

# Explanatory Notes

## TASB Localized Policy Manual Update 83

District: Wylie ISD-Taylor County

BBB (LEGAL) BOARD MEMBERS  
ELECTIONS

Beginning on page 2, clarifications have been made at ELECTION ORDER and ELECTION NOTICE to highlight the separate requirements for each.

Provisions prohibiting the expenditure of district funds for POLITICAL ADVERTISING and ELECTIONEERING have been repeated at this code to ensure they are considered when engaging in election-related activities. These provisions are also found at CCA(LEGAL).

Two expired provisions have been deleted from this code. One provision exempted trustee elections from the requirements listed at VOTERS WITH DISABILITIES, while the other authorized the school district to adopt a resolution changing the length of trustee terms. If your district adopted a resolution to change its trustee terms, please contact your policy consultant/analyst so that we may update your BBB(LOCAL) policy accordingly.

BBG (LEGAL) BOARD MEMBERS  
COMPENSATION AND EXPENSES

Several areas of responsibility previously assigned to the Texas Building and Procurement Commission were moved to the comptroller during the 80<sup>th</sup> Legislative Session. Changes at this code reflect the comptroller's new responsibility of negotiating the contract for TRAVEL SERVICES in which board members may participate.

CCF (LEGAL) LOCAL REVENUE SOURCES  
LOANS AND NOTES

Included at this code is an existing statutory provision expanding which school districts may issue, sell, and deliver certain SHORT-TERM OBLIGATIONS AND CREDIT AGREEMENTS.

CCG (LEGAL) LOCAL REVENUE SOURCES  
AD VALOREM TAXES

As authorized by a constitutional amendment approved by voters in May 2007, HB 5 changes the calculation used to determine the limitation on tax increases for persons 65 and over or disabled persons. (See OTHER LIMITATIONS on page 8.) This bill provides tax relief to these persons by reducing the amounts they are obligated to pay in proportion to the recent school tax rate reductions implemented by the 79<sup>th</sup> Legislature, 3<sup>rd</sup> called session.

CLB (LEGAL) BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT  
MAINTENANCE

HB 2458, effective September 1, 2007, abolished the Structural Pest Control Board and transferred those responsibilities to the Texas Department of Agriculture. References in this code to the Structural Pest Control Board have been changed accordingly.

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CMD (LEGAL) EQUIPMENT AND SUPPLIES MANAGEMENT  
INSTRUCTIONAL MATERIALS CARE AND ACCOUNTING

The scope of this policy has been broadened to include TEXTBOOK FUNDING provisions, previously located at EFAA(LEGAL). A provision on certification of textbooks and a provision on the distribution of instructional materials to special education students have been moved to EFAA, which now includes all material on selection and adoption of textbooks.

COB (LEGAL) FOOD SERVICES MANAGEMENT  
FREE AND REDUCED-PRICE FOOD PROGRAM

Administration of the summer lunch program was moved from the Texas Health and Human Services Commission to the Texas Department of Agriculture (TDA) by HB 4062, effective June 15, 2007. A school district seeking a waiver from the requirement to provide a summer lunch program must now work with TDA and TEA.

CRG (LEGAL) INSURANCE AND ANNUITIES MANAGEMENT  
DEFERRED COMPENSATION AND ANNUITIES

General authorization for school districts to enter into deferred compensation agreements and salary reduction agreements for plans governed by Sections 457 and 403(b) of the Internal Revenue Code have been added to this policy.

See the explanatory notes at DEA(LEGAL) and DEA(LOCAL) for more information on deferred compensation.

D (LEGAL) PERSONNEL

The D section table of contents has been revised to reflect the new subtitle of DIA: Freedom from Discrimination, Harassment, and Retaliation.

DAA (LEGAL) EMPLOYMENT OBJECTIVES  
EQUAL EMPLOYMENT OPPORTUNITY

Prompted by our focus in this update on harassment and discrimination issues, we have added definitions of the two types of discrimination. DISPARATE TREATMENT occurs when a district's practices are overtly discriminatory. DISPARATE IMPACT occurs when a district's practices are neutral on their face but have a discriminatory effect.

We have also added to this policy a statement from the U.S. Supreme Court case *Price Waterhouse v. Hopkins* prohibiting an employer from evaluating employees on the basis of GENDER STEREOTYPES. (See page 3.) Such conduct is considered illegal sex discrimination.

