guardians are employed by the District, and who are otherwise eligible to transfer into District schools, shall be given first priority.</p> <p>Nonresident children of District employees must reapply each school year.</p>
Transfer Agreements	<p>A transfer student shall be notified in the written transfer agreement that he or she must follow all rules and regulations of the District. Violation of the terms of the agreement may result in a transfer request not being approved the following year.</p>
Tuition	<p>If the District charges tuition, the amount shall be set by the Board, within statutory limits.</p>
Waivers	<p>The Board may waive tuition for a student based on financial hardship upon written application by the student, parent, or guardian. [See FP]</p>
Nonpayment	<p>The District may initiate withdrawal of students whose tuition payments are delinquent.</p>
Appeals	<p>Any appeals shall be made in accordance with FNG(LOCAL) and GF(LOCAL), as appropriate.</p>

Note: ~~This local policy has been revised in accordance with the District's innovation plan.~~⁴

~~In accordance with the District's innovation plan, the District is exempt from state law regarding minimum attendance for credit or a final grade for a student in kindergarten-grade 12.~~

Campus attendance committees shall hear petitions for class credit or a final grade by students who have not attended class 90 percent of the days the class is offered and have not earned class credit or a final grade due to extenuating circumstances and other educational factors.

⁴ ~~Innovation Plan: <https://www.southsanisd.net/Domain/1839>~~

STUDENT WELFARE
STUDENT SUPPORT SERVICES

FFC
(EXHIBIT)

The District has designated the following employee as the liaison for homeless students:

Name: ~~Sandra Sandoval~~ Elizabeth Martinez

Position: ~~Director of Student Support Services~~ Director of Federal Programs

Address: ~~5622 Ray Ellison~~, 1450 Gillette Blvd., San Antonio, TX ~~78242~~ 78224

Telephone: (210) 977-7000

STUDENT WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

FFH
(EXHIBIT)

The District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended, for students:

Name: ~~Monica Lopez~~ Millicent Marcha
Position: ~~Human Resources Director~~ Chief Academic Officer
Address: ~~5622 Ray Ellison~~ 1450 Gillette Blvd. , San Antonio, TX ~~78242~~ 78224
Telephone: (210) 977-7000

The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended, for students:

Name: ~~Julie Silva~~ Christopher Douglas
Position: ~~Special Education~~ Director of Special Education
Address: ~~5622 Ray Ellison~~ 1450 Gillette Blvd. , San Antonio, TX ~~78242~~ 78224
Telephone: (210) 977-7000

STUDENT ACTIVITIES

FM
(LOCAL)

**Extracurricular
Activity Absences**

The District shall make no distinction between absences for UIL activities and absences for other extracurricular activities approved by the Board. ~~A student shall be allowed in a school year a maximum of ten extracurricular absences not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of two absences for state competition.~~

The District shall not limit an eligible student's absences related to participation in extracurricular activities.

**Use of District
Facilities**

School-sponsored student groups may use District facilities with prior approval of the appropriate administrator. Other student groups may use District facilities in accordance with policy FNAB.

STUDENT CONDUCT
PERSONAL TELECOMMUNICATIONS/ELECTRONIC DEVICES

FNCE
(LOCAL)

Note: For searches of personal telecommunications devices or other personal electronic devices, see FNF.

Personal Use

Telecommunications
Devices

An authorized District employee may confiscate a personal telecommunications device, including a mobile telephone, used in violation of applicable campus rules.

The District shall not charge a fee for the release of a personal telecommunications device. In accordance with the student handbook, the student or the student's parents may retrieve a device after receiving notification from the District.

The District shall not dispose of the personal telecommunications device. Devices that are not retrieved shall be stored according to administrative regulations.

~~A confiscated personal telecommunications device shall be released for a fee determined by the Board. In accordance with the student handbook, the student or the student's parents may retrieve the device after paying the fee.~~

~~If a personal telecommunications device is not retrieved, the District shall dispose of the device after providing notice required by law.~~

Other Electronic
Devices

Guidelines regarding other personal electronic devices shall be addressed in the student handbook.

