

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
CREDENTIALS AND RECORDS

DBA
(LOCAL)

PROPOSED REVISIONS

Note: The District's innovation plan may be found at: <http://www.southsanisd.net/Page/5705>. This local policy has been revised in accordance with the District's innovation plan.

UPDATING
CREDENTIALS

All employees who have earned certificates, endorsements, or degrees of higher rank since the previous school year shall file with the District:

1. An official college transcript showing the highest degree earned and date conferred.
2. Proof of the certificate or endorsement.

CONTRACT
PERSONNEL

The Superintendent or designee shall ensure that contract personnel possess valid credentials before issuing contracts.

STATE CERTIFICATION

The District shall make every effort to hire teachers with appropriate state certification. However, in hard-to-fill positions, the District shall be exempt from state certification requirements.

All employees issued a local teaching certificate will be provided a comprehensive professional development plan to address the following: classroom management, TEKS, relationship building, as well as all of the required professional development provided to new teachers..

SOCIAL SECURITY
NUMBER

The District shall not use an employee's social security number as an employee identifier, except for tax purposes [see DC]. In accordance with law, the District shall keep an employee's social security number confidential.

PROPOSED REVISIONS 5-31-2017
DBA(LOCAL)-A to X

PROPOSED REVISIONS

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SUPERINTENDENT'S AUTHORITY

All personnel are employed subject to assignment and reassignment by the Superintendent or designee when the Superintendent determines that the assignment or reassignment is in the best interest of the District. Reassignment shall be defined as a transfer to another position, department, or facility that does not necessitate a change in the employment contract of a contract employee. Any change in an employee's contract shall be in accordance with policy DC.

Any employee may request reassignment within the District to another position for which he or she is qualified.

CAMPUS ASSIGNMENTS

The principal's criteria for approval of campus assignments and reassignments shall be consistent with District policy regarding equal opportunity employment, and with staffing patterns approved in the District and campus plans. [See BQ series] In exercising their authority to approve assignments and reassignments, principals shall work cooperatively with the central office staff to ensure the efficient operation of the District as a whole.

The Superintendent shall have the authority to approve a written request by the principal for an individual without the requisite state certification in a particular subject area to teach one or more highly specialized or hard-to fill Career and Technical Education (CTE) and elective courses in accordance with the District's innovation plan. Core subject course requests (Math, English, Science, and Social Studies) would require approval of the Board of Trustees. [See DBA and EHDD].

ASSIGNMENT OF RELATIVES

Persons related by blood or marriage may be assigned to the same building but shall not be assigned to a position where one might be the evaluator or supervisor of the other.

SUPPLEMENTAL DUTIES

Non-contractual supplemental duties for which supplemental pay is received may be discontinued by either party at any time. An employee who wishes to relinquish a paid supplemental duty may do so by notifying the Superintendent or designee in writing. Paid supplemental duties are not part of the District's contractual obligation to the employee, and an employee shall hold no expectation of continuing assignment to any paid supplemental duty.

ASSIGNMENT AND SCHEDULES

DK
(LOCAL)

WORK CALENDARS
AND SCHEDULES

Subject to the Board-adopted budget and compensation plan and in harmony with employment contracts, the Superintendent shall determine required work calendars for all employees. [See DC, EB]

Daily time schedules for all employees shall be determined by the Superintendent or designee and principals.

ADD POLICY

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CLASS-SIZE RATIO

The District shall be exempt from provisions in state law requiring a district not to enroll more than 22 students in a class, kindergarten–grade 4.

Any classrooms exceeding the 22:1 ratio by 1-2 students will require the approval of the Superintendent. The Superintendent shall notify the Board when a kindergarten-grade 4 class enrollment exceeds 22 students. Any classrooms exceeding the 22:1 ratio by three or more students shall require the approval of the Board of Trustees. At any time, the Board may request the Superintendent bring the exemptions for Board approval.

PROPOSED REVISIONS

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The District has waived provisions in state law denying credit or a final grade to a student in kinder through grade 12 who did not attend class 90 percent of the days the class is offered due to extenuating circumstances and other educational factors.

Campus attendance committees will hear petitions for class credit or a final grade by students who have not met the 90% rule and have not earned a class credit or a final grade due to extenuating circumstances and other educational factors.