See the explanatory notes at DIA(LOCAL) and FFH(LOCAL) for more information on discrimination, harassment, and retaliation involving district employees and students.

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### DAA (LOCAL) EMPLOYMENT OBJECTIVES EQUAL EMPLOYMENT OPPORTUNITY

The contact information for the Title IX and ADA/Section 504 coordinators has been moved to DIA(LOCAL) so that persons with complaints about discrimination, harassment, or retaliation can more easily identify to whom they should make a report. Please delete this DAA(LOCAL) policy, no longer in use.

### DEA (LEGAL) COMPENSATION AND BENEFITS SALARIES AND WAGES

New IRS rules are reflected at ANNUALIZED COMPENSATION on page 6. The IRS rules address tax consequences for employees who receive deferred compensation that is not part of a qualified plan, including any arrangement that provides for the payment of compensation in a year later than the year in which the compensation was earned. Therefore, the new rules affect school district employees who work less than 12 months but are paid on an annualized basis.

To avoid the assessment of tax penalties against district employees, a district that annualizes compensation must make a formal election to pay employees on an annualized basis and provide employees with a clear notice of the payment arrangements before the school year begins. To ensure that all employees receive timely and appropriate notice, we have added an annualized salary provision at DEA(LOCAL), included in this update. See the explanatory note below.

### DEA (LOCAL) COMPENSATION AND BENEFITS SALARIES AND WAGES

As indicated at DEA(LEGAL), new IRS rules require districts that annualize compensation for employees who work less than 12 months a year to make a formal election to pay employees on an annualized basis and provide employees with a clear notice of the payment arrangements before the employee begins work for this school year. Failure to make the election and provide notice to employees by this deadline may result in a substantial tax liability to the employee. Therefore, it is critical that the district adopt this policy or otherwise make the election and provide notice to employees before they report to work for the 2008–09 school year. The provision added at this code requires the district to pay all salaried employees over 12 months, regardless of the number of months the employee works. (See ANNUALIZED SALARY REQUIRED.)

Also added to this policy is a provision on EARLY SEPARATION explaining how payment will be made to a salaried employee who separates from employment before the end of the 12-month payment period. If the employee separates from service before the last day of instruction, the district must pay the employee a lump sum for all money due in the employee's final paycheck. If a salaried employee separates from employment on or after the last day of instruction, the district must continue the regularly scheduled 12-month payments during the summer unless the employee is retiring under the Texas Teacher Retirement System (TRS). Retiring employees will be paid out in a lump sum with an appropriate deduction for insurance premiums if the employee is eligible and elects to continue insurance coverage during the summer. This exception has been included in the policy since salary payments to the employee may affect when the employee is eligible to begin receiving TRS pension checks.

If your district would prefer to pay employees a lump sum regardless of when the employee separates from service, contact your policy consultant/analyst for alternative text.

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### DEC (LEGAL) COMPENSATION AND BENEFITS LEAVES AND ABSENCES

The National Defense Authorization Act of 2008 amended the Family and Medical Leave Act (FMLA) to:

- Permit an employee to take up to 12 weeks of FMLA leave because of a "qualifying exigency" caused by a spouse, child, or parent's active military duty or deployment. The term "qualifying exigency" has not yet been defined by federal regulation, but is generally understood to include urgent situations caused by deployment, discharge, or leave from active service. (See FAMILY, MEDICAL, OR MILITARY EXIGENCY LEAVE beginning on page 4.)
- Establish SERVICEMEMBER FAMILY LEAVE, which would allow an employee to take leave to care for a servicemember who has incurred a serious injury or illness in the line of duty. This new type of leave may be taken if the injured servicemember is the employee's spouse, child, parent, or next of kin and may be taken only one time for up to 26 weeks.

Under both types of leave, an employee may take leave on an intermittent basis. As with other leave under the FMLA, a school district may limit leave if the district employs both spouses and may require the employee to provide appropriate certification. Corresponding changes to local policies have not been included in this update so that we may incorporate provisions when the currently pending regulations have been finalized and adopted.

At STATE LEAVE FOR MEMBER OF MILITARY OR RESCUE TEAM, on page 15, members of state or federally authorized urban search and rescue teams are now eligible for fifteen days of paid leave if absent from employment for authorized training or active duty. This change is from the 80<sup>th</sup> Legislative Session, SB 11, effective September 1, 2007.

