

INVESTMENT
OBJECTIVES

The investment policy of the District shall be to:

1. ~~Assure~~ **Ensure** the safety of the invested funds of the District.
2. Maintain sufficient liquidity to provide adequate and timely working funds.
3. Attain the highest possible rate of return while providing necessary protection of principal consistent with District operating requirements as determined by the Board.
4. Match the maturity of investments to the daily cash flow requirements.
5. Diversify investments as to maturity, instruments, and financial institutions as permitted under state law.
6. Actively pursue portfolio management techniques.
7. Make no investment for speculation.

INVESTMENT
AUTHORITY

The Superintendent or other person or persons designated by Board resolution shall serve as the investment officer of the District. The Board shall also appoint an investment committee consisting of at least three individuals: the Superintendent, the designated investment officer and at least one additional person as designated by the Board **annually**. The investment officer and the investment committee shall recommend appropriate legally authorized and adequately secured investments, and shall invest District funds as directed by the Board and in accordance with the District's written investment policy and generally accepted accounting procedures. The investment officer shall be bonded or shall be covered under a fidelity insurance policy. All investment transactions shall be executed only upon majority consent of the investment committee, and all shall be executed on a "delivery versus payment" basis, except investment pool funds and mutual funds.

AUTHORIZED
INVESTMENTS

From those investments authorized by law and described further in CDA(LEGAL), the Board shall permit investment of District funds in only the following investment types, consistent with the strategies and maturities defined in this policy:

1. Obligations of the U.S. or Texas or its agencies and instrumentalities and political subdivisions includes collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States as permitted by Government Code 2256.0099.
2. Certificates of deposit **and share certificates as permitted by Government Code 2256.009.** ~~as permitted by Acts of the 74th Legislative Session, Chapter 32.~~
3. Fully collateralized repurchase agreements permitted by Government Code 2256.011.
4. Banker's acceptances of only the highest possible rating as permitted by Government Code 2256.012 **and with the approval of the Board.**

5. Commercial paper with the highest possible rating by Standards and Poors and/or Moody's investment rating services as permitted by Government Code 2256.013 **and with the approval of the Board.**
6. Public funds investment pools as permitted by Government Code 2256.016-2256.019.

SAFETY AND INVESTMENT MANAGEMENT

The main goal of the investment program is to ensure its safety, as well as to maximize financial returns within current market conditions in accordance with this policy. The investment officer shall observe financial market indicators, study finance trends, and utilize available educational tools in order to maintain appropriate investment managerial expertise. Investments shall be made in a manner that ensures the preservation of capital in the overall portfolio and offsets, during a 12-month period, any market price losses resulting from interest rate fluctuations by income received from the balance of the portfolio. No individual investment transaction shall be undertaken that jeopardizes the total capital position of the overall portfolio.

LIQUIDITY AND MATURITY

~~Any internally created pool fund group of the District shall have a maximum dollar weighted maturity of 180 days. The maximum allowable stated maturity of any other individual investment owned by the District shall not exceed one year from the time of purchase. The Board may specifically authorize a longer maturity for a given investment, within legal limits.~~ **Assets of the District shall be invested in instruments whose maturities do not exceed one year from the time of purchase, subject to the following exceptions:**

1. **A shorter maturity is required by law [see CDA(LEGAL)].**
2. **A longer maturity may be specifically authorized by the Board for a given instrument, provided legal limits are not exceeded.**
3. **Any internally created pool fund group of the District that has a maximum dollar weighted maturity of 180 days.**
4. **In keeping with the concept of minimizing risk, bond proceeds may be invested at a maturity range in excess of one year consistent with maximization of yield with consideration of cash flow needs.**

The District's investment portfolio shall have sufficient liquidity to meet anticipated cash flow requirements, **projected on a weekly, monthly and annual basis. The District shall have procedures to determine cash flow requirements according to generally accepted accounting procedures.**

DIVERSITY

The investment portfolio shall be diversified in terms of investment instruments, maturity scheduling, and financial institutions to reduce risk of loss resulting from overconcentration of assets in a specific class of investments, specific maturity, or specific issuer.

