

(LOCAL) Policy Comparisons

These documents are generated by an automated process that compares the updated policy to the current policy as found in TASB records.

In this packet, you will find:

- Policies being recommended for revision (annotated)
- New policies (not annotated)
- Policies recommended for deletion (annotated in PDF; not shown in Word)

Annotations are shown as follows:

- Deletions are in a red strike-through font: deleted text.
- Additions are in a blue font; new text.
- Blocks of text that were moved without changes are shown in green, with double underline and double strike-through formatting to distinguish the text's new placement from its original location: moved text
- Revision bars appear in the right margin to show sections with changes.

Note: While the annotation software competently identifies simple changes, large or complicated changes — as in an extensive rewrite — may be more difficult to follow. In addition, TASB's recent changes to the policy templates to facilitate accessibility sometimes make formatting changes appear tracked, even though the text remains the same.

For further assistance in understanding policy changes, please refer to the explanatory notes in your Localized Policy Manual update packet or contact your policy consultant.

Contact us:

School Districts and Education Service Centers, call 800-580-7529 or email policy.service@tasb.org.

Community Colleges, call 800-580-1488 or email colleges@tasb.org.

OFFICERS AND OFFICIALS DUTIES AND REQUIREMENTS OF BOARD OFFICERS

BDAA (LOCAL)

Board Officers

The Board shall elect a President, a Vice President, and a Secretary who shall be members of the Board. The Board may assign a District employee to provide clerical assistance to the Board. Officers shall be elected by majority vote of the members present and voting.

Vacancy

A vacancy among officers of the Board, other than the President, shall be filled by majority action of the Board.

Term and Duties

Board officers shall serve for a term of two years two years or until a successor is elected. Officers may succeed themselves in office. Each officer shall perform any legal duties of the office and other duties as required by action of the Board.

If there is a Board member election in May, election of officers shall be held at the first Board meeting during which election results are certified.

President

In addition to the duties required by law, the President of the Board shall:

- 1. Have at least one year of Board experience.
- 2. Preside at all Board meetings unless unable to attend.
- 3. Have the right to discuss, make motions—and, propose resolutions, and vote on all matters coming before the Board.

Vice President

The Vice President of the Board shall:

- 1. Act in the capacity and perform the duties of the President of the Board in the event of the absence or incapacity of the President.
- 2. Automatically become President of the Board if a vacancy in that office occurs and serve in this role until the Board reorganizes.

Secretary

The Secretary of the Board shall:

- 1. Ensure that an accurate record is kept of the proceedings of each Board meeting.
- 2. Ensure that notices of Board meetings are posted and sent as required by law.
- 3. In the absence of the President and Vice President, call the meeting to order and act as presiding officer.
- 4. Sign or countersign documents as directed by action of the Board.
- 5. Present the formal agenda at all meetings.

The Secretary of the Board shall have the support services of a Board clerk.

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BDB (LOCAL)

Special Committees

The President shall appoint members to special Note: For advisory committees created by the Board to fulfill specific assignments, unless otherwise provided that include staff, parents, community members, or students, see BDF.

Board Committees

For purposes of this policy, a Board committee is a committee composed only of current Board members.

Formation of a Board committee shall be by Board action. These committees may include District personnel When establishing a Board committee, the Board action shall, at a minimum, specify the:

- Number of Board members on the committee;
- Process to appoint Board members to the committee;
- Term of committee membership; and citizens. The function of committees
- Responsibilities of the committee.

A Board committee shall be fact-finding, deliberative, and advisory, but not administrative. Special and shall make recommendations in the areas of their responsibility. Board committees shall report their findings and recommendations to the Board and shall be dissolved upon completion of the assigned task or vote of the Board not assume administrative duties or responsibilities.

The President of the Board and the Superintendent shall be ex officio members of all Board committees, unless otherwise provided by Board action.

Texas Open Meetings Act

All committees shall meet in compliance with the Texas Open Meetings Act.

Transacting Business

Committees may transact business only within the specific authority granted Unless specified by the Board. To be binding, all such business, a Board committee shall not have final decision-making authority. Board committee recommendations must be reported to the Board at the nexta regular or special meeting for approval and entry into the minutes as a public record. The Board shall not accept a Board committee's recommendation without due consideration of the matter.