### DEE (LEGAL) COMPENSATION AND BENEFITS EXPENSE REIMBURSEMENT

The provisions at this code have been revised to reflect the comptroller's new responsibility of negotiating the contract for TRAVEL SERVICES in which district employees may participate.

### DF (LEGAL) TERMINATION OF EMPLOYMENT

In accordance with new Texas Administrative Code provisions, the superintendent must notify SBEC if he or she obtains or has knowledge of information indicating that a certificate holder solicited or engaged in sexual conduct or a romantic relationship with a student or minor or if the certificate holder was terminated for this reason. The Administrative Code contains an extensive definition of "solicitation of a romantic relationship," included in this policy beginning on page 4.

### DGBA (LOCAL) PERSONNEL-MANAGEMENT RELATIONS EMPLOYEE COMPLAINTS/GRIEVANCES

This policy has been extensively revised as follows:

- The list of COMPLAINTS to which the policy may apply has been deleted in favor of a clear statement that the policy applies to all complaints except those specifically exempted from the policy.
- Cross-references to other grievance procedures have been updated to reflect coding changes prompted by redevelopment of the manual's discrimination, harassment, and retaliation policies.

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- The district's RESPONSE to a Level One or Level Two hearing is timely if it is postmarked by U.S. Mail on or before the response deadline. Previously, a response was considered timely if it was postmarked by the deadline and received by the employee within three days of the response deadline, which led to disputes about when the employee received the response.
- At REPRESENTATIVE, it is now clearly stated that the district may be represented by counsel at any level of the process.
- Provisions regarding submission of documents by the employee and administration have been clarified. The provision prohibiting employees from submitting additional documents after the Level One conference remains unchanged. Administrators, however, may investigate the complaint as appropriate and consider any relevant documents or information that will help resolve the complaint, even if those documents were not submitted by the complainant for the Level One conference. The employee may access any documents the administrator considers by requesting a copy of the record, and the employee may respond to the documents or information at the next appeal level. If the administration intends to rely on new evidence at the Level Three hearing, the administration must provide notice of the nature of that evidence to the employee in advance of the hearing. These provisions allow the administration flexibility in gathering information in order to resolve the complaint.
- Appeal of the Level One grievance must be filed within ten days of the date of the written response. If no response is issued, the employee has ten days from the response deadline to file an appeal. Appeals of Level Two grievances follow the same deadlines.
- Upon the filing of a LEVEL TWO appeal, the Level One administrator must forward the record to the next level. The list of documents to include in the record is provided. The employee may request a copy of the record; this ensures that the employee has access to any documents relied upon by the administrator in making the decision. An identical procedure applies when an employee appeals a Level Two decision.
- Details have been added regarding the presentation of the complaint before the board at LEVEL THREE.

Similar changes have been made to FNG(LOCAL), addressing student and parent complaints, and GF(LOCAL), addressing complaints by the public. See the explanatory notes for those policies below.

DIA            (LEGAL)            EMPLOYEE WELFARE  
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND  
RETALIATION

We have added to the **Note** at the beginning of this policy a reference to DAA(LEGAL) for information on discrimination and retaliation.

DIA            (LOCAL)            EMPLOYEE WELFARE  
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND  
RETALIATION

Prompted by suggestions from the Office for Civil Rights, we have redeveloped and broadened the scope of this policy to address discrimination, harassment, and retaliation involving employees. Relevant provisions from other codes have been incorporated here to provide a single policy to consult when an allegation is made that an employee has experienced prohibited conduct.

