

ADD POLICY

In accordance with state law, the District has completed all requirements for designation as an innovation district.

The District's innovation plan can be found at <http://www.south-sanisd.net/Page/5705>.

Exemptions

- *TEC §25.0811 and §25.0812*
First day of Instruction and Last Day of Instruction

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.

SCHOOL CALENDAR The Superintendent shall be authorized to approve variations from the Board-adopted school calendar, as necessary.

SCHOOL CLOSURE The Board delegates to the Superintendent the authority to close schools for reasons of public health and safety.

SCHOOL YEAR The District shall annually determine the first and last days of instruction.

**DOI Committee and DEIC
Recommendations for Guidelines on Exemption:**

***TEC §25.0811 and §25.0812
First day of Instruction and Last Day of Instruction***

DOI Committee Recommendations for local guidelines:

The District Educational Improvement Council, comprised of teachers, administrators, support personnel, parents, and business and community leaders, serves as the District's calendar committee. This committee will develop several instructional calendar options and recommend a preferred option to the Superintendent. The Superintendent will then make a recommendation to the Board of Trustees. In developing calendar options, the Committee will utilize the flexibility of having more local control on the school start date.

DEIC Recommendations for local guidelines:

No changes to DOI recommendations.

Exemptions

- *TEC §25.092 Minimum Attendance for Class Credit or Final Grade*

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.

The District has waived provisions in state law denying credit or a final grade to a student in kindergarten through grade 12 who has not attended class 90 percent of the days the class is offered.

~~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.~~

~~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

FEC
(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 AWARDING 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.~~

ATTENDANCE
ATTENDANCE FOR CREDIT

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(LOCAL)

~~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).~~

**DOI Committee and DEIC
Recommendations for Guidelines on Exemption:**

***TEC §25.092
Minimum Attendance for Class Credit or Final Grade***

DOI Committee Recommendations for local guidelines:

No recommendations made for local guidelines.

DEIC Recommendations for local guidelines:

The District Educational Improvement Council (DEIC) will develop an Attendance Committee Appeal process to effectively and efficiently provide targeted guidance and support for campuses. The DEIC will also develop a process to address those students who are able to complete the requirements of a respective course in less time.

Exemptions

- *TEC §25.081 Minimum Minutes of Instruction-
75,600 minutes/year, 420 Minutes/Day*

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.](http://www.southsanisd.net/Page/5705)

LOSS OF CLASS TIME

The District shall not remove a student from a regularly scheduled class for tutoring or test preparation for more than ten percent of the school days on which the class is offered without a parent's written consent.

MINUTES OF
INSTRUCTION

[The Board-adopted school calendar shall provide 75,600 instructional minutes in accordance with state law. As a district of innovation, the District is exempt from state laws requiring an instructional day of seven hours or 420 minutes.](#)

INTERRUPTIONS

The District shall limit nonacademic activities that interrupt and distract from the academic process and shall enforce the following restrictions:

1. Announcements, other than emergency announcements, shall be made over the public address system only once during the school day.
2. Selling or solicitation shall not be permitted during class time. [For fund-raising activities, see FJ]

**DOI Committee and DEIC
Recommendations for Guidelines on Exemption:**

TEC §25.081

Minimum Minutes of Instruction- 75,600 minutes/year, 420 Minutes/Day

DOI Committee Recommendations for local guidelines:

No recommendations made for local guidelines.

DEIC Recommendations for local guidelines:

The district will establish a local committee comprised of various stakeholders (e.g., teachers, campus administrators, district staff) to develop and recommend an Alternative Education Program Plan to best meet the needs of students who are at risk of dropping out. Customized learning plans for each student will be developed by Campus-level administration in collaboration with District-level administration.

Exemptions

- *TEC §21.003 and TEC §21.051 Certification and Required Field-based Experience*

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.](http://www.southsanisd.net/Page/5705)

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.](#)

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

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.

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 courses in accordance with the District's innovation plan. [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

Noncontractual 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.

WORK CALENDARS AND SCHEDULES

Subject to the Board-adopted budget and compensation plan and in harmony with employment contracts, the Superintendent shall

ASSIGNMENT AND SCHEDULES

DK
(LOCAL)

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.

