

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.				



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	□ №



CODE	RECOMMENDATION	ACTION	DISTRIC	T'S RE	SPONSE
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
	g				



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	□ №



CODE	RECOMMENDATION	ACTION	DISTRIC	T'S RE	SPONSE
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.				