Dissolution

A Board committee shall be dissolved upon Board action.

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BOARD INTERNAL ORGANIZATION CITIZEN ADVISORY COMMITTEES

BDF (LOCAL)

Note:

For committees composed only of current Board members, see BDB.

Advisory Committees

For purposes of this policy, an advisory committee is a committee composed primarily of District staff, parents, other community members, and/or students. An advisory committee may also include Board members in numbers less than a quorum of the Board.

Formation of an advisory committee shall be by Board action. When establishing an advisory committee, the Board action shall, at a minimum, specify the:

- Number of members on the committee;
- Process to appoint members to the committee;
- Term of committee membership; and
- Responsibilities of the committee.

An advisory committee shall be fact-finding, deliberative, and advisory and shall not assume administrative duties or responsibilities. Advisory committees shall report their findings and recommendations to the Board.

Transacting Business

An advisory committee may transact business only within the specific authority granted by the Board. To be binding, all such committee recommendations must be reported to the Board at a regular or special meeting for approval and entry into the minutes as a public record.

Dissolution

An advisory committee shall be dissolved upon completion of the assigned task or Board action.

School Health Advisory Council

In compliance with Education Code 28.004 and BDF(LEGAL), the School Health Advisory Council (SHAC) shall be an advisory body, and shall serve to provide guidance, recommendations, and other assistance to the Board as is specifically listed in state law and Board policy, as currently written or as hereafter may be amended. The Board-approved bylaws shall be maintained as an exhibit to BDF(LOCAL). [See also EHAA(LOCAL)]

Membership

The Board appointed membership will be in accordance with Education Code 28.004 and the adopted bylaws. The appointees shall consist of parents/legal guardians of enrolled students in the District. Parent membership must serve as chairperson, vice-chairperson, secretary, and/or parliamentarian. Parents/legal guardians of

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BOARD INTERNAL ORGANIZATION CITIZEN ADVISORY COMMITTEES

BDF (LOCAL)

enrolled students must not be benefit receiving employees of the District.

Each single member district (SMD) Board Trustee shall select individuals in the Parent/Legal Guardian and Community Member categories as described below. The complete list of SHAC member appointments shall be formally approved in a public vote by a majority of the Board at a duly called Board meeting in the first semester of the academic school year.

Each parent/legal guardian and community member selected by a Board member serves at the pleasure of the Board member who appointed them. The parent/legal guardian or community member may be reappointed for another term of service as long as they meet the eligibility requirements listed below. When there is a new Board member elected or appointed by the Board in the event of an unexpected vacancy, the new Board member shall select the parents/legal guardians and community members to serve to represent the new Board member's single member district (SMD). Likewise, a Board member may opt to retain some or all of the SHAC members representing their single member district (SMD).

Four Membership Categories

Parents/Legal Guardians Each May, the SHAC Administrative Liaison will provide a list of known current or upcoming vacancies to Board members in their respective SMD, and a list of volunteers maintained on file through the SHAC Volunteer Application process.

Each parent/legal guardian member must have a child enrolled in the District, reside in the single member district (SMD) they are representing, and not be a benefits receiving employee of the District.

The SHAC shall include parents/legal guardians from each SMD.

Community Members

Community members must be 18 years of age or older and reside within the NEISD boundaries. Community members shall not be parents/legal guardians of school age children whether their children attend the District or not.

Each Board member may include a community member on the SHAC. These slots can include any community member in categories as defined in Education Code 28.004 (d).

District Employees

The SHAC shall include District employees. The Board will annually approve employee positions who will serve one-year renewable terms. The Superintendent will provide the names of the employees in those positions for inclusion on the SHAC membership list.

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BOARD INTERNAL ORGANIZATION CITIZEN ADVISORY COMMITTEES

BDF (LOCAL)

Board of Trustees

One Board member may serve on the SHAC as an ex-officio (nonvoting) member.

Executive Committee

The SHAC shall elect a parent/legal guardian chairperson, a parent/legal guardian vice-chairperson, and a parent/legal guardian secretary from members, in accordance with SHAC bylaws, at the first meeting of the academic school year. Each may serve a twoyear term and may serve two consecutive terms if re-elected.