MONITORING MARKET PRICES

The investment officer shall monitor the investment portfolio and shall keep the Board informed of significant declines in the market value of the District's investment portfolio. Information sources may include financial/investment publications and electronic media, available software for tracking investments, depository banks, commercial or investment banks, financial advisors, and representatives/advisors of investment pools or money market funds. Monitoring shall be done monthly or more often as economic conditions warrant by using appropriate reports, indices, or benchmarks for the type of investment.

FUNDS / STRATEGIES

Appropriate investments for each fund shall include only the securities described in this policy as authorized and suitable investments.

Investments of the following fund categories shall be consistent with this policy and in accordance with the **strategies y** defined in Administrative Order #1 **defined below:**

- ~~1. Operating funds~~

- 2. Agency funds
- 3. Debt service
- 4. Capital projects

GENERAL FUNDS Investment strategies for general funds (including any commingled pools containing general funds) shall have as their primary objectives safety, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements. A diversified strategy shall be followed using suitable high-credit-quality and highly marketable securities to ensure required liquidity and preservation of capital while providing a market yield. The portfolio shall have a maximum weighted maturity not to exceed 180 days.

SPECIAL REVENUE FUNDS Investment strategies for special revenue funds (including any commingled pools containing special revenue funds) shall have as their primary objectives safety, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements. A diversified strategy shall be followed using suitable high-credit-quality and highly marketable securities to ensure required liquidity and preservation of capital while providing a market yield to enhance these funds. The portfolio shall have a maximum weighted maturity not to exceed 180 days.

TRUST AND AGENCY FUNDS Investment strategies for trust and agency funds shall have as their primary objectives safety, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements. A diversified strategy shall be followed using suitable high-credit-quality and highly marketable securities to ensure required liquidity and preservation of capital while providing a market yield to enhance these funds. The portfolio shall have a maximum weighted maturity not to exceed 180 days.

DEBT SERVICE FUNDS Investment strategies for debt service funds shall have as their primary objective sufficient investment liquidity to timely meet capital project obligations. If the District has funds from bond proceeds they shall be invested in accordance with provisions in the bond documents. Maturities longer than one year are authorized provided legal limits are not exceeded. A diversified strategy shall be followed using suitable high-credit-quality and highly marketable securities to ensure required liquidity and preservation of capital while providing a market yield to enhance these funds.

SAFEKEEPING AND CUSTODY The cash, collateral, and investments of the District shall be held by an independent third party with whom the District has a current custodial agreement. The District shall retain clearly marked receipts providing proof of the District's ownership, or the District may delegate to an investment pool the authority to hold legal title as custodian of investments purchased with District funds.

BROKERS / DEALERS Prior to handling investments on behalf of the District, brokers/dealers must submit required written documents and annual audited financial statements to the District and be in good standing with the National Association of Securities Dealers. [See SELLER OF INVESTMENTS, CDA(LEGAL)] Representatives of brokers/dealers shall be registered with the Texas State Securities Board and must have membership in the Securities Investor Protection Corporation (SIPC).

SOLICITING BIDS FOR CD'S In order to get the best return on its investments, the District may solicit bids ~~and/or offers for certificates of deposit~~ in writing, by telephone, or electronically, ~~or by a combination of these methods.~~

INTEREST RATE RISK To reduce exposure to changes in interest rates that could adversely affect the value of investments, the District shall use final and weighted-average-maturity limits and diversification.

The District shall monitor interest rate using weighted average maturity and specific identification.

INTERNAL CONTROLS A system of internal controls shall be established and documented in writing and must include specific procedures designating who has authority to withdraw funds. Also, they shall be designed to protect against losses of public funds arising from fraud, employee error,

misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the District. Controls deemed most important shall include:

1. Separation of transaction authority from accounting and recordkeeping and electronic transfer of funds.
2. Avoidance of collusion.
3. Custodial safekeeping.
4. Clear delegation of authority.
5. Written confirmation of telephone transactions.
6. Documentation of dealer questionnaires, quotations and bids, evaluations, transactions, and rationale.
7. Avoidance of bearer-form securities.

These controls shall be reviewed by the District's independent auditing firm.

