

COPPELL I.S.D. POLICY REVIEW SEMINAR SUMMARY

Summary Date: October 21, 2005 Consultant: Kaye Teaff

This is the summary of the recommendations made during the staff and board policy workshops. Please review the annotated "rough drafts" enclosed and, as soon as the Board takes action, check the appropriate blank in the DISTRICT'S RESPONSE column, **attach any relevant material**, and return this document to us so we can make the appropriate changes to your policy files. We will then be able to reprint your manuals.

If more time is needed for any of the responses, there is no need to delay this project. We can add/revise those policies in a later Local District Update. If you have any questions, telephone me at (800) 580-7529.

| CODE | RECOMMENDATION | ACTION | DISTRICT'S RESPONSE | | |
|------------|--|----------|---------------------|----|------|
| AB(LOCAL) | This optional policy is unnecessary and will be deleted. | DELETION | ☐ YES | or | ☐ NO |
| AF(LOCAL) | Since the goals and objectives are reviewed and published annually in the District Improvement Plan, they will be deleted from the manual. | DELETION | ☐ YES | or | □ № |
| BBB(LOCAL) | The expiration years will be updated. | REVISION | ☐ YES | or | ☐ NO |
| BBD(LOCAL) | This policy is no longer necessary or accurate. Board training needs beyond the legal requirements can vary from year to year and should be determined as needed by the Board with the training goals of the state used as a guide. [See BBD(EXHIBIT)] The policy will be deleted. | DELETION | ☐ YES | or | □ № |
| BBG(LOCAL) | The text at MEALS will be deleted, relying instead on items 1 and 2 above. | REVISION | ☐ YES | or | □ № |



| CODE | RECOMMENDATION | ACTION | DISTRIC | T'S RE | SPONSE |
|-------------|--|-----------------|---------|--------|--------|
| BDAA(LOCAL) | In the first paragraph and at SECRETARY and ASSIS- TANT SECRETARY on page 2, the Secretary and Assis- tant Secretary designations will be reversed with clarifica- tion that the the Assistant Secretary is normally the Superintendent's secretary. | REVISION | ☐ YES | or | □ NO |
| | The text at TERM LIMITS will be added. | REVISION | ☐ YES | or | ☐ NO |
| | At VACANCY the phrase "other than the President" will be deleted. | REVISION | ☐ YES | or | □ № |
| | At TERMS AND DUTIES office succession will be limited by this policy. | REVISION | ☐ YES | or | □ № |
| | At PRESIDENT, items 4-7 will be deleted since some of these provisions are no longer accurate and some are represented in other policy codes. | REVISION | ☐ YES | or | □ № |
| BDB(LOCAL) | Since the first paragraph does not match practice, it will be deleted. | REVISION | ☐ YES | or | □ № |
| | The text at COMMITTEE AUTHORITY will be deleted since it merely summarizes the more specific text at TRANSACTING BUSINESS. | REVISION | ☐ YES | or | □ № |
| BE(LOCAL) | At AGENDA, "three calendar" will be changed to "third business." | REVISION | YES | or | □ № |
| | NOTE: Since the Procedure Handbook indicates that the ten-day limit is the maximum amount of time and 72 hours the minimum, I have left the minimum at three days. | | | | |
| BED(LOCAL) | In the first paragraph, the Open Forum will be identified as the public comment portion of the meeting. | REVISION | ☐ YES | or | □ № |
| | In the second paragraph of PUBLIC COMMENT, the provision that requires groups of greater than three to select a spokesperson will reinstated to be invoked only if more than 12 persons wish to address the board. | | | | |
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| CODE | RECOMMENDATION | ACTION | DISTRIC | T'S RE | SPONSE |
|-----------------|---|----------|---------|--------|--------|
| BQA(LOCAL) | The first sentence at CHAIRPERSON will be deleted since it no longer reflects practice. | REVISION | ☐ YES | or | □ ио |
| | At COMMUNICATIONS, the following methods will be deleted: | | | | |
| | Item 1—Periodic meetings | REVISION | ☐ YES | or | ☐ NO |
| | Item 3—Regular news releases. | REVISION | ☐ YES | or | □ № |
| BQB(LOCAL) | At COMMUNICATIONS, the specific methods will be deleted. | REVISION | ☐ YES | or | □ № |
| | The electing body at DISTRICT-LEVEL PERSONNEL on page 2 will be changed to all campus staff. | REVISION | ☐ YES | or | □ № |
| | At TERMS, the limit on the number of consecutive terms will be deleted. | REVISION | ☐ YES | or | □ № |
| CDA(LOCAL) | In the first sentence, The Superintendent will be replaced by the chief financial officer and the director of account- ing. | REVISION | YES | or | □ ио |
| CFB(LOCAL) | This policy will be added to meet the requirements of GASB 34. | ADDITION | ☐ YES | or | □ № |
| CH(LOCAL) | In the first paragraph: | | | | |
| | The code for library books will be changed to 6329. | REVISION | ☐ YES | or | ☐ NO |
| | The words "formal competitive" will be added. | REVISION | ☐ YES | or | ☐ NO |
| CI(LOCAL) | In both paragraphs the word "obsolete" will be changed to "surplus." | REVISION | ☐ YES | or | □ № |
| | In the first paragraph, the report to the Board will be deleted. | REVISION | ☐ YES | or | □ № |
| CKC(LOCAL) | The paragraph at CRISIS MANAGEMENT PLAN will be added. | REVISION | ☐ YES | or | □ № |
| CLC(REGULATION) | This regulation will be deleted in favor of the student handbook. | DELETION | ☐ YES | or | □ № |