Instructional Use

A student shall obtain prior approval before using personal telecommunications or other personal electronic devices for on-campus instructional purposes. The student shall also acknowledge receipt and understanding of applicable regulations and shall sign the appropriate user agreements. [See CQ]

SCHOOL COMMUNICATIONS PROGRAM
NEWS MEDIA RELATIONS

GBBA
(LOCAL)

News Releases

News releases concerning political or controversial issues or the overall operation of District schools, or involving more than one campus, shall be made only by the Superintendent or designee.

Other news releases concerning athletic events, programs, and activities at an individual campus shall be made by the department of athletics.

**Communications
During a Crisis**

In any crisis situation affecting the District or an individual campus, the Superintendent or designee shall be the official District spokesperson and shall be responsible for all communication with the news media.

NONSCHOOL USE OF SCHOOL FACILITIES
DISTRIBUTION OF NONSCHOOL LITERATURE

GKDA
(LOCAL)

DELETE

Distribution of Nonschool Literature Permitted

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the District or by a District-affiliated school-support organization shall not be sold, circulated, distributed, or posted on any District premises by any District employee or by persons or groups not associated with the District, except in accordance with this policy.

The District shall not be responsible for, nor shall the District endorse, the contents of any nonschool literature distributed on any District premises.

[See CPAB regarding use of the District's internal mail system and FNAA regarding distribution of nonschool literature by students.]

Limitations on Content

Nonschool literature shall not be distributed on District property if:

1. The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.
2. The materials endorse actions endangering the health or safety of students.
3. The materials promote illegal use of drugs, alcohol, or other controlled substances.
4. The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person.
5. The materials contain defamatory statements about public figures or others.
6. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
7. The materials are hate literature or similar publications that scurrilously attack ethnic, religious, or racial groups or contain content aimed at creating hostility and violence, and the materials would materially and substantially interfere with school activities or the rights of others.
8. There is reasonable cause to believe that distribution of the nonschool literature would result in material and substantial interference with school activities or the rights of others.

Prior Review

All nonschool literature intended for distribution on school campuses or other District premises under this policy shall be submitted to the Superintendent or designee for prior review in accordance with the following:

NONSCHOOL USE OF SCHOOL FACILITIES
DISTRIBUTION OF NONSCHOOL LITERATURE

GKDA
(LOCAL)

DELETE

1. Materials shall include the name of the person or organization sponsoring the distribution.
2. Using the standards found in this policy at Limitations on Content, the Superintendent or designee shall approve or reject submitted materials within five school days of the time the materials were received.

Exceptions to Prior Review

Prior review shall not be required for distribution of nonschool literature in the following circumstances:

1. Distribution of materials by an attendee to other attendees at a school-sponsored meeting intended for adults and held after school hours;
2. Distribution of materials by an attendee to other attendees at a community group meeting held in accordance with GKD(LOCAL) or a noncurriculum-related student group meeting held in accordance with FNAB(LOCAL); or
3. Distribution for electioneering purposes during the time a school facility is being used as a polling place in accordance with state law [see BBBA].

All nonschool literature distributed under these exceptions shall be removed from District property immediately following the event at which the materials were distributed.

Even when prior review is not required, all other provisions of this policy shall apply.

Time, Place, and Manner Restrictions

Each campus principal shall designate times, locations, and means by which nonschool literature that is appropriate for distribution, as provided in this policy, may be made available or distributed to students or others at the principal's campus.

The Superintendent or designee shall designate times, locations, and means for distribution of nonschool literature at District facilities other than school campuses, in accordance with this policy.

Violations of Policy

Failure to comply with this policy regarding distribution of nonschool literature shall result in appropriate administrative action, including but not limited to confiscation of nonconforming materials and/or suspension of use of District facilities. Appropriate law enforcement officials may be called if a person refuses to comply with this policy or fails to leave the premises when asked. [See GKA]

Appeals

DELETE

Decisions made by the administration in accordance with this policy may be appealed in accordance with the appropriate District complaint policy. [See DGBA or GF]