



## ALEDO ISD BOARD MEETING TEMPLATE

**MEETING DATE:** August 18, 2014

**AGENDA ITEM:** Action LOCAL Board Policy Updates

**PRESENTER:** Kathy Allen

### **ALIGNS TO BOARD PRIORITIES(S):**

- Safety – The District will maintain a safe and orderly environment.
- Continuous Improvement – The District shall establish systems and processes to evaluate organizational effectiveness and customer satisfaction.
- Human Resources – The District shall recruit, hire, train, and retain a highly qualified staff.
- Learning – The District will provide an aligned, rigorous curriculum, with instructional and technology programs preparing students to meet or exceed all educational standards.
- Parents/Community – Parents and member of the community will have meaningful opportunities to participate in the education processes of the Aledo ISD.

### **BACKGROUND INFORMATION:**

- Update 100 includes twenty-five policies that are recommended for revision to remain in compliance with recent legislative changes.
- Nine of these new policies are LOCAL and sixteen are LEGAL.
- C Policy: Business and Support Services
  - CKE(LOCAL) – This policy clarifies that the district employs and commissions police officers. It also addresses the officer's authority within the jurisdiction of the district, whether on or off duty. Police officer authority language was written in broader categories to provide greater flexibility to the district. An additional recommendation includes changing the video monitoring language to reflect that video equipment will be used at police stops *if available*. A new provision also references the COMPLAINT process required by law for district police officers.
  - CPC(LOCAL) – The statutory reference to the law addressing officers for public information has been updated in this policy.
  - CRD(LOCAL) – TASB's recommended deletions provide flexibility for the district to determine contributions to health insurance premiums based on TRS membership, rather than part-time or full-time status. The change is more consistent with state law.
- D Policy: Personnel
  - DCB(LOCAL) – Language outlining Chapter 21 contracts and SBEC certification requirements has been revised. Speech therapist are now referred to as a language pathologist therapist.

- DCD(LOCAL) – TASB recommends replacing the list of categories of employees that the district hires on an at-will basis with a statement that personnel not hired under a contract shall be employed on an at-will basis. Other provisions were recommended for deletion because the material is covered at other policy codes.
- DCE(LOCAL) – Based on the district’s responses to the Policy Services survey in June 2014, TASB has listed the positions to which the district consistently gives NON-CHAPTER 21 CONTRACTS. TASB also recommends to delete the provision on reasonable assurance which is addressed at CRF(LOCAL).
- F Policy – Students
  - FDA(LOCAL) – Revisions based on this policy are based on a recent Commissioner decision, *Child v. Skidmore -Tynan Independent School District*, in which the Commissioner determined that, under the Texas Education code, inter-district transfers must be for a period of one year. However, text was added at TRANSFER AGREEMENTS explaining if a transfer student violates the district’s rules and regulations, the district may take the conduct into account in approving a transfer for the following school year.
  - FL(LOCAL) – A change recommended on page 3 at ACCESS BY SCHOOL OFFICIALS, clarifies that a district’s school resource officers are considered “school officials” for purposes of FERPA.
- G Policy- Community and Governmental Relations
  - GKB(LOCAL) – This policy recommends extensive revisions recommended to clarify the district’s authority to accept or reject requests for ADVERTISING. A definition of “advertising” has been added to exclude public recognition of donors or sponsors.