| CODE | RECOMMENDATION | ACTION | DISTRIC | T'S RE | SPONSE |
|------------|---|----------|---------|--------|--------|
| CMB(LOCAL) | The word "written" will be deleted. | REVISION | ☐ YES | or | ☐ NO |
| | In the same sentence, "and principal" will be changed to "or designee." | REVISION | ☐ YES | or | □ № |
| CQ(LOCAL) | The provisions of this policy will be updated based on the District's responses on the worksheet. | REVISION | ☐ YES | or | □ ио |
| CW(LOCAL) | A new fifth paragraph will be added. | REVISION | ☐ YES | or | ☐ NO |
| DEC(LOCAL) | Some of the annotated revisions to be made are merely editorial. Those of substance are noted below. | | | | |
| | On page 2 at DURATION OF LEAVE, "or designee" will be added. | REVISION | ☐ YES | or | □ ио |
| | At SCHEDULE LIMITATIONS, "TAAS" will be changed to "state-mandated." | REVISION | ☐ YES | or | □ ио |
| | On page 2 at PURPOSE AND DEFINITION, "nonwork-related" will be deleted to resolve a legal advisory. | REVISION | ☐ YES | or | □ ио |
| | A definition for CATASTROPHIC will be added. | REVISION | ☐ YES | or | ☐ NO |
| | At MEMBERSHIP ELIGIBILITY, the first sentence will be deleted since all employees earn local sick leave benefits. | REVISION | ☐ YES | or | □ № |
| | On page 3 in the fourth paragraph of SICK LEAVE BANK REGULATIONS, "each year to remain or" will be deleted. | REVISION | ☐ YES | or | □ № |
| | On page 4, the five-day waiting period will be deleted: | | | | |
| | At WITHDRAWAL OF DAYS. | REVISION | ☐ YES | or | ☐ NO |
| | In the eighth paragraph at GUIDELINES FOR BENE- FITS. | REVISION | ☐ YES | or | □ № |
| | Also at GUIDELINES FOR BENEFITS: | | | | |
| | Local extended sick leave will be deleted. | REVISION | ☐ YES | or | □ ио |
| | Paid vacation days will be added. | REVISION | ☐ YES | or | □ № |
| | To resolve a legal advisory, denial in conjunction with worker's compensation benefits will be deleted. | REVISION | ☐ YES | or | □ № |