PORTFOLIO REPORT In addition to the quarterly report required by law and signed by the District's investment officer, a comprehensive report on the investment program and investment activity shall be presented annually to the Board. This report shall include a performance evaluation that may include, but not be limited to, comparisons to 91-day U.S. Treasury Bills, six-month U.S. Treasury Bills, the Fed Fund rate, the Lehman bond index, and rates from investment pools. The annual report shall include a review of the activities and total yield for the preceding 12 months, suggest policies, strategies, and improvements that might enhance the investment program, and propose an investment plan for the ensuing year.

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**EMERGENCY
OPERATIONS
PLAN**

~~Each school shall have effective emergency procedures that can be implemented on short notice and that will ensure safety for students and school personnel.~~ **The Superintendent shall ensure updating of the District's Emergency Operations Plan and ongoing staff training.**

**SUPERINTENDENT'S
AUTHORITY**

~~The Superintendent shall have the authority to dismiss school for a part of a day or for longer periods of time, if necessary, in case of unusual or emergency situations. In the event such actions require the alteration of the annual school calendar, the Superintendent shall prepare recommendations to the Board for approval of a revised annual calendar as soon as practicable.~~

STUDENTS RETAINED

~~During actual emergency conditions, students and faculty shall be retained at the school buildings unless otherwise directed by the Superintendent. Buses will not be made available for transportation until authorized by the Superintendent or a designee, and Civil Defense vehicles, ambulances, firefighting units, police, and other authorized vehicles shall have priority in the vicinity of the school.~~

**EVACUATION
PROCEDURES**

~~The Superintendent or a designee shall design and implement a system to familiarize employees and students with evacuation procedures and shall ensure that evacuation diagrams are appropriately posted.~~

DRILLS

~~Principals shall conduct fire, tornado, or other emergency drills designed to assure the orderly movement of students and personnel to the safest areas available.~~

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INSURANCE AND ANNUITIES MANAGEMENT:
HEALTH AND LIFE INSURANCE

CRD
(LOCAL)

BOARD APPROVAL	The District's employee group health insurance program and any additional health or life insurance program shall be approved by the Board on recommendation of the Superintendent. Any insurance programs may be made available on a payroll deduction basis.
DISTRICT CONTRIBUTION	The Board annually shall determine its contribution to employees' health insurance premiums as part of the budget development and adoption process . employee compensation and benefits system approved in the budget development and adoption process. For purposes of the District contribution to employee's health insurance premiums, the Board may distinguish between full-time and part-time employees, as those terms are defined for other benefits, for purposes of its contribution to employees' health insurance premiums.
CONTINUATION COVERAGE	The District shall continue its contribution toward the cost of the employee's group health insurance coverage while the employee is on paid leave or, if applicable, while the employee is on family and medical leave. [See DEC]
PAID LEAVE AND FAMILY MEDICAL LEAVE	The District shall continue to contribute any portion of the employee's premium it usually pays for an employee's group health insurance while the employee is receiving District paid leave benefits to which he or she is entitled under District policy and while the employee is using unpaid family medical leave. [See DEC] The District shall not expend public funds for group health insurance coverage of an employee who is not receiving paid leave benefits or compensation from the District, except as required by the Family and Medical Leave Act.
UNPAID LEAVE OF ABSENCE	When an employee is placed on unpaid leave of absence (other than family and medical leave) after paid leave is exhausted, the employee shall be allowed to continue the group health insurance at his or her own expense, by paying premiums in advance, for a period not to exceed six months. If at the end of that period, the employee is still on an unpaid leave of absence, COBRA coverage shall be offered.

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CRD(LOCAL)-A

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS:
CONFLICT OF INTEREST

DBD
(LOCAL)

~~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]~~

**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 that creates a potential conflict of interest with the best interest of the District.

~~Prior to the award of a contract or authorization of payment by the District, an employee shall file with the Superintendent, Board President, or a designee an affidavit disclosing any substantial interest in a business entity or interest in real property, as defined at BBFA, if the employee is in a position to affect a financial decision involving the business entity or the real property.~~

**SPECIFIC
DISCLOSURES**

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.

**SUBSTANTIAL
INTEREST**

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.

**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 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.

[See BBFA]

**ACCEPTANCE OF
GIFTS**

It is a serious violation of standards for any employee to use his or her position with the District to seek personal or professional advantages through the acceptance of gifts, gratuities, entertainment, or other favors.