**ADMINISTRATIVE CONSIDERATIONS:** Consider Approval of Update 100

**FISCAL NOTE:** None

**ADMINISTRATIVE RECOMMENDATIONS:** Administration recommends the Board approve Update 100 as written and presented.

(LOCAL) Policy Action List

ALEDO ISD(184907) - Update / LDU 100

CKE(LOCAL): SAFETY PROGRAM/RISK MANAGEMENT - SECURITY PERSONNEL

CPC(LOCAL): OFFICE MANAGEMENT - RECORDS MANAGEMENT

CRD(LOCAL): INSURANCE AND ANNUITIES MANAGEMENT - HEALTH AND LIFE INSURANCE

DCB(LOCAL): EMPLOYMENT PRACTICES - TERM CONTRACTS

DCD(LOCAL): EMPLOYMENT PRACTICES - AT-WILL EMPLOYMENT

DCE(LOCAL): EMPLOYMENT PRACTICES - OTHER TYPES OF CONTRACTS

FDA(LOCAL): ADMISSIONS - INTERDISTRICT TRANSFERS

FL(LOCAL): STUDENT RECORDS

GKB(LOCAL): COMMUNITY RELATIONS - ADVERTISING AND FUND RAISING IN THE SCHOOLS

**DISTRICT POLICE  
DEPARTMENT  
BOARD  
RESPONSIBILITY**

To ensure sufficient security and protection of students, staff, and property, the Board **authorizes**~~shall authorize~~ the formation of a District police department **and shall employ and commission police officers.**

**SUPERVISORY  
AUTHORITY**

The chief of police shall be accountable **to** and **shall** report to the Superintendent. In accordance with law, the Superintendent **shall**~~may~~ not delegate this supervisory responsibility.

**JURISDICTION**

The jurisdiction of police officers shall include all territory within District boundaries, as well as all real and personal property outside the boundaries of the District that is owned, leased, or rented by the District, or is otherwise under the District's control.

**POLICE AUTHORITY**

Police officers employed by the District shall have **all** the powers, privileges, and immunities of police officers on or off duty **within the jurisdiction of the District. District police.**~~Police~~ officers shall have the authority to:

- 1. Protect the safety and welfare of any person in the jurisdiction of the District and protect the property of the District.**
- ~~4. Enforce all laws, including municipal ordinances, county ordinances, and state laws, applicable sections of the Texas Education Code.~~
- 2. Prevent** and investigate violations of law **as needed. In doing so,**~~ordinances, or District policy that occur on District property, in school zones and at bus stops, or at District police officers may serve~~ functions; that involve District vehicles or buses; or that involve offenses against the District or against District employees or Board members serving in their official capacities.
- ~~3.2. Serve~~ search warrants in connection with District-related investigations ~~and arrest warrants~~ in compliance with the Texas Code of Criminal Procedure.
- ~~4. Take juveniles into custody as provided by the Texas Family Code.~~
- ~~5.3.~~ Arrest suspects consistent with state and federal statutory and constitutional standards governing arrests, including arrests without warrant, for offenses that occur in the officer's presence or under the other rules set out in the Texas Code of Criminal Procedure.
- ~~6. Coordinate~~ Patrol streets in connection with the performance of duties provided by this policy and engage in traffic on-

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SAFETY PROGRAM/RISK MANAGEMENT  
SECURITY PERSONNEL

CKE  
(LOCAL)

~~enforcement activities on streets, highways, and roadways within the jurisdiction set out by this policy.~~

- ~~7. Engage in activities and programs approved by the Superintendent designed to prevent or deter crimes against District property or District employees, students, and visitors.~~
- ~~8. Carry weapons as directed by the chief of police and approved by the Superintendent.~~
- ~~9. Assist in providing traffic and parking control at athletic events, at school closings or openings, or at any other time deemed necessary by the Superintendent to ensure the safety and welfare of students, staff, and District patrons.~~
- ~~10. Enforce laws relating to the safe operation of school buses or other District vehicles.~~
- ~~11.4. As appropriate, coordinate~~ and cooperate with commissioned officers of all other law enforcement agencies in the enforcement of this policy **as necessary**.
- 5. Enforce District policies on District property, in school zones, at bus stops, or at District functions.**
- ~~12.6.~~ Investigate violations of District **policy**, rules, and regulations as requested by the **Superintendent**~~District administration~~ and participate in administrative hearings concerning the alleged violations.
- 7. Carry weapons as directed by the chief of police and approved by the Superintendent.**
- 8. Carry out all other duties as directed by the chief of police or Superintendent.**
- ~~13. District police officers shall enforce~~ **Participate in judicial proceedings.**
- ~~14.9. Enforce~~ all laws, including municipal ordinances, county ordinances, and state laws within another law enforcement agency's jurisdiction while temporarily assigned to **the other**~~that~~ agency.

**TEMPORARY  
ASSIGNMENT**

LIMITATIONS ON  
NONSCHOOL  
EMPLOYMENT

No officer commissioned under this policy shall provide law enforcement or security services for an outside employer without prior written approval from the chief of police and Superintendent.