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|---------------------------|--|----------|---------|--------|--------|
| DEC(LOCAL) (continued) | On page 5 in the fifth paragraph, the full authority of the governing board will be deleted since an employee always has the right to grieve a condition of work to the board. | REVISION | ☐ YES | or | □ ио |
| | On page 6, the fourth paragraph will be revised to clarify that complications related to a pregnancy are covered. | REVISION | ☐ YES | or | □ № |
| | To reflect current practice, the text at BEREAVEMENT (FUNERAL) LEAVE on page 8 will be revised. | REVISION | ☐ YES | or | □ № |
| | At INTERMITTENT LEAVE FOR CHILD CARE, the word "not" will be deleted. | REVISION | ☐ YES | or | □ № |
| | Since employees on family and medical leave cannot be treated differently from other employees, "and at 30-day intervals thereafter" will be deleted at CERTIFICATION OF ILLNESS on page 8. | REVISION | ☐ YES | or | □ ио |
| | The text at ANNUAL ATTENDANCE INCENTIVE on page 9 will be replaced. | REVISION | ☐ YES | or | □ № |
| | The text at ANNUAL REIMBURSEMENT beginning on page 10 will be deleted. | REVISION | ☐ YES | or | □ № |
| DMC(LOCAL) | Item 1 at CERTIFIED DEGREED PERSONNEL will become the new paragraph, except that principals will be given the responsibility for defining and implementing the process based on their own campuses' needs. The specific goals will be deleted. | REVISION | ☐ YES | or | □ № |
| | The text will also be deleted at: | | | | |
| | DOCUMENTATION. | REVISION | ☐ YES | or | ☐ NO |
| | TECHNOLOGY. | REVISION | ☐ YES | or | □ио |
| | NONFULFILLMENT OF REQUIREMENTS. | REVISION | ☐ YES | or | □ ио |
| DN(LOCAL) | Since the District will conduct less-than-annual reviews of eligible teachers, a cross reference will be added to this policy. | REVISION | ☐ YES | or | □ № |



| CODE | RECOMMENDATION | ACTION | DISTRI | CT'S RI | ESPONSE |
|-------------|--|----------|--------|---------|---------|
| DNA(LOCAL) | The provisions for conducting less-than-annual reviews of eligible teachers will be added. | REVISION | ☐ YES | or | □ № |
| | At PDAS WITH CAMPUS OPTION, an exception to annual appraisals will be added for eligible teachers | REVISION | ☐ YES | or | ☐ NO |
| | At SCHEDULE LIMITATIONS, "TAAS" will be changed to "state-mandated examinations." | REVISION | YES | or | □ № |
| DP(LOCAL) | Since the District wishes to require only the number of years as a classroom teacher that SBEC now requires for principal certification, item 6 will be deleted. | REVISION | ☐ YES | or | □ ио |
| DPB(LOCAL) | The first paragraph will be deleted. | REVISION | ☐ YES | or | □ NO |
| | At SELECTION, "on the approved substitute list" will be deleted. | REVISION | ☐ YES | or | □ № |
| | At TEACHER JOB SHARING | | | | |
| | Item 2 will be deleted. | REVISION | ☐ YES | or | □ № |
| | At item 8 on page 2, eligibility will be limited to those working more than 20 hours. | REVISION | ☐ YES | or | □ио |
| EC(LOCAL) | This policy is unnecessary and will be deleted. | DELETION | ☐ YES | or | ☐ NO |
| ED(LOCAL) | This policy is unnecessary and will be deleted. | DELETION | ☐ YES | or | ☐ NO |
| EEA(LOCAL) | This policy does not reflect current practice and will be deleted. | DELETION | ☐ YES | or | □ № |
| EEJB(LOCAL) | The text at RETESTING will be added. At FEES requirements will be added for: | REVISION | ☐ YES | or | □ № |
| | A deposit. | REVISION | ☐ YES | or | ☐ NO |
| | Examinations for courses not offered by the district. Additional criteria will be added for: | REVISION | ☐ YES | or | □ NO |
| | • Grades 1-5. | REVISION | ☐ YES | or | ☐ NO |
| | • Grades 6–12. | REVISION | ☐ YES | or | ☐ NO |
| | At KINDERGARTEN ACCELERATION on page 2, item 2 will be revised. | REVISION | ☐ YES | or | □ NO |