A District employee is prohibited from accepting anything of value or benefit, including but not limited to entertainment, travel, food, and lodging, from any one person or entity the employee knows is interested in or likely to become interested in any contract, purchase, payment, claim, or transaction with the District greater than \$200 in any one year. This provision shall not apply to gifts or things of value or benefit to which the employee is lawfully entitled or when the individual is acting in a capacity other than as a District employee.

Participation is allowed in the activities of widely attended events, such as luncheons, dinners, hospitality rooms, and similar gatherings for the discussion of matters of mutual interest to the District.

Employees may accept expense-paid trips that are part of the normal business activities

of the District. Trips taken by employees shall be approved in advance by the Superintendent or designee.

ENDORSEMENTS

An employee shall not recommend, endorse, or require students or other employees 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.

ACCEPTANCE OF GIFTS

~~Except as provided in this policy, no employee of the District shall accept any gift, favor, loan, service, trip, or other personal or real property from any individual or entity that conducts or seeks to conduct business with the District.~~

~~Employees of the District may accept the following:~~

- ~~1. Gifts that are of nominal value given for the purpose of advertising, ceremonial occasions, or official events.~~
- ~~2. Infrequent business meals of nominal value.~~
- ~~3. Infrequent entertainment or social invitations, provided the entertainment or social invitation is not directed to the District or a select group of area school districts.~~

~~As used in this policy, nominal value is defined as \$25 or less.~~

~~Employees may accept expense-paid trips that are part of the normal business activities of the District. Trips taken by employees shall be approved in advance by the Superintendent.~~

~~Employees may accept trips, expenses, gifts, and awards related to the business of the District and paid for by the District.~~

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COMPENSATION AND BENEFITS:
SALARIES, WAGES, AND STIPENDS

DEA
(LOCAL)

<p>PAY ADMINISTRATION SYSTEMS DESCRIPTION</p>	<p>The Superintendent shall recommend to the Board for approval pay structures and compensation plans for all District employees. Compensation plans may include wage and salary structures, stipends, extra duty rates of pay, benefits, and incentives. Pay structures shall be designed and administered for the purpose of attracting and retaining qualified employees to achieve District goals. The Superintendent shall administer and maintain pay systems in accordance with administrative procedures for the District compensation plan.</p> <p>The Superintendent shall administer the compensation plans consistent with the budget approved by the Board. The Superintendent or designee shall classify each job title within the compensation plans based on the qualifications and duties of the position. Within these classifications, the Superintendent or designee shall determine appropriate pay for new employees and employees reassigned to different positions. The Superintendent shall assign positions to pay ranges that define the minimum and maximum base pay for the positions.</p>
<p>ANNUAL PAY INCREASES PAY INCREASE BUDGET</p>	<p>All employees shall be paid within the assigned pay ranges unless exceptions are granted by the Board.</p> <p>The Superintendent shall recommend to the Board an amount for employee pay increases as part of the annual budget. The Superintendent or designee shall determine annual increases for individual employees, within budgeted amounts and consistent with the compensation plan. Pay increases beyond the budgeted amount for individuals or positions shall be subject to Board approval.</p>
<p>MID-YEAR PAY INCREASES</p> <p>CONTRACT EMPLOYEES</p> <p>NONCONTRACT EMPLOYEES</p>	<p>A contract employee's pay shall not be increased after performance on the contract has begun unless there is a change in the employee's job assignment or duties that warrants additional compensation. Any such changes in pay during the term of the contract shall require Board approval.</p> <p>The Superintendent may grant a pay increase to a noncontract employee after duties have begun only when there is a change in the employee's job assignment or duties, or when an adjustment in the market value of the job warrants additional compensation. The Superintendent shall report any such pay increases to the Board at the next regular meeting.</p>
<p>CLASSIFICATION OF POSITIONS</p>	<p>The Superintendent or designee shall determine the classification of positions or employees as "exempt" or "nonexempt" for purposes of payment of overtime in compliance with the Fair Labor Standards Act.</p>
<p>EXEMPT</p>	<p>The District shall pay employees who are exempt from the overtime pay requirements of the Fair Labor Standards Act (FLSA) on a salary basis. The salaries of these employees are intended to cover all hours worked, and the District shall not make deductions that are prohibited under the FLSA.</p> <p>An employee who believes deductions have been made from his or her salary in violation of this policy should bring the matter to the District's attention, through the District's complaint policy [see DGBA]. If improper deductions are confirmed, the District will reimburse the employee and take steps to ensure future compliance with the FLSA.</p>

The Superintendent or designee may assign noncontractual supplemental duties and ~~extra duties~~ to personnel exempt under the FLSA, as needed. [See DK(LOCAL)]. The employee shall be compensated for these assignments according to the District's compensation plans.