RELATIONSHIP WITH  
OUTSIDE AGENCIES

The District's police department and the law enforcement agencies with which it has overlapping jurisdiction shall enter into a memorandum of understanding that outlines reasonable communication and coordination efforts among the department and the agencies.

DATE ISSUED: ~~7/22/17~~2014  
**UPDATE 100**~~LDU-2014.04~~ CKE(LOCAL)-  
**A\***

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SAFETY PROGRAM/RISK MANAGEMENT  
SECURITY PERSONNEL

CKE  
(LOCAL)

|                               |   |
|-------------------------------|---|
|                               | <p>The chief of police and the Superintendent shall review the memorandum of understanding at least once every year. The memorandum of understanding shall be approved by the Board.</p>  |
| USE OF FORCE                  | <p><del>The use of force, including deadly force, shall be authorized only when reasonable and necessary.</del></p>   |
| HOT PURSUIT                   | <p><del>Officers shall not engage in high-speed chases or the hot pursuit of suspected offenders in a motor vehicle when the immediate danger to the public or the officer created by the pursuit exceeds the immediate or potential danger presented by the offenders remaining at large.</del></p>  |
| VIDEO MONITORING              | <p><del>If available, video</del> Video equipment shall be used on a District police car for safety purposes whenever the flashing lights on <del>the</del> car are in use.</p>   |
| NOTICE                        | <p><del>Students and parents shall be notified regarding the use of video cameras on District police cars.</del></p>  |
| USE OF RECORDINGS             | <p><del>Recordings shall be reviewed by the chief of police and the Superintendent whenever the conduct of an officer or the subject of a police stop is in question.</del></p>   |
| ACCESS TO RECORDINGS          | <p>Recordings shall <b>be considered law enforcement records, shall</b> remain in the custody of the chief of police, and shall be maintained as required by <b>the department regulations manual and</b> law. A parent or student who wishes to view a video recording in response to disciplinary action taken against the student may request such access under the procedures set out by law. [See FL(LEGAL)]</p> |
| OFFICER TRAINING              | <p>All District officers shall receive at least the minimum amount of continuing education required by the Texas Commission on Law Enforcement (TCOLE).</p>   |
| DEPARTMENT REGULATIONS MANUAL | <p>To carry out the provisions in this policy, the police department shall compile and maintain a manual that describes and sets forth operational procedures, rules, and regulations pertaining to the administration of police services. The chief of police and the Superintendent shall review the manual annually and make any appropriate revisions.</p>  |
| RACIAL PROFILING              | <p>The chief of police shall develop and implement <b>regulations</b><del>rules</del> to ensure compliance with state law regarding racial profiling. Police officers employed by the District shall not initiate any law enforcement action based on an individual's race, ethnicity, or national origin.</p>  |

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SAFETY PROGRAM/RISK MANAGEMENT  
SECURITY PERSONNEL

CKE  
(LOCAL)

USE OF FORCE

The use of force, including deadly force, shall be authorized only when reasonable and necessary, as outlined in the department regulations manual.

**HIGH-SPEED PURSUIT**

Officers shall not engage in high-speed chases in a motor vehicle when the immediate danger to the public or the officer created by the pursuit exceeds the immediate or potential danger presented by the offenders remaining at large. Guidelines for high-speed pursuits shall be addressed in the department regulations manual.

**COMPLAINTS**

Complaints against a District police officer shall be in writing on a form provided by the District and shall be signed by the person making the complaint. In accordance with law, the District shall provide to the police officer a copy of the complaint. [See COMPLAINTS AGAINST PEACE OFFICERS at CKE(LLEGAL)]

Appeals regarding this complaint process shall be filed in accordance with DGBA, FNG, or GF, as appropriate.