Meetings

The Chairperson, in coordination with the district's SHAC Administrative Liaison, shall set the SHAC agenda and shall schedule at least four meetings per year; additional meetings may be held at the call of the chairperson. All SHAC meetings shall comply with and be posted in accordance with Education Code 28.004.

Standing Committee

The chairperson and vice-chairperson of each standing committee shall be a Board appointed SHAC member. Each standing committee will consist of at least 51 percent parents/legal guardians. Refer to bylaws for election process for the chairperson and vice-chairperson of each standing committee. Standing committees shall keep descriptive notes of meetings and work sessions and must submit them to the SHAC Administrative Liaison. A parent/legal guardian may be appointed to the role of secretary, or this task shall be completed by the vice-chairperson.

Terms

The SHAC calendar year begins when the Board approves membership, will generally be aligned with the school year, but will not extend beyond June 30. Parents/legal guardians and community members shall serve staggered two-year terms and can serve multiple terms at the pleasure of the Board member, so long as the parent/legal guardian and community member continues to otherwise meet all eligibility requirements for service set forth in this policy and any bylaws approved by the Board.

Board members will serve a one-year term as an ex-officio (nonvoting) member, on a rotating basis. A Board member may serve more than one consecutive term if no other Board members wish to serve. With the selection of the SHAC, the Board will appoint an ex-officio (non-voting) member to the SHAC.

Vacancies

If a parent/legal guardian or community member vacancy occurs at any time, the SHAC Chairperson and/or SHAC Administrative Liaison shall notify the appropriate Board member who will select a replacement for approval by the Board at a duly called meeting. Removal of SHAC members will be in accordance with SHAC bylaws as they currently exist or may hereafter be amended.

Bylaws

Bylaws will be brought annually to the Board for review and possible revision.

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ACADEMIC ACHIEVEMENT

EI (LOCAL)

Certificate of Coursework Completion The District shall not issue a certificate of coursework completion to a student who fails to meet all state and local requirements for graduation. [See EIF, FMH]

Partial Credit

When a student earns a passing grade in only half of a course and the combined grade for average of both halves is lower than 70, the District shall award the student credit for the half with the passing grade.



ADMISSIONS SCHOOL SAFETY TRANSFERS FDE (LOCAL)

Safe Schools Data

The Superintendent shall ensure that the District complies with Texas Education Agency (TEA) guidelines for the collection and maintenance of data regarding:

- Mandatory expellable offenses committed at school or at a school-related or school-sponsored activity, on or off school property [see FOD]; and
- 2. Any student who becomes a victim of one of the following violent criminal offenses, as defined by the Penal Code, while on the premises of the school the student attends or while attending a school-sponsored or school-related activity, on or off school property:
 - a. Attempted murder;
 - b. Indecency with a child;
 - c. Aggravated kidnapping;
 - d. Aggravated assault on someone other than a District employee or volunteer;
 - e. Sexual assault or aggravated sexual assault against someone other than a District employee or volunteer;
 - f. Aggravated robbery; or
 - g. Continuous sexual abuse of a young child or disabled individual; or

g.h. Bullying.

School Safety Transfers

The parent of a student who becomes a victim of a violent criminal offense as described in the state guidance for unsafe school choice options or who is assigned to a campus identified by TEA as persistently dangerous shall be offered a transfer to a safe public or charter school within the District.

For each transfer requested, the District shall explore transfer options, as appropriate. Options may include a transfer agreement with another school district.

From a Persistently Dangerous School

The parent of a student attending a school identified as persistently dangerous shall be provided notification of his or her right to request a transfer. Notification shall occur at least 14 days prior to the start of the school year or, for a student enrolling subsequently, upon the student's enrollment.

The parent must submit to the Superintendent an application for transfer. The Superintendent shall complete the transfer prior to the

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ADMISSIONS SCHOOL SAFETY TRANSFERS

FDE (LOCAL)

beginning of the school year, if applicable, or within 14 calendar days of the request for a subsequently enrolling student.