NONEXEMPT

Nonexempt employees may be compensated on an hourly basis or on a salary basis. Employees who are paid on an hourly basis shall be compensated for all hours worked. Employees who are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless the employee works more than 40 hours.

A nonexempt employee shall have the approval of his or her supervisor before working overtime. An employee who works overtime without prior approval is subject to discipline but shall be compensated in accordance with the **FLSA**. ~~Fair Labor Standards Act.~~

**WORKWEEK
DEFINED**

For purposes of FLSA compliance, the workweek for District employees shall be 12:00 a.m. Sunday until 11:59 p.m. Saturday.

**COMPENSATORY
TIME**

~~Compensation for overtime hours shall be awarded at one and a half times the employee's regular rate of pay or by time and a half earned in compensatory time.~~ **At the District's option, nonexempt employees may receive compensatory time off, rather than overtime pay, for overtime work.** The employee shall be informed in advance if overtime hours will accrue compensatory time rather than pay.

ACCRUAL

Compensatory time earned by nonexempt employees may not **accrue** ~~accumulate~~ beyond a maximum of 60 hours. If an employee has a balance of more than 60 hours of overtime, the employee will be required to take compensatory time or, at the District's option, will receive overtime pay.

USE

~~Compensatory time shall be used~~ **Generally, an employee shall use compensatory time within the duty year in which it is earned. However, an employee may carry over to the next duty year compensatory time earned within 30 days of the end of a duty year due to peak work loads. If an employee has any unused compensatory time remaining at the end of a fiscal year that was not earned within the last 30 days of the duty year, the employee shall receive overtime pay. Compensatory time may be used at either the employee's or the District's option. An employee may use compensatory time in accordance with the District's leave policies and if such use does not unduly disrupt the operations of the District. [See DEC(LOCAL)]. The District may require an employee to use compensatory time when in the best interest of the District.** ~~Use of compensatory time may be at the employee's request or as determined by the employee's supervisor to protect the District's schedules and activities. The District shall pay an employee overtime for all unused compensatory time remaining at the end of the fiscal year. However, an employee may carry over to the next duty year compensatory time earned within 30 days of the end of the current duty year due to peak work loads.~~

**SUPPLEMENTAL
DUTIES**

~~The Superintendent or designee may assign noncontractual supplemental duties to personnel exempt under the Fair Labor Standards Act, as needed. The employee shall be compensated for these assignments according to the supplemental duty pay schedule established by the Board. These assignments may be discontinued at any time for any reason or no reason, by either party. The assignment of these duties shall not create any expectation of continued assignment to that same duty or any other duty.~~

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Keller ISD
220907

COMPENSATION AND BENEFITS:
FRINGE BENEFITS

DEB
(LOCAL)

TUITION-FREE
ATTENDANCE

Children of nonresident full-time employees may attend District schools tuition-free.

INSURANCE/
DEFERRED
COMPENSATION

Any District provisions regarding insurance programs and/or deferred compensation programs are found in policies CRD(LOCAL) and CRG(LOCAL), respectively.

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DEB(LOCAL)-B2

EMPLOYEE STANDARDS OF CONDUCT:
SEARCHES AND ALCOHOL/DRUG TESTING

DHE
(LOCAL)

REASONABLE
SUSPICION
SEARCHES

The District reserves the right to conduct searches when the District has reasonable cause to believe that a search will uncover evidence of work-related misconduct. The District may search the employee, the employee's personal items, work areas, lockers, and private vehicles parked on District premises or worksites or used in District business.