DOI Committee and DEIC Recommendations for Guidelines on Exemption:

TEC §21.003 and TEC §21.051 Certification and Required Field-based Experience

DOI Committee Recommendations for local guidelines:

The campus principal may submit to the Superintendent a request to allow a teacher to teach a course in a highly specialized or hard-to-fill area. The superintendent will make a determination as to whether the applicant is qualified to teach such a course or vocational skill through a local teaching certificate. Local teaching certificates will be for one year. The employee will receive a non-Chapter 21 contract. The Superintendent will then report this action to the Board of Trustees.

DEIC Recommendations for local guidelines:

The campus principal may submit to the Superintendent a request to allow a ~~teacher~~ **non-certified applicant** to teach a course in a highly specialized or hard-to-fill area. The superintendent will make a determination as to whether the applicant is qualified to teach such a course or vocational skill through a local teaching certificate. Local teaching certificates will be for one year. The employee will receive a non-Chapter 21 contract. **The Superintendent will approve all local teaching certificates for highly specialized or hard-to-fill Career and Technical Education (CTE) and elective courses.** The Superintendent will then report this action to the Board of Trustees. **All highly specialized or hard-to-fill core subject course (Math, English, Science, Social Studies) requests would require approval of the Board of Trustees.**

Exemptions

- *TEC §25.112 and §25.1113 Class Size and Notice of Class Size*

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.

The Superintendent shall notify the Board when a kindergarten–grade 4 class enrollment exceeds 22 students.

DOI Committee and DEIC Recommendations for Guidelines on Exemption:

TEC §25.112 and §25.1113 Class Size and Notice of Class Size

DOI Committee Recommendations for local guidelines:

South San Antonio ISD strives to adhere to the current Texas Education Code (TEC), §25.112 of the 22:1 ratio in grades K-4. The District requests flexibility to make the best possible decisions regarding the academic and emotional needs of our students. In the event a classroom exceeds the 22:1 ratio in grades K-4, campus and district administration in collaboration with the teacher would request an exemption from the Superintendent of Schools. The Superintendent will then report to the Board of Trustees the number of exemptions granted. At any time, the Board may request that the Superintendent bring the exemptions for Board approval.

DEIC Recommendations for local guidelines:

South San Antonio ISD strives to adhere to the current Texas Education Code (TEC), §25.112 of the 22:1 ratio in grades K-4. The District requests flexibility to make the best possible decisions regarding the academic and emotional needs of our students. In the event a classroom exceeds the 22:1 ratio in grades K-4, campus and district administration, in collaboration with the teacher, would request an exemption from the Superintendent of Schools. **Any classrooms exceeding the 22:1 ratio by 1-2 students will require the approval of the Superintendent.** The Superintendent will then report to the Board of Trustees the number of exemptions granted. **Any classrooms exceeding the 22:1 ratio by three or more students will require the approval of the Board of Trustees.** At any time, the Board may request that the Superintendent bring the exemptions for Board approval.

Exemptions

- *TEC §29.151 Free Kindergarten*

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.

PERSONS AGE 21
AND OVER

The District shall admit persons between 21 and 26 years of age for the purpose of completing the requirements for a high school diploma.

~~The District shall not admit into its public schools any person age 21 or over unless otherwise required by law.~~

UNDERAGE
KINDERGARTEN
ADMISSION

In accordance with the District's innovation plan, the District shall admit students to Kindergarten who are younger than age 5 on September 1 who meet foundation school program requirements for admission or who meet locally developed eligibility requirements. The District shall admit qualified students without charging admission.

REGISTRATION
FORMS

The student's parent, legal guardian, or other person having lawful control shall annually complete and sign appropriate registration forms. A student who has reached age 18 shall be permitted to complete and sign these forms.

PROOF OF
RESIDENCY

At the time of initial registration and on an annual basis thereafter, the parent, guardian, or other person having lawful control of the student under order of a court shall present proof of residency in accordance with administrative regulations developed by the Superintendent. The District may investigate stated residency as necessary.