| CODE | RECOMMENDATION | ACTION | DISTRICT'S RESPONSI | | |
|--------------|--|----------------------|---------------------|----------|------|
| EFA(LOCAL) | In the first paragraph, the board's authority to determine and approve the curriculum and instructional program has been deleted, indicating that the board's authority applies to instructional resources only. | REVISION | ☐ YES | or | □ NO |
| | Since an "appropriate subject/program coordinator or director" would not always be included in the committee, those positions will be deleted at INSTRUCTIONAL RESOURCES. | REVISION | ☐ YES | or | □ ио |
| | In the same paragraph, the designation of the chairperson will be deleted. | REVISION | ☐ YES | or | □ № |
| | At OBJECTIVES, the word "texbooks" will be deleted. The text on page 2 at WEEDING will be deleted. | REVISION REVISION | ☐ YES | or or | □ NO |
| | At FORMAL CONSIDERATION, "and sign" will be added. | REVISION | ☐ YES | or | □ ио |
| EFA(EXHIBIT) | This exhibit will be replaced with the more recent TASB version. | REVISION | ☐ YES | or | □ ио |
| EFAA(LOCAL) | The minimum and maximum number of committee members will be deleted from the fourth paragraph. | REVISION | ☐ YES | or | □ ио |
| EFB(LOCAL) | The first three paragraphs of this policy are unnecessary and will be deleted. | REVISION | ☐ YES | or | □ № |



| CODE | RECOMMENDATION | ACTION | DISTRIC | T'S RE | SPONSE |
|-----------|--|-----------------|---------|--------|--------|
| EG(LOCAL) | At CURRICULUM DEVELOPMENT AND REVIEW, state and national standards will be added. Throughout the policy the term "standard" will replace previous terms. | REVISION | ☐ YES | or | □ NO |
| | The list at CURRICULUM PHILOSOPHY will be deleted, except that items 1 and 4 will be incorporated into a new paragraph. | REVISION | ☐ YES | or | □ NO |
| | At THE PLANNED AND WRITTEN CURRICULUM on page 2: | | | | |
| | The second sentence will be deleted. | REVISION | ☐ YES | or | ☐ NO |
| | The second paragraph will be revised. | REVISION | ☐ YES | or | ☐ NO |
| | Item 1 will be deleted. | REVISION | ☐ YES | or | ☐ NO |
| | Items 2 and 3 will be revised. | REVISION | ☐ YES | or | ☐ NO |
| | At THE TAUGHT CURRICULUM: | | | | |
| | The second paragraph will be revised. | REVISION | ☐ YES | or | ☐ NO |
| | "Handbooks" will be changed to "documents." | REVISION | ☐ YES | or | ☐ NO |
| | Item 3 in the first list will be deleted. | REVISION | ☐ YES | or | □ ио |
| | The two paragraphs following the list will be deleted. | REVISION | ☐ YES | or | ☐ NO |
| | • Items 1, 7, and 8 in the list on page 4 will be revised. | REVISION | ☐ YES | or | □ ио |
| | Item 10 will be deleted. | REVISION | ☐ YES | or | □ ио |
| | The paragraph following the list will be revised. | REVISION | ☐ YES | or | □ ио |
| | At THE TESTED CURRICULUM—EVALUATION, the first two paragraphs will be revised. | REVISION | YES | or | □ ио |
| | At ROLES AND RESPONSIBILITIES: BOARD on page 5, the final sentence will be deleted. | REVISION | YES | or | □ № |
| | At SUPERINTENDENT AND DISTRICT STAFF, "master" will be changed to "strategic" long-range plan. | REVISION | YES | or | □ ио |
| | At PRINCIPALS, the second sentence will be deleted. Minor editing has also been done throughout the policy. | REVISION | YES | or | □ ио |
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| CODE | RECOMMENDATION | ACTION | DISTRIC | T'S RE | SPONSE |
|-------------|--|----------|---------|--------|--------|
| EI(LOCAL) | The first paragraph will be changed to eliminate the practice of issuing certificates of coursework completion. At AWARD OF CREDIT: | REVISION | ☐ YES | or | □ № |
| | Trimester will be changed to semester. | REVISION | ☐ YES | or | ☐ NO |
| | New text will address students such as those who are migrant or homeless. | REVISION | ☐ YES | or | □ № |
| EIAB(LOCAL) | The text regarding make-up work following an unex- cused absence will be deleted. | REVISION | YES | or | □ № |
| | The text at TRUANCY will be deleted. | REVISION | ☐ YES | or | ☐ NO |
| EIC(LOCAL) | The opening sentence is no longer necessary and will be deleted. | REVISION | ☐ YES | or | □ № |
| | Throughout the policy, "trimester" will be changed to "semester." | REVISION | ☐ YES | or | □ № |
| | The changes that became effective for entering freshmen in the 2005-06 school year will be added at: | | | | |
| | CLASS RANK CALCULATION on page 2. | REVISION | ☐ YES | or | □ NO |
| | WEIGHTS. | REVISION | ☐ YES | or | □ NO |
| | Also at WEIGHTS: | | _ | | _ |
| | The Modified category in both charts will be changed to Basic. | REVISION | YES | or | □ № |
| | Local credit courses will be added at Basic in the chart at 2005–06 SCHOOL YEAR. | REVISION | ☐ YES | or | □ № |