Note: The following provisions, **based on the federal Department of Transportation (DOT) rules**, apply to employees **designated by the District**. ~~who are covered by the federal Department of Transportation (DOT) rules.~~

~~DEPARTMENT OF
TRANSPORTATION
(DOT) TESTING
PROGRAM~~

**SCOPE AND
PURPOSE**

Under its own authority, ~~the~~ District shall establish an alcohol and controlled substances testing program to help prevent accidents and injuries resulting from the misuse of alcohol and controlled substances by the drivers of District-owned commercial motor vehicles, **or by employees in safety-sensitive positions who operate District equipment.** ~~including school buses.~~ The primary purpose of the testing program is to prevent impaired employees from performing safety-sensitive functions.

A confirmed positive test analysis for use and/or abuse of alcohol, drugs, or a controlled substance in absence of medical authorization or other adequate explanation shall result in a recommendation of termination of employment as an employee. Contract employees shall be **recommendation of termination of the employee. Contact employees shall be** provided with all appropriate due process.

**DRUG-RELATED
VIOLATIONS**

An employee may be terminated for the following drug-related violations: ~~A driver whose conduct is in violation of the alcohol and controlled substances prohibitions of federal law may be terminated as a driver for:~~

1. Refusing to submit to a required test for alcohol or controlled substances.
2. **Providing an adulterated, diluted, or a substituted specimen on an alcohol or drug test.**
3. Testing positive for alcohol, at a concentration of 0.04 or above, in a postaccident test.
3. Testing positive for controlled substances in a postaccident test.
4. Testing positive for alcohol, at a concentration of 0.04 or above, in a random test.

5. Testing positive for controlled substances in a random test.
6. Testing positive for alcohol, at a concentration of 0.04 or above, in a reasonable suspicion test.
7. Testing positive for controlled substances in a reasonable suspicion test.

The Superintendent shall designate a District official who shall be responsible for ensuring that information is disseminated to employees regarding prohibited driver conduct, alcohol and controlled substances tests, and the consequences that follow positive test results.

CONSORTIUM

With specific Board approval, the Superintendent may contract on behalf of the District with outside consultants and contractors and work with a consortium of other local governments to secure the testing services, educational materials, and other component elements needed for this program.

Under such contract, the consortium shall be responsible for implementing, directing, administering, and managing the alcohol and controlled substances program within the U.S. Department of Transportation guidelines. The consortium shall serve as the principal contact with the laboratory and for collection activities in assuring the effective operation of the testing portion of the program.

REASONABLE
SUSPICION TESTING

Only supervisors specifically trained in accordance with federal regulations ~~[see DHE preceding]~~ may, based upon reasonable suspicion, remove a **employee driver** from a safety-sensitive position and require testing for alcohol and/or controlled substances. The determination of reasonable suspicion shall be based on specific observations of the appearance, behavior, speech, or body odors of the **employee driver** whose motor ability, emotional equilibrium, or mental acuity seems to be impaired. Such observations must take place just preceding, during, or just after the period of the workday that the **employee driver** is on duty.

The observations may include indication of the chronic and withdrawal effects of controlled substances. Within 24 hours of the observed behavior, the supervisor shall provide a signed, written record documenting the observations leading to a controlled substance reasonable suspicion test.

CONSEQUENCES OF
POSITIVE TEST
RESULTS

In addition to the consequences established by federal law, a District employee confirmed to have violated the District's policy pertaining to alcohol or controlled substances shall be subject to District-imposed discipline, as determined by his or her supervisor(s) and the Superintendent. Such discipline may include any appropriate action **from suspension without pay during the period of removal from safety-sensitive functions**, up to and including termination of employment. [See DF series]

In cases where an **individual driver** is also employed in a nondriving capacity by the District, disciplinary action imposed for violation of alcohol and controlled substances policies shall apply only to the employee's functions and duties that involve driving. ~~However,~~ **Additionally**, upon recommendation of the employee's supervisor, disciplinary measures up to and including termination of employment with the District may be considered.

ALCOHOL RESULTS
BETWEEN 0.02 AND
0.04

An **employee driver** tested under this policy and found to have an alcohol concentration of 0.02 or greater, but less than 0.04, ~~shall will test a second time after a 15-minute delay, and if the first test is verified,~~ shall be suspended without pay from driving duties for 24 hours. Subsequent violation may subject the **employee driver** to termination in accordance with Board policy.