~~This policy shall apply to a student who has not been in attendance for 90 percent of the days the class is offered.~~

~~CONSIDERATION OF ALL ABSENCES~~

~~All absences shall be considered in determining whether a student has attended the required percentage of days under this policy.~~

~~ATTENDANCE COMMITTEES~~

~~The Board shall establish an attendance committee or as many committees as necessary for efficient implementation of Education Code 25.092.~~

~~The Superintendent or designee shall make the specific appointments in accordance with legal requirements.~~

~~PARENTAL NOTICE OF EXCESSIVE ABSENCES~~

~~A student and the student's parent or guardian shall be given written notice prior to and at such time when a student's attendance in any class drops below 90 percent of the days the class is offered.~~

~~METHODS FOR REGAINING CREDIT OR AWARDING A FINAL GRADE~~

~~When a student's attendance drops below 90 percent but remains at least at 75 percent of the days the class is offered, the student may earn credit for the class or a final grade by completing a plan approved by the principal. This plan must provide for the student to meet the instructional requirements of the class as determined by the principal.~~

ATTENDANCE
ATTENDANCE FOR CREDIT

FEC
(LOCAL)

~~If the student fails to successfully complete the plan, or when a student's attendance drops below 75 percent of the days the class is offered, the student, parent, or representative may request award of credit or a final grade by submitting a written petition to the appropriate attendance committee.~~

ATTENDANCE
ATTENDANCE FOR CREDIT

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(LOCAL)

~~Petitions for credit or a final grade may be filed at any time the student receives notice but, in any event, no later than 30 days after the last day of classes.~~

~~The attendance committee shall review the student's entire attendance record and the reasons for absences and shall determine whether to award credit or a final grade. The attendance committee may also, whether a petition is filed or not, review the records of all students whose attendance drops below 90 percent of the days the class is offered.~~

~~Students who have lost credit or have not received a final grade because of excessive absences may regain credit or be awarded a final grade by fulfilling the requirements established by the attendance committee.~~

~~PERSONAL ILLNESS~~

~~When a student's absence for personal illness exceeds three consecutive days, the principal or attendance committee may require that the student present a statement from a physician or health clinic verifying the illness or condition that caused the student's extended absence from school as a condition of classifying the absence as one for which there are extenuating circumstances.~~

~~If a student has established a questionable pattern of absences, the principal or attendance committee may require that a student present a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances.~~

~~GUIDELINES ON EXTENUATING CIRCUMSTANCES~~

~~The attendance committee shall adhere to the following guidelines to determine attendance for award of credit or a final grade:~~

~~DAYS OF ATTENDANCE~~

~~1.If makeup work is completed satisfactorily, excused absences that are allowed under compulsory attendance requirements shall be considered days of attendance for award of credit or final grade. [See FEA(LEGAL) at EXCUSED ABSENCES FOR COMPULSORY ATTENDANCE DETERMINATIONS]~~

~~TRANSFERS / MIGRANT STUDENTS~~

~~2.A transfer or migrant student incurs absences only after his or her enrollment in the District.~~

~~DOCUMENTATION~~

~~3. The committee shall consider the acceptability and authenticity of documented reasons for the student's absences.~~

~~CONSIDERATION OF CONTROL~~

~~4. The committee shall consider whether the absences were for reasons out of the student's or parent's control.~~

~~STUDENT'S ACADEMIC RECORD~~

~~5. The committee shall consider whether or not the student has completed assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.~~

~~INFORMATION FROM STUDENT OR PARENT~~

~~6. The student or parent shall be given an opportunity to present any information to the committee about the absences and to discuss ways to earn or regain credit or be awarded a final grade.~~

~~BEST INTEREST STANDARD~~

~~In reaching consensus regarding a student's absences, the committee shall attempt to ensure that its decision is in the best interest of the student. The Superintendent or designee shall develop administrative regulations addressing the committee's documentation of the decision.~~

~~IMPOSING CONDITIONS FOR AWARDED CREDIT or a final grade~~

~~The committee may impose any of the following conditions for students with excessive absences to regain credit or be awarded a final grade:~~

- ~~1. Completing additional assignments, as specified by the committee or teacher.~~
- ~~2. Attending tutorial sessions as scheduled, which may include Saturday classes or before and after school programs.~~
- ~~3. Maintaining the attendance standards for the rest of the semester.~~
- ~~4. Taking an examination to earn credit. [See EHDB] 5.~~
 - ~~—Attending a flexible school day program.~~
- ~~6. Attending summer school.~~
- ~~7. Completing independent study courses. 8.~~
 - ~~—Completing a student contract.~~

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~~9. Working on other activities deemed appropriate.~~

~~In all cases, the student must also earn a passing grade in order to receive credit.~~

APPEAL PROCESS

~~A parent or student may appeal the decision of the attendance committee in accordance with FNG(LOCAL).~~