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OFFICE MANAGEMENT  
RECORDS MANAGEMENT

CPC  
(LOCAL)

The Superintendent shall oversee the performance of records management functions prescribed by state and federal law:

- Records Management Officer, as prescribed by Local Government Code 203.023
- Records Administrator, as prescribed by Local Government Code 176.001 and 176.007 [See BBFA and CHE]
- Officer for Public Information, as prescribed by Government Code 552.201–~~.205204~~ [See GBAA]
- Public Information Coordinator, as prescribed by Government Code 552.012 [See BBD]

DOCUMENT  
DESTRUCTION  
PRACTICES

The District shall follow its records management program regarding document destruction. However, the District shall preserve documents, including electronically stored information, and suspend routine record destruction practices as applicable according to procedures developed by the records management officer:-

1. In the event of pending or reasonably anticipated litigation;
2. In the event of an investigation by a federal agency or department or any bankruptcy case; or
3. In the event of a public information request.

Notification shall be given to appropriate staff of any applicable obligations to suspend routine record destruction practices.

~~WEBSITE~~WEB SITE  
POSTINGS

The District's records management program shall address the length of time documents will be posted on the District's ~~website~~Web site when the law does not specify a posting period.



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INSURANCE AND ANNUITIES MANAGEMENT  
HEALTH AND LIFE INSURANCE

CRD  
(LOCAL)

DISTRICT  
CONTRIBUTION

The Board annually shall determine the District's contribution to employee health insurance premiums as part of the budget development and adoption process. ~~For purposes of the District contribution to employees' health insurance premiums, the Board may distinguish between full-time and part-time employees, as those terms are defined for other benefits.~~

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]

The District shall not otherwise expend public funds for group health insurance coverage of an employee who is not on paid leave status. However, an employee who is not on paid leave status or FMLA leave shall be allowed to continue group health insurance coverage, at his or her own expense, for the period specified in the District's group health insurance plan.

DATE ISSUED: ~~6/7/22/2014~~2006  
UPDATE 10078  
CRD(LOCAL)-A

ADOPTED:

1 of 1

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EMPLOYMENT PRACTICES  
TERM CONTRACTS

DCB  
(LOCAL)

**AFTER ANY  
APPLICABLE  
PROBATIONARY  
CONTRACT PERIOD  
REQUIRED BY THE  
DISTRICT,  
TERM  
CERTIFICATION  
REQUIRED BY SBEC**

~~Term~~ contracts governed by Chapter 21 of the Education Code (educator term contracts) shall be provided to **any employees in positions required by law to receive such contracts, including:**

1. SBEC-certified employees serving full-time as **principals, assistant principals, teachers, school counselors, diagnosticians, librarians, and athletic directors;** ~~principals, assistant principals, teachers, school counselors, diagnosticians, librarians, and athletic directors;~~ and
2. Full-time nurses.

**EMPLOYEES  
INCERTIFICATION  
REQUIRED BY THE  
DISTRICT**

~~Educator term contracts shall be provided also to persons in the following~~ positions for which the District requires current SBEC certification **shall also receive term contracts.** ~~deputy superintendent, executive director of professional development, executive director of curriculum, director of special programs, coordinator of student services and safety, and instructional technology specialist.~~

**NO CERTIFICATION  
REQUIRED  
REQUIREMENT**

~~Educator~~ **In addition, educator** term contracts shall **also** be provided for the following positions for which neither SBEC nor the District requires current SBEC certification: **speech language pathologist therapists,** occupational therapists, chief financial officer.

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EMPLOYMENT PRACTICES  
AT-WILL EMPLOYMENT

DCD  
(LOCAL)

**Personnel not hired under a contract shall be employed on an at-will basis.**

**[For information regarding contractual employment, see DCA, DCB, DCC, and DCE, as appropriate]**

~~Personnel employed on an at-will basis include but are not limited to employees in the following categories: business manager, instructional aides, clerical employees, maintenance and custodial employees, transportation employees, food service employees, and technology support employees.~~

~~ASSIGNMENT AND  
EVALUATION~~

~~The Superintendent or designee has sole authority to notify employees of assignments, compensation rates, and conditions of employment.~~

~~Evaluation of at-will employees shall be conducted by the principal or supervisor in accordance with administrative procedures. [See DN]~~

~~REASONABLE  
ASSURANCE OF  
EMPLOYMENT~~

~~At-will employees in positions normally requiring less than 12 months of service annually and who are expected to report to work at the beginning of the following school session shall be provided a letter of reasonable assurance of employment. [See CRF]~~

DISMISSAL

At-will employees may be dismissed at any time for any reason not prohibited by law or for no reason, as determined by the needs of the District. At-will employees who are dismissed shall receive pay through the end of the last day worked.