Any transfer arranged for a student from a campus identified by TEA as persistently dangerous shall be renewed so long as the campus from which the student transferred retains that designation.

The District shall maintain, in accordance with the District's record retention schedule, documentation of notification to parents of the transfer option, transfer applications submitted, and action taken.

For a Victim of a Violent Criminal Offense

Within 14 calendar days after a violent criminal offense described above occurs in or on the premises of the school the student attends or while attending a school-sponsored or school-related activity, on or off school property, the District shall notify the parent of a student who is a victim of the offense of the parent's right to request a transfer. The parent must submit to the Superintendent an application for transfer. The Superintendent shall approve or disapprove the request within 14 calendar days of its submission.

Any transfer arranged for a student who was a victim of a violent crime as described above shall be renewed so long as the threat to the student exists at the campus to which the student would typically be assigned.

For each offense, the District shall maintain for at least five years documentation of the nature and date of the offense, notification to the parent of the transfer option, transfer applications submitted, action taken, and other relevant information regarding the offense.

Additional Transfer Options

In circumstances described by Education Code 25.0341, a parent of a student who has been the victim of a sexual assault, regardless of whether the offense occurred on or off school property, may request a transfer of the parent's child or the student assailant from the same campus.

[For other transfer provisions, see also FDA and FDB.]

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ATTENDANCE ATTENDANCE FOR CREDIT

FEC (LOCAL)

This policy shall apply to a student who has not been in attendance for 90 percent of the days the class is offered.

Absences Considered

Except as otherwise provided by law, all absences incurred while enrolled in the District shall be considered in determining whether a student has attended been in attendance for 90 percent of the reguired percentage of days under this policy the class is offered.

Attendance Committees

The Board shall establish authorizes the establishment of an attendance committee or as many attendance committees as necessary for efficient implementation of Education Code 25.092 state law.

The Superintendent shall is authorized to make the specific appointments in accordance with legal requirements.

Parental Notice of Excessive Absences

A student and the student's parent or guardian shall be given written notice prior to and at such time when a student's attendance in any class drops below 90 percent of the days the class is offered.

Methods for **Regaining Credit or** Awarding a Final Grade

When a student's attendance drops below 90 percent but remains at least at 75 percent of the days the class is offered, the student may earn credit for the class or a final grade by completing a plan approved by the principal. This plan must provide for the student to meet the instructional requirements of the class as determined by the principal.

If the student fails to successfully complete the plan, or when a student's attendance drops below 75 percent of the days the class is offered, the student, parent, or representative may request award of credit or a final grade by submitting a written petition to the appropriate attendance committee.

Petitions A petition for credit or a final grade may be filed at any time the student receives notice but, in any event, no later than 15 days after the last day of classes.

in accordance with administrative regulations. The attendance committee shall review the student's entire attendance record and the reasons for absences and shall determine whether to award credit or a final grade. The See Imposing Conditions for Awarding Credit or a Final Grade, below]

Regardless of whether a petition is filed, the attendance committee may also, whether a petition is filed or not, review the records of all students whose attendance drops below 90 percent of the days the class is offered.

ATTENDANCE ATTENDANCE FOR CREDIT

FEC (LOCAL)

A student who has lost credit or has not received a final grade because of excessive absences may regain credit or be awarded a final grade by fulfilling the requirements established by the attendance committee.

Personal Illness

The principal or attendance committee may require verification from a health-care provider in accordance with administrative requlations as a condition of classifying an absence for personal illness as one for which there are extenuating circumstances.

Best Interest Standard

In reaching consensus regarding a student's absences and how the student can be awarded credit or a final grade, the attendance committee shall attempt to ensure that its decision is in the best interest of the student. The Superintendent shall develop administrative regulations to document the attendance committee's decision.

Guidelines on Extenuating Circumstances

The attendance committee shall consider whether a student has mastered the essential knowledge and skills and maintained passing grades in the course or subject.

When makeup work is completed satisfactorily, the attendance committee shall consider extracurricular absences and other excused absences as days of attendance for award of credit or a final grade. [See FEA]

The attendance committee shall consider whether the reasons for the absences were out of the parent's or student's control and whether documentation for the absence is acceptable.