MINOR LIVING APART
PERSON STANDING
IN PARENTAL
RELATION

A minor student residing in the District but whose parent, guardian, or other person having lawful control under a court order does not reside in the District shall present a power of attorney or an authorization agreement as provided in Chapter 34 of the Family Code assigning responsibility for the student in all school-related matters to an adult resident of the District.

MISCONDUCT

A minor student living apart who has engaged in misconduct that results in any of the consequences found in Education Code 25.001(d) shall not be permitted to attend a District school.

EXCEPTIONS

Based on an individual student's circumstance, the Superintendent shall have authority to grant exceptions to the requirement for a power of attorney or authorization agreement and to the exclusion for misconduct.

ADMISSIONS

FD
(LOCAL)

EXTRACURRICULAR ACTIVITIES	The Superintendent shall determine whether a minor student living apart is present in the District for the primary purpose of participating in extracurricular activities.
NONRESIDENT STUDENT IN GRANDPARENT'S AFTER-SCHOOL CARE	<p>The parent and grandparent of a nonresident student requesting admission under Education Code 25.001(b)(9) shall provide to the Superintendent the required information on the grandparent's residency and complete a form provided by the District describing the extent of after-school care to be provided by the grandparent.</p> <p>The Superintendent shall have authority to approve or deny such admissions requests in accordance with criteria approved by the Board.</p>
"ACCREDITED" DEFINED	For the purposes of this policy, "accredited" shall be defined as accreditation by TEA, an equivalent agency from another state, or an accrediting association recognized by the commissioner of education.
GRADE-LEVEL PLACEMENT ACCREDITED SCHOOLS	<p>The parent, guardian, or other person having lawful control of a student enrolling in a District school from an accredited public, private, or parochial school shall provide evidence of the prior schooling outside the District. The student shall be placed initially at the grade level reached elsewhere, pending observation by the classroom teacher, guidance personnel, and the principal. On the basis of these observations and results of tests that may be administered by appropriate District personnel, the principal shall determine the final grade placement.</p>
NONACCREDITED SCHOOLS	<p>A student enrolling in a District school from a nonaccredited public, private, or parochial school, including a homeschool, shall be placed initially at the discretion of the principal, pending observation by classroom teachers, guidance personnel, and the principal. Criteria for placement may include:</p> <ol style="list-style-type: none">1. Scores on achievement tests, which may be administered by appropriate District personnel.2. Recommendation of the sending school.3. Prior academic record.4. Chronological age and social and emotional development of the student.5. Other criteria deemed appropriate by the principal.

ADMISSIONS

FD
(LOCAL)

TRANSFER OF CREDIT

ACCREDITED
TEXAS PUBLIC
SCHOOLS

Credit toward state graduation requirements earned in an accredited public school district in Texas shall be transferable and recognized by the District.

OTHER
ACCREDITED OR
NONACCREDITED
SCHOOLS

Before recognizing credit in a course earned in an accredited non-public school, an accredited school outside of Texas, or a nonaccredited school, appropriate personnel shall evaluate a student's records and transcript. The District may require the student to demonstrate mastery of the content or use alternative methods to verify course content for the award of credit. [See EI]

WITHDRAWAL

A parent or guardian wishing to withdraw a minor student shall present a signed statement that includes the reason for the withdrawal. A student who is 18 or older may submit a withdrawal statement without a parent's or guardian's signature.

[For District withdrawal of students no longer in attendance, see FEA(LOCAL).]

DOI Committee and DEIC Recommendations for Guidelines on Exemption:

TEC §29.151 Free Kindergarten

DOI Committee Recommendations for local guidelines:

The district requests flexibility in determining readiness for Kindergarten by allowing students who are not age 5 by September 1 to meet locally established eligibility requirements and to optionally enroll with all the same district financial benefits of those students who are 5 years old by September 1st. The district will establish a local committee comprised of various stakeholders (e.g., teachers, campus administrators, district staff) to develop and recommend local criteria for Kindergarten readiness to the Superintendent/Board of Trustees, as appropriate. Students who are ready for school can develop a strong foundation of literacy and numeracy to prevent potential gaps in achievement and accelerate their learning.

DEIC Recommendations for local guidelines:

No changes to DOI recommendations.