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|------------|--|-----------------|---------|--------|--------|
| EIE(LOCAL) | At KINDERGARTEN, the specific reading assessment standards will be addressed in administrative regulations. | REVISION | ☐ YES | or | □ № |
| | At GRADE 1, the reading performance standards required for promotions will be specified in administrative regulations. | REVISION | ☐ YES | or | □ № |
| | At GRADES $2-5$, the grade of "C" will be changed to "70." | REVISION | ☐ YES | or | □ № |
| | At GRADES 6-8: | | | | |
| | "C" will be changed to "70." | REVISION | ☐ YES | or | ☐ NO |
| | A grade of 70 will be required in three of the following areas: language art, mathematics, social studies, and science. | REVISION | ☐ YES | or | □ № |
| | The placement statement will be deleted in favor of the text at ASSIGNMENT OF RETAINED STUDENTS on page 3. | REVISION | ☐ YES | or | □ № |
| | At TRANSFER STUDENTS on page 3, the second paragraph, regarding the former GPC's decision, will be deleted. | REVISION | ☐ YES | or | □ № |
| EIF(LOCAL) | The margin note at OTHER PHYSICAL ACTIVITY PROGRAMS will be changed to OFF-CAMPUS PHYSICAL EDUCATION. | REVISION | ☐ YES | or | □ № |
| | In that paragraph, approval by the Commissioner of Education will be changed to District-level approval. Note, however, that the district must still apply to the commissioner for approval—see EIF(LEGAL). The text at TRANSFER STUDENTS will be deleted. | | | | |
| FDA(LOCAL) | At EXCEPTIONS, "semester" will be changed to "year." | REVISION | ☐ YES | or | ☐ NO |
| | At WAIVERS on page 2, "or designee" will be added. | REVISION | ☐ YES | or | ☐ NO |
| | The text at REVOCATION will be added. | REVISION | ☐ YES | or | ☐ NO |