The student or parent shall be given an opportunity to present any information to the committee about the absences and to discuss ways to earn or regain credit or be awarded a final grade.

Imposing Conditions for Awarding Credit or a Final Grade

The attendance committee or principal, as applicable, is not reguired to assign a student to attend a specified program for an amount of time equivalent to the student's absences (i.e., "seat time").

The attendance committee or principal, as applicable, shall consider the student's unique circumstances and, if necessary, shall impose other conditions for awarding credit or a final grade that permit the student to meet the instructional requirements of the class rather than assigning a student to attend a specified program for an amount of time equivalent to the student's absences. Conditions may include:

- 1. Maintaining attendance standards for the rest of the semester.
- 2. Completing additional assignments, as specified by the committee or teacher.

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- 3. Attending tutorial sessions as scheduled.
- 4. Completing other instructional programs, as specified by the committee.
- 5. Taking an examination to earn credit. [See EHDB]

In all cases, the student must earn a passing grade in order to receive credit.

Attendance Appeal Process

Level I

If a student is in attendance less than the required percentage of days and has been notified by the District that credit will be denied, the parent or guardian may appeal in writing to the campus attendance committee composed of an assistant principal, a counselor, and at least three teachers. The committee shall provide a written response to the appeal to the parent or guardian within ten10 days.

Level II

If the decision of the campus attendance committee is unsatisfactory to the parent or guardian or the time for a response has expired, he or she may appeal in writing to the principal of the school the student attends. This appeal shall be filed within ten10 days following the receipt of a response, or if no response is received, within ten10 days of the response deadline.

Level III

Parents or guardians may appeal the decision of the principal to the District attendance review committee that shall be composed of an administrator from pupil personnel services, an administrator, a counselor, and at least four teachers from either the elementary or secondary level based on the enrollment of the student in question. This appeal shall be made in writing to the executive director of pupil personnel services who shall provide the student's parent(s) or guardian(s) with written notice of the date, time, and place of the attendance review committee meeting within ten10 days of the receipt of the appeal request. This appeal shall be filed within ten10 days following receipt of a response, or if no response is received, within ten10 days of the response deadline.

The District attendance review committee shall have the authority to uphold, overturn, or alter the decision of the principal. The recommendation of the attendance review committee shall be rendered and sent in writing to the parent(s) or guardian(s) within ten10 days after the review of the appeal.

Level IV

A request for a Board review of the District attendance review committee's decision shall be made in writing to the Superintendent under FNG(LOCAL). This appeal shall be filed within ten10 days following receipt of a response, or if no response is received, within ten10 days of the response deadline.

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FFAC (LOCAL)

No employee shall give any student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements of any type, except as authorized by this or other District policy.

Medication Provided by Parent

The Superintendent shall designate the employees who are authorized to administer medication that has been provided by a student's parent. An authorized employee is permitted to administer the following medication in accordance with administrative regulations:

- 1. Prescription medication in accordance with legal requirements.
- 2. Nonprescription medication, upon a parent's written request, when properly labeled and in the original container.
- 3. Herbal substances or dietary supplements provided by the parent and only if required by the individualized education program or Section 504 plan for a student with disabilities.

Medication Provided by District

Except as required by law and provided by this policy, the District shall not purchase medication to administer to a student.

Clinic Use

The District shall purchase certain medications and over-the-counter products to administer to students in accordance with standing orders established by the District's medical adviser, who must be licensed to practice medicine in the state of Texas. A parent or guardian may provide written notice to the school nurse if conditions exist in which their child should not receive these medications.

Overnight Travel

The District shall purchase certain medications to administer to students during overnight travel experiences and in accordance with protocols established by the District's medical adviser, who must be licensed to practice medicine in the state of Texas, and with written authorization from the student's parent or guardian.

Emergency Use

The District shall purchase certain medications to administer to students only on an emergency basis and in accordance with protocols established by the District's medical adviser, who must be licensed to practice medicine in the state of Texas.

A parent or guardian may provide written notice to the school nurse if conditions exist in which their child should not receive epinephrine or an opioid antagonist medication.

The Superintendent shall designate the employees who are authorized to administer medication under these protocols and permissions.