APPEAL TO BOARD

A dismissed employee may request to be heard by the Board in accordance with DGBA(LOCAL).

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EMPLOYMENT PRACTICES  
OTHER TYPES OF CONTRACTS

DCE  
(LOCAL)

NON-CHAPTER 21  
CONTRACTS

The ~~District shall~~**Board may** employ **on non-Chapter 21** ~~by written contract personnel not eligible for a contract under Chapter 21 of the Education Code.~~ Such contracts, ~~shall not~~ **to** be governed by ~~the provisions of~~ Chapter 21 of the Education Code. ~~.-~~

REASONABLE  
ASSURANCE OF  
EMPLOYMENT

The District shall provide an employee a letter of reasonable assurance of employment if a new contract is not issued prior to the last working day of the current contract and the employee is reasonably expected to report to work at the beginning of the following ~~positions: occupational therapist, director of human resources, and licensed professional counselor.~~ **academic term.**

APPEAL OF  
EMPLOYMENT  
ACTIONS

An employee may appeal discharge during the contract period in accordance with DCE(LEGAL).

An employee whose contract is not reissued at the end of the contract period may appeal to the Board in accordance with DGBA(LOCAL).

**NO INTERDISTRICT  
TRANSFERS**

A nonresident student shall not be permitted to attend District schools except as provided below.

~~TRANSFER  
REQUESTS~~  
**EXCEPTIONS**

A resident student who becomes a nonresident during the course of a semester shall be permitted to continue in attendance for the remainder of the semester.

~~STUDENTS WHO  
BECOME  
NONRESIDENTS~~

-A student who has completed his or her junior year and becomes a nonresident shall be permitted to continue in attendance for his or her senior year tuition-free. Siblings of the senior student shall also be allowed to continue enrollment through the end of the school year tuition-free.

CHILDREN OF  
NONRESIDENT  
EMPLOYEES

Any nonresident full-time District employee or any part-time professional District 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.

**TRANSFER  
AGREEMENTS**

A transfer student shall be notified in the written transfer agreement that he or she must follow all rules and regulations of the District **Violation of the terms of the agreement may result in a transfer request not being approved the following year, 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 shall be set in accordance with the written transfer agreement.**

~~REVOCATION OF  
TRANSFER~~

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

APPEALS

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

COMPREHENSIVE  
SYSTEM

The Superintendent or designee shall develop and maintain a comprehensive system of student records and reports dealing with all facets of the school program operation and shall ensure through reasonable procedures that records are accessed by authorized persons only, as allowed by this policy. These data and records shall be stored in a safe and secure manner and shall be conveniently retrievable for use by authorized school officials.

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 [CPCGBA](#)]

CUSTODIAN OF  
RECORDS

The principal is custodian of all records for currently enrolled students. The principal is the custodian of records for students who have withdrawn or graduated. The student handbook made available to all students and parents shall contain a listing of the addresses of District schools, as well as the Superintendent's business address.

TYPES OF EDUCATION  
RECORDS

The record custodian 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]

STUDENT RECORDS

FL  
(LOCAL)

- 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. Records pertaining to student and parent complaints.
16. Other records that may contribute to an understanding of the student.

ACCESS BY PARENTS

The District shall make a student's records available to the student's parents, as permitted by law. The records custodian or designee shall use reasonable procedures to verify the requestor's identity before disclosing student records containing personally identifiable information.

Records may be reviewed in person during regular school hours without charge upon written request to the records custodian. For in-person viewing, the records custodian or designee shall be available to explain the record and to answer questions. The confidential nature of the student's records shall be maintained at all times, and records to be viewed shall be restricted to use only in the Superintendent's, principal's, or counselor's office, or other restricted area designated by the records custodian. The original copy of the record or any document contained in the cumulative record shall not be removed from the school.

Copies of records are available at a per copy cost, payable in advance. Copies of records must be requested in writing. Parents may be denied copies of records if they fail to follow proper procedures or pay the copying charge. If the student qualifies for free or reduced-price lunches and the parents are unable to view the rec-

ords during regular school hours, upon written request of a parent, one copy of the record shall be provided at no charge.