Significant changes are noted below:

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- The term “employees” to whom the policy applies now includes former employees and applicants for employment, giving these individuals the right to make a report and have their complaints investigated. (See the **Note** on page 1.)
- A general STATEMENT OF NONDISCRIMINATION prohibits discrimination, harassment, and retaliation. Definitions for this conduct have been added and/or revised so that employees can easily identify such conduct.
- Based on the *Price Waterhouse* case added at DAA(LEGAL), which found that evaluation of employees on the basis of gender stereotypes constitutes illegal sex discrimination, we have added gender identity to the list of EXAMPLES under HARASSMENT.
- To ensure that all allegations of PROHIBITED CONDUCT (defined by the policy to include discrimination, harassment, and retaliation) are addressed, the policy requires employees to follow prescribed reporting procedures and the district to follow prescribed investigation procedures, even if the alleged conduct does not rise to the level of unlawful conduct.
- REPORTING PROCEDURES have been clarified: An employee may make a report to his or her supervisor, campus principal, or one of the district officials listed in the policy, which includes the Title IX coordinator, ADA/Section 504 coordinator, and superintendent. Contact information for these individuals is included in the policy. If this information is no longer accurate, please contact your policy consultant/analyst.
- Moved from DAA is a provision on RECORDS RETENTION specifying that copies of reports, investigation reports, and related records must be kept for at least three years.

Similar changes have been made at FFH(LOCAL). See the explanatory note below.

DMA (LEGAL) PROFESSIONAL DEVELOPMENT  
REQUIRED STAFF DEVELOPMENT

Effective with the 2008–09 school year, SB 82 requires each coach, trainer, extracurricular sponsor, band director, and team physician to complete an EXTRACURRICULAR ACTIVITY SAFETY TRAINING program. The superintendent must maintain records of compliance with this new training requirement. The UIL may impose sanctions against a campus that is out of compliance.

For students participating in extracurricular activities, see the explanatory note at FM(LEGAL) for safety training requirements.

DPB (LEGAL) PERSONNEL POSITIONS  
SUBSTITUTE, TEMPORARY, AND PART-TIME POSITIONS

A provision from SB 9 has been added to this policy requiring a school district to conduct a CRIMINAL HISTORY REVIEW of substitute teachers through the Department of Public Safety's criminal history clearinghouse. Criminal history information on currently employed substitutes must be reviewed by TEA by September 1, 2011. TEA has already begun contacting some districts to obtain required information.

EFAA (LEGAL) INSTRUCTIONAL MATERIALS SELECTION AND ADOPTION  
TEXTBOOK SELECTION AND ADOPTION

We have deleted textbook funding provisions from this code, since they are included at CMD(LEGAL). This code now focuses on selection and adoption of textbooks.

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In addition, changes to the textbook selection process from HB 188, effective June 16, 2007, are now reflected in this policy:

- The State Board of Education may adopt a SUPPLEMENTAL TEXTBOOK LIST, which may include textbooks that are not on the conforming or nonconforming lists.
- If a district purchases a supplemental textbook for a course in the foundation curriculum, the district must certify to TEA that the supplemental textbook, in combination with any other textbooks or supplemental textbooks, covers each of the TEKS for the course. (See FOUNDATION TEXTBOOKS.)

EFB (LEGAL) INSTRUCTIONAL RESOURCES  
LIBRARY MEDIA PROGRAMS

We are sending for inclusion in the district's manual this legally referenced material containing existing statutory provisions on joint library facilities.

EHAC (LEGAL) BASIC INSTRUCTIONAL PROGRAM  
REQUIRED INSTRUCTION (SECONDARY)

New PHYSICAL ACTIVITY REQUIREMENTS for middle school students have been included in this legally referenced material. These requirements, from SB 530, effective for the 2008–09 school year, require students in grades six through eight to participate in physical activity for 30 minutes per day or, if the district uses block scheduling, for a total of 225 minutes in a two-week period. School districts must provide certain exemptions. In addition, the commissioner may adopt rules permitting exemptions for students who participate in school-related activities or activities sponsored by private leagues or clubs. Text from the Texas Administrative Code requiring a school district to adopt a policy on physical activity exemptions for middle school students has been deleted. The SBOE, which authorized these deleted Administrative Code provisions, no longer has the authority to promulgate rules on this issue.

Also effective for the 2008–09 school year is a requirement for a school district to include in its high school health curriculum the parenting and paternity awareness program developed by the SBOE. This provision comes from HB 2176 and is included at item 7 under GRADES 9–12 COURSE OFFERINGS on page 2.

EHAC (LOCAL) BASIC INSTRUCTIONAL PROGRAM  
REQUIRED INSTRUCTION (SECONDARY)

As stated above, the Texas Administrative Code provision requiring a school district to adopt a local policy on middle school physical activity exemptions has been deleted from the law. If the commissioner adopts rules allowing school districts to implement physical activity exemptions for middle school students who participate in school-related activities or activities sponsored by private leagues or clubs, those exemptions will not need to be included in the policy manual.