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DHE (LOCAL)-X

TRANSFER
REQUESTS

~~No A nonresident students shall be permitted to attend District schools except as provided below:~~

EXCEPTIONS

A resident student who becomes a nonresident after completing the junior year may request that he or she be permitted to complete the senior year in the District by submitting a written request to the Superintendent or designee. If the principal recommends the student not be permitted to continue in attendance for the senior year due to disciplinary history or other reasons as outlines at FACTORS, the request may not be granted.

A resident student who becomes a nonresident during a grading period may be permitted to continue in attendance for the remainder of the grading period, provided there is not a recommendation from the principal that the student not continue to attend because of disciplinary history or other reasons as outlined at FACTORS. The Superintendent or designee may allow continued attendance for a longer period of time when circumstances warrant.

A nonresident full-time employee may request that his or her child be admitted into District schools by filing an application with the Superintendent or designee. Transfers shall be granted for one regular school year at a time, on a tuition-free basis.

FACTORS

In approving transfers, the Superintendent or designee shall consider availability of space and instructional staff and the student's disciplinary history and attendance records.

**REVOCAION OF
TRANSFER**

A transfer student shall be notified in the ~~written~~ transfer agreement that he or she must follow all rules and regulations of the District, including those for student conduct and attendance, and that violation of the District's rules and regulations may result in revocation of the transfer agreement. The effective date of the revocation will be set in accordance with the ~~written~~ transfer agreement.

Written notification of any transfer revocation shall be sent to the school district of residence.

~~1. Children of nonresident District employees shall be eligible to attend District schools in accordance with DEB(LOCAL).~~

~~2. Guidelines for transfers may be found in the student transfer regulation.~~

~~If parents have moved outside of the District after the student completes his or her junior year in the District, the parents may request permission in writing from the Superintendent or designee for the student to complete his or her senior year. If the principal recommends the student not be permitted to attend District schools for disciplinary or other reasons, the request may not be granted.~~

~~Students whose families move out of the District during the school year may continue to attend schools in the District until the conclusion of the current grading period (either six or nine weeks),~~

~~provided there is not a recommendation from the principal that the student not continue to attend for disciplinary or other reasons. The Superintendent or designee may allow continued attendance for a longer period of time when unusual circumstances warrant.~~

TUITION

~~During this time, there shall be no tuition charge. Students attending school under this condition shall not be provided transportation.~~

TRANSPORTATION

The District shall not provide transportation for nonresident students attending District schools except as required by law.

APPEALS

Any appeals shall be made in accordance with FNG(LOCAL) and GF (LOCAL), as appropriate.

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COMPREHENSIVE
SYSTEM

The Superintendent shall develop and maintain a comprehensive system of student records and reports dealing with all facets of the school program operation. These data and records shall be stored in a safe and secure manner and shall be conveniently retrievable for use by authorized school personnel.

CUMULATIVE
RECORD

A cumulative record shall be maintained for each student from entrance into District schools until withdrawal or graduation from the District.

This record shall move with the student from school to school and be maintained at the school where currently enrolled until graduation or withdrawal. Records for nonenrolled students shall be retained for the period of time required by law. No permanent records may be destroyed without explicit permission from the Superintendent. [See GBA]

CUSTODIAN OF
RECORDS

The principal is custodian of all records for currently enrolled students at the assigned school and for students who have withdrawn or graduated. The student handbook distributed annually to all students and parents shall contain a listing of the addresses of District schools.

TYPES AND
LOCATIONS OF
EDUCATION
RECORDS

Each record custodian, at the location listed in the student handbook, shall be responsible for the education records of the District. These records may include:

1. Admissions data, personal and family data, including certification of date of birth.
2. Standardized test data, including intelligence, aptitude, interest, personality, and social adjustment ratings.
3. All achievement records, as determined by tests, recorded grades, and teacher evaluations.
4. All documentation regarding a student's testing history and any accelerated instruction he or she has received, including any documentation of discussion or action by a grade placement committee convened for the student.
5. Health services record, including:
 - a. The results of any tuberculin tests required by the District.
 - b. The findings of screening or health appraisal programs the District conducts or provides. [See FFAA]
 - c. Immunization records. [See FFAB]
6. Attendance records.
7. Student questionnaires.
8. Records of teacher, counselor, or administrative conferences with the student or pertaining to the student.
9. Verified reports of serious or recurrent behavior patterns.
10. Copies of correspondence with parents and others concerned with the student.
11. Records transferred from other districts in which the student was enrolled.
12. Records pertaining to participation in extracurricular activities.
13. Information relating to student participation in special programs.
14. Records of fees assessed and paid.