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FFAC (LOCAL)

Epinephrine

The District authorizes school personnel who have agreed in writing and been adequately trained to administer an unassigned epinephrine auto-injector in accordance with law and this policy. Administration of epinephrine shall only be permitted when an authorized and trained individual reasonably believes a person is experiencing anaphylaxis.

On Campus

Authorized and trained individuals may administer an unassigned epinephrine auto-injector at any time to a person experiencing anaphylaxis on a school campus.

The District shall ensure that at each campus a sufficient number of authorized individuals are trained to administer epinephrine so that at least one trained individual is present on campus during all hours the campus is open. In accordance with state rules, the campus shall be considered open for this purpose during regular oncampus school hours and whenever school personnel are physically on site for school-sponsored activities.

Maintenance, Availability, and Training

The Superintendent shall develop administrative regulations designating a coordinator to manage policy implementation and addressing annual training of authorized individuals in accordance with law; procedures for auto-injector use; and acquisition or purchase, maintenance, expiration, disposal, and availability of unassigned epinephrine auto-injectors at each campus.

Notice to Parents

In accordance with law, the District shall provide notice of the policy to parents regarding the epinephrine program, including notice of any change to or discontinuation of this program.

Opioid Antagonist

This provision shall be applicable to every campus.

On Campus

The District authorizes school personnel who have been adequately trained to administer an opioid antagonist in accordance with law and this policy. Administration of an opioid antagonist shall only be permitted when an authorized and trained individual reasonably believes a person is experiencing an opioid-related overdose.

Each applicable campus shall have at least one individual who is authorized and trained to administer an opioid antagonist present during regular school hours.

Maintenance, Availability, Training, and Reporting

Each applicable campus shall have at least two unused, unexpired opioid antagonist doses available.

All opioid antagonists shall be stored in a secure location and shall be easily accessible by individuals who are authorized and trained to administer an opioid antagonist.

FFAC (LOCAL)

The Superintendent shall develop administrative regulations addressing acquisition, maintenance, expiration, and disposal of opioid antagonists in the District, as well as reporting, employee training, and emergency notification requirements.

Medication for Respiratory Distress

The District authorizes school personnel who have been adequately trained to administer unassigned medication for respiratory distress in accordance with law and this policy. Administration of this type of medication shall only be permitted when an authorized and trained individual reasonably believes a person is experiencing respiratory distress.

On-Campus

Authorized and trained individuals may administer unassigned medication for respiratory distress at any time a person is experiencing this type of distress on a school campus.

The District shall ensure that at each campus a sufficient number of authorized individuals are trained to administer this medication so that at least one trained individual is present on campus during regular school hours as defined in state rules.

Maintenance, Availability, and Training

The Superintendent shall develop administrative regulations designating:

- 1. Designating a coordinator to manage policy implementation and addressing:
- Addressing annual training of authorized individuals in accordance with law:
- 3. Listing the trained individuals authorized to administer unassigned medication for respiratory distress;
- 4. Addressing procedures for use; and
- Addressing acquisition or purchase, maintenance, expiration, disposal, and availability of unassigned medication for respiratory distress at each campus.

Notice to Parents

In accordance with law, the District shall provide notice of the policy to parents regarding the administration of unassigned medication to a person experiencing respiratory distress, including notice of any change to or discontinuation of these provisions.

After Administration of Medication

After the administration of unassigned medication to a student experiencing respiratory distress, the coordinator shall provide written notice to the student's parent, the health-care provider authorizing the unassigned medication for respiratory distress, and the student's primary health-care provider.

Psychotropics

Except as permitted by law, an employee shall not:

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- 1. Recommend to a student or a parent that the student use a psychotropic drug;
- 2. Suggest a particular diagnosis; or
- 3. Exclude the student from a class or a school-related activity because of the parent's refusal to consent to psychiatric evaluation or examination or treatment of the student.

Medical Treatment

A student's parent, legal guardian, or other person having lawful control shall annually complete and sign a form that provides emergency information and addresses authorization regarding medical treatment. A student who has reached age 18 shall be permitted to complete this form.

The District shall seek appropriate emergency care for a student as required or deemed necessary.