| CODE | RECOMMENDATION | ACTION | DISTRICT'S RESPON | | |
|-------------|---|------------------|-------------------|----|------|
| FDB(LOCAL) | Item 1 will be revised to include only the beginning date for accepting transfer applications and the parental notification date. | REVISION | ☐ YES | or | □ № |
| FEF(LOCAL) | At PRIVATE LESSONS, "approval from the principal" will be replaced with "in accordance with District procedures? | REVISION | ☐ YES | or | □ NO |
| | Should this be in accordance with written District procedures as with OFF-CAMPUS COURSES? | REVISION | ☐ YES | or | □ № |
| | New text will be added at OFF-CAMPUS COURSES. | REVISION | ☐ YES | or | □ ио |
| FFA(LOCAL) | Since the District does not have a health services program, this policy will be deleted. | DELETION | ☐ YES | or | □ № |
| FFAD(LOCAL) | The text at HEAD LICE will be added. | REVISIONS | ☐ YES | or | ☐ NO |
| FFC(LOCAL) | This new policy will identify the liaison for students who are homeless. | ADDITION | ☐ YES | or | □ NO |
| FG(LOCAL) | This policy will be deleted in favor of UIL rules. | DELETION | ☐ YES | or | □ № |
| FJ(LOCAL) | In the first paragraph, prior approval will be changed from the administration to the principal. | REVISION | ☐ YES | or | □ № |
| | In the second paragraph, approval will be changed from the Superintendent to the principal or designee. | REVISION | ☐ YES | or | □ № |
| FMD(LOCAL) | This policy will be deleted in favor of administrative regulations. | DELETION | YES | or | □ № |
| FMH(LOCAL) | With this revision, students will not be permitted to participate in graduation if they have not passed the exitlevel testing. | REVISION | YES | or | □ № |
| FNF(LOCAL) | The first two paragraphs at LOCKERS AND VEHICLES will be deleted. | REVISION | ☐ YES | or | □ NO |
| | The Text at DESKS AND LOCKERS will be added. | REVISION | ☐ YES | or | ☐ NO |
| | The first two paragraphs at VEHICLES will be added. | REVISION | ☐ YES | or | ☐ NO |
| | The text at NOTICE OF METAL DETECTOR SEARCHES on page 2 will be added. | REVISION | ☐ YES | or | □ № |



| CODE | RECOMMENDATION | ACTION | DISTRIC | T'S RE | SPONSE |
|-------------|--|-----------------|---------|--------|--------|
| FO(LOCAL) | At STUDENT CODE OF CONDUCT, "distributed" will be changed to "made available." | REVISION | ☐ YES | or | □ № |
| | The text will be revised on page 2 to prohibit CORPO-RAL PUNISHMENT. | REVISION | ☐ YES | or | □ № |
| | The text at VIDEO/AUDIO MONITORING will be added. | REVISION | ☐ YES | or | ☐ NO |
| GBBA(LOCAL) | In the second paragraph at NEWS RELEASES: | | | | |
| | The word "campus" will be deleted. | REVISION | ☐ YES | or | ☐ NO |
| | "Or designee" will be added. | REVISION | ☐ YES | or | ☐ NO |
| | At BROADCAST OF SCHOOL EVENTS, approval will changed to the Superintendent or designee. | REVISION | ☐ YES | or | □ № |
| GKC(LOCAL) | The "principal's office" will be changed to the "campus office." | REVISION | ☐ YES | or | □ № |
| GNE(LOCAL) | This policy is neither necessary nor reflective of current practice; it will be deleted. | DELETION | ☐ YES | or | □ № |
| Adoption | Has the Board taken action on the policy revisions? NOTE: Board action is not necessary for regulations or exhibits. | ADOPTION | ☐ YES | or | □ № |
| Binders | We will order new binders for the District at a cost of \$17 per binder. | ORDER | ☐ YES | or | □ № |
| Reprint | When the revisions to the manual are completed we will print four copies of the manual through Update 76 at a cost of approximately \$99 per manual. | ORDER | ☐ YES | or | □ ио |
| | NOTE: For districts that have Policy on Line, we recommend only a copy for the Superintendent and, if a different person, the policy contact. | | | | |