15. Other records that may contribute to an understanding of the student.

REQUEST PROCEDURES	The cumulative record shall be made available to the parent. Records may be reviewed during regular school hours upon written request to the record custodian. The record custodian or designee shall be present to explain the record and to answer questions. The confidential nature of the student's records shall be maintained at all times, and the records shall be restricted to use only in the Superintendent's, principal's, or counselor's office, or other restricted area designated by the record custodian. The original copy of the record or any document contained in the cumulative record shall not be removed from the school.
STUDENT RIGHTS	Whenever a student has attained 18 years of age or is attending an institution of postsecondary education, the rights accorded to, and consent required of, parents transfer from the parents to the student.
ACCESS BY SCHOOL OFFICIALS	For the purposes of this policy, "school officials" shall mean any employees, trustees, or agents of the District, of cooperatives of which the District is a member, or of facilities with which the District contracts for placement of students with disabilities. The term also includes attorneys, consultants, and independent contractors who are retained by the District, by cooperatives of which the District is a member, or by facilities with which the District contracts for placement of students with disabilities. School officials have a "legitimate educational interest" in a student's records when they are working with the student; considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities; compiling statistical data; or investigating or evaluating programs.
ACCESS BY PARENTS	Parents may be denied copies of records after the student reaches age 18 and is no longer a dependent for tax purposes, when the student is attending an institution of postsecondary education, or if they fail to follow proper procedures and pay the copying charge. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record shall be provided at no charge.
FEES FOR COPIES	Copies of records are available at a per copy cost, payable in advance, as specified in the annual notice to parents of their privacy rights.
TRANSCRIPTS AND TRANSFERS OF RECORDS	The District may request transcripts from previously attended schools for students transferring into District schools; however, the ultimate responsibility for obtaining transcripts from sending schools rests with the parent or student, if 18 or older. The District shall promptly forward education records upon request to officials of other schools or school systems in which the student intends to enroll.
RECORDS RESPONSIBILITY FOR STUDENTS IN SPECIAL EDUCATION	The official responsible for ensuring the confidentiality of any personally identifiable information in records of students in special education shall be the Executive Director of Special Services Education . A current listing of names and positions of persons who have access to records of students in special education is maintained at the Special Education Administrative Offices.
PROCEDURE TO AMEND RECORDS	Within 15 school days of the record custodian's receipt of a request to amend records, the District shall notify the parents in writing of its decision on the request and, if the request is denied, of their right to a hearing. If a hearing is requested, it shall be held within ten school days after the request is received. Parents shall be notified in advance of the date, time, and place of the hearing. An administrator who is not responsible for the contested records and who does not have a direct interest in the outcome of the hearing shall conduct the hearing. The parents shall be given a full and fair opportunity to present evidence, and at their own expense, may be assisted or represented at the hearing. The parents shall be notified of the decision in writing within ten school days of the hearing. The decision shall be based solely on the evidence presented at the hearing and shall include a

summary of the evidence and reasons for the decision. If the decision is to deny the request, the parents shall be informed that they have 30 school days within which to exercise their right to place in the record a statement commenting on the contested information and/or stating any reason for disagreeing with the District's decision.

DIRECTORY
INFORMATION

~~Directory information for District students has been classified into two separate categories:~~

- ~~1. Items for use only for school-sponsored purposes; and~~
- ~~2. Items for all other purposes~~

**SCHOOL
SPONSORED
PURPOSES**

~~The District has designated the following categories of information as directory information: For the following school-sponsored purposes-yearbook, school newspaper, athletic programs, announcements, and other District publications-d~~Directory information shall include student name, address, telephone listing, electronic mail address, photograph, and date and place of birth, as well as major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams. ~~A parent may object to the release of all directory information regarding his or her child or no directory information regarding his or her child.~~

**ALL OTHER
PURPOSES**

~~For all other purposes, directory information shall include student name, address, and electronic mail address.~~

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