EHBC (LEGAL) SPECIAL PROGRAMS  
COMPENSATORY/ACCELERATED SERVICES

School districts must now provide an ACCELERATED READING INSTRUCTION PROGRAM, as appropriate, to students who are given the seventh grade reading assessment. This provision, from HB 2237, can be found on page 6.

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### EHBE (LEGAL) SPECIAL PROGRAMS BILINGUAL EDUCATION/ESL

SB 1871 adds detailed PEIMS REPORTING REQUIREMENTS for bilingual education and special language programs effective with the 2008–09 school year.

### EIC (LEGAL) ACADEMIC ACHIEVEMENT CLASS RANKING

Provisions on AUTOMATIC ADMISSION TO INSTITUTION OF HIGHER EDUCATION have been modified by HB 3826, effective with admissions for the 2008–09 academic year. In addition to existing criteria, for a student to obtain automatic admission, the student must now complete the Recommended or Advanced/Distinguished Achievement High School Program, unless the required courses are not available to the student, or must achieve certain scores on the ACT or SAT assessment instruments.

As reflected at CLASS RANK, CERTAIN PROGRAMS, on page 2, a school board may treat certain magnet, academy, or other special programs as a separate high school for class rank purposes. The detailed specifications of this provision limit its application to only a few districts.

### EIF (LEGAL) ACADEMIC ACHIEVEMENT GRADUATION

New Texas Administrative Code provisions, effective November 11, 2007, regarding GRADUATION OF SPECIAL EDUCATION STUDENTS, are reflected in this legally referenced material beginning on page 4. Special education students may be awarded a regular high school diploma under one of three options: by completing the state's or district's curriculum and credit requirements, by completing specific requirements consistent with the student's IEP, or by completing IEP requirements and exceeding the age limit to be eligible for services.

### F (LEGAL) STUDENTS

We have changed the subtitle of FFH from Freedom from Harassment to Freedom from Discrimination, Harassment, and Retaliation to accommodate the expanded scope of that code and have added a new code addressing bullying at FFI (Freedom from Bullying). The F section table of contents has been updated accordingly.

### FB (LOCAL) EQUAL EDUCATIONAL OPPORTUNITY

To comply with the recommendation from the Office for Civil Rights to create a single policy code to address COMPLAINTS of discrimination, harassment, and retaliation, students are now directed to FFH(LOCAL) to report any allegations. See the explanatory note for that policy below.





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### FL (LOCAL) STUDENT RECORDS

Based on material published by the Family Policy Compliance Office, the federal office that administers FERPA, we have added a provision at ACCESS BY SCHOOL OFFICIALS to allow a school district to share student education records with parents or students who serve on a district committee. This situation may occur when a parent serves on the language proficiency assessment committee for a student who is not the parent's child.

### FM (LEGAL) STUDENT ACTIVITIES

SB 82, effective with the 2008–09 school year, adds several safety-related provisions to this policy:

- Students participating in ATHLETIC ACTIVITIES and their parents must complete UIL FORMS providing medical history and acknowledging UIL rules.
- School districts must post NOTICES with contact information for complaints about student athletic activities and provide to students and parents copies of certain Education Code provisions and the UIL parent information manual.
- Students participating in extracurricular athletic activities must complete extracurricular SAFETY TRAINING similar to the training that staff must complete, as described in the explanatory note for DMA(LEGAL) above. The same sanction provisions and recordkeeping requirements apply.
- Coaches, trainers, and sponsors of extracurricular activities may not permit or encourage unreasonably dangerous athletic techniques and must take certain SAFETY PRECAUTIONS, as reflected on page 2.

### FNC (LOCAL) STUDENT RIGHTS AND RESPONSIBILITIES STUDENT CONDUCT

The list of student BEHAVIORAL STANDARDS addressed in other codes now includes a reference to the new policy on bullying. See the explanatory note at FFI(LOCAL) above.

### FNCE (LEGAL) STUDENT CONDUCT TELECOMMUNICATIONS DEVICES

In preparation for emergency situations, the legislature amended the DEFINITION of a paging device to exclude an amateur radio under the control of an operator who holds an amateur radio station license issued by the Federal Communications Commission. Districts that choose to prohibit possession of paging devices on school property or at school events as stated in the Student Code of Conduct may no longer include these amateur radios in their restrictions.