A parent may continue to have access to his or her child's records under specific circumstances after the student has attained 18 years of age or is attending an institution of postsecondary education. [See FL(LEGAL)]

ACCESS BY SCHOOL  
OFFICIALS

A school official shall be allowed access to student records if he or she has a legitimate educational interest in the records.

For the purposes of this policy, "school officials" shall include:-

1. An employee, **Board member**~~trustee~~, or agent of the District, including an attorney, a consultant, a contractor, a volunteer, **a school resource officer**, and any outside service provider used by the District to perform institutional services.
2. An employee of a cooperative of which the District is a member or of a facility with which the District contracts for placement of students with disabilities.
3. A contractor retained by a cooperative of which the District is a member or by a facility with which the District contracts for placement of students with disabilities.
4. A parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

All contractors provided with student records shall follow the same rules as employees concerning privacy of the records and shall return the records upon completion of the assignment.

A school official has a "legitimate educational interest" in a student's records when he or she is:-

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities;
3. Compiling statistical data;
4. Reviewing an education record to fulfill the official's professional responsibility; or
5. Investigating or evaluating programs.



STUDENT RECORDS

FL  
(LOCAL)

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.

For purposes of a student's enrollment or transfer, the District shall promptly forward in accordance with the time line provided in law education records upon request to officials of other schools or school systems in which the student intends to enroll or enrolls. [See FD(LEGAL), REQUIRED DOCUMENTATION] The District may return an education record to the school identified as the source of the record.

RECORDS  
RESPONSIBILITY FOR  
STUDENTS IN SPECIAL  
EDUCATION

The director of special programs shall be responsible for ensuring the confidentiality of any personally identifiable information in records of students in special 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 office.

PROCEDURE TO  
AMEND RECORDS

Within 15 District business 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 District business 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 District business 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 District business 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.

STUDENT RECORDS

FL  
(LOCAL)

SCHOOL-  
SPONSORED  
PURPOSES

For the following school-sponsored purposes—all District publications and announcements—directory information shall include student name; address; telephone listing; electronic mail address; photograph; date and place of birth; 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.

ALL OTHER  
PURPOSES

For all other purposes, directory information shall include student name and grade level.

STUDENT RECORDS

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COMMUNITY RELATIONS  
ADVERTISING AND FUND RAISING IN THE SCHOOLS

GKB  
(LOCAL)

PROMOTIONAL  
ACTIVITIES

School facilities shall not be used to advertise, promote, sell tickets, or collect funds for any nonschool-related purpose without prior approval of the Superintendent or designee. ~~Nonschool-related organizations may use school facilities only in accordance with GKD.~~

**[For information relating to nonschool use of facilities, see GKD.]**

ADVERTISING

**For purposes of this policy, "advertising" shall mean a communication designed to attract attention or patronage by the public or school community and communicated through means under the control of the District in exchange for consideration to the District. "Advertising" does not include public recognition of donors or sponsors who have made contributions, financial or otherwise, to the District or school support organizations.**

Advertising shall be accepted solely for the purpose of **generating revenue for** ~~covering the District cost of providing materials and equipment,~~ not for the purpose of establishing a forum for communication. The District **shall retain** ~~retains~~ final editorial authority to accept or reject submitted advertisements in a manner consistent with the First Amendment. **The District shall retain the authority to determine the size and location of any advertising. The District shall also reserve the right to reject advertising that is inconsistent with federal or state law, Board policy, District or campus regulations, or curriculum, as well as any content the District determines has a reasonable likelihood of exposing the District to controversy, litigation, or disruption.**

**Acceptance of advertising shall not constitute District approval or endorsement of any product, service, organization, or issue referenced in the advertising, nor shall acceptance of advertising from a vendor determine whether the District will purchase goods or services from the vendor through the District's formal procurement process.**

**[For information relating to school-sponsored publications, see FMA.]** ~~[See FMA regarding school-sponsored publications]~~

DATE ISSUED: ~~7/22/2014~~ ~~1/2002~~  
UPDATE ~~10068~~  
GKB(LOCAL)-A

ADOPTED:

1 of 1