### FNCG (LEGAL) STUDENT CONDUCT WEAPONS

Deleted from this policy are provisions from the Penal Code related to the possession of weapons on district property. These provisions are already included in the manual at GKA(LEGAL). Retained at this policy and revised for clarity is the Education Code provision that requires expulsion for students who possess, use, or exhibit weapons on school property or while attending a school activity on or off school property.

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FNG (LOCAL) STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

As with DGBA(LOCAL), above, this code has been extensively revised as follows:

- Application of the policy has been clarified by the addition of a clear statement that the policy applies to all complaints except those specifically exempted from the policy.
- Cross-references to other grievance procedures have been updated to reflect coding changes prompted by redevelopment of the manual's bullying, discrimination, harassment, and retaliation policies.
- The district's RESPONSE to a Level One or Level Two hearing is timely if it is postmarked by U.S. Mail on or before the response deadline. Previously, a response was considered timely if it was postmarked by the deadline and received by the student or parent within three days of the response deadline, which led to disputes about when the response was received.
- At REPRESENTATIVE, the policy clearly states that the district may be represented by counsel at any level of the process.
- Provisions regarding submission of documents by students, parents, and the administration have been clarified. The provision prohibiting students and parents from submitting additional documents after the Level One conference remains unchanged. Administrators, however, may investigate the complaint as appropriate and consider any relevant documents or information that will help resolve the complaint, even if those documents were not submitted by the complainant for the Level One conference. The parent or student may access any documents the administrator considers by requesting a copy of the record and may respond to the documents or information at the next appeal level. If the administration intends to rely on new evidence at the Level Three hearing, the administration must provide notice of the nature of that evidence to the student or parent in advance of the hearing. These provisions allow the administration flexibility in gathering information in order to resolve the complaint.
- Appeal of the Level One grievance must be filed within ten days of the date of the written response and is no longer dependent on the date the student or parent receives the response. If no response is issued, the complainant has ten days from the response deadline to file an appeal. Appeals of Level Two grievances follow the same deadlines.
- Upon the filing of a LEVEL TWO appeal, the Level One administrator must forward the record to the next level. The list of documents to include in the record is provided in the policy. The student or parent may request a copy of the record; this ensures that students and parents have access to any documents relied upon by the administrator in making the decision. An identical procedure applies when there is an appeal of a Level Two decision.
- Details have been added regarding the presentation of the complaint before the board at LEVEL THREE.

Similar changes have been made to DGBA(LOCAL), addressing employee complaints, and GF(LOCAL), addressing complaints by the public. See the explanatory notes for these policies.

FO (LOCAL) STUDENT DISCIPLINE

This policy has been revised throughout for clarity.



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- Throughout the policy, provisions regarding submission of documents by the individual and administration have been clarified. The provision prohibiting the individual from submitting additional documents after the Level One conference remains unchanged. Administrators, however, may investigate the complaint as appropriate and consider any relevant documents or information that will help resolve the complaint, even if those documents were not submitted by the complainant for the Level One conference. The complainant may access any documents the administrator considers by requesting a copy of the record and may respond to the documents or information at the next appeal level. If the administration intends to rely on new evidence at the Level Three hearing, the administration must provide notice of the nature of that evidence to the individual in advance of the hearing. These provisions allow the administration flexibility in gathering information in order to resolve the complaint.
- Appeal of the Level One grievance must be filed within ten days of the date of the written response and is no longer dependent on the date the individual receives the response. If no response is issued, the individual has ten days from the response deadline to file an appeal. Appeals of Level Two grievances follow the same deadlines.
- Upon the filing of a LEVEL TWO appeal, the Level One administrator must forward the record to the next level, including any recording of the conference. The list of documents to include in the record is provided in the policy. The individual may request a copy of the record; this ensures that individuals have access to any documents relied upon by the administrator in making the decision. An identical procedure applies when there is an appeal of a Level Two decision.
- Details have been added regarding the presentation of the complaint before the board at LEVEL THREE.

Similar changes have been made to DGBA(LOCAL), addressing employee complaints, and FNG(LOCAL), addressing parent and student complaints. See the explanatory notes